



**The National Archives  
and Records Administration**

**Annual Report for the Year Ended September 30, 1992**

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**Washington, DC**

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# Foreword

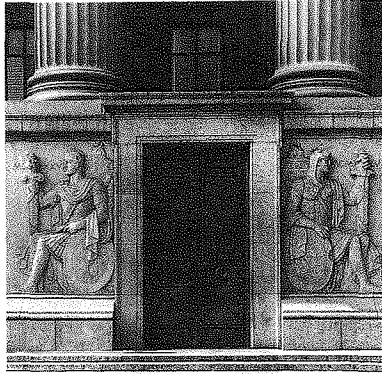
The activities detailed in this annual report occurred during the period October 1, 1991, through September 30, 1992 (fiscal year 1992) while Dr. Don W. Wilson was serving as Archivist of the United States. Dr. Wilson resigned from office effective March 19, 1993. Numerous organizational and administrative

changes that have taken place in the National Archives and Records Administration since the end of fiscal year 1992 will be more fully described in the annual report for fiscal year 1993. Presently, Deputy Archivist Dr. Trudy Huskamp Peterson is serving as the acting Archivist of the United States.



*The Charters of Freedom are the most important documents in the custody of the National Archives. More than 1 million visitors came to the National Archives Exhibition Hall in the Rotunda in fiscal year 1992 to view the Declaration of Independence, the U.S. Constitution, and the Bill of Rights. (Photograph by Jerry Thompson)*

# PART I



# Office of the Archivist

Most of the 10 points enunciated by the Archivist in 1987 as the goals for his tenure in office have involved active efforts to reach out to the many constituencies of the National Archives—to Government agencies, the Congress, scholarly and professional organizations, cultural institutions, the research community, international archival institutions, and the general public. During the past 5 years, articulating the mission, programs, and needs of the National Archives has produced gratifying results: the visibility of the institution throughout the Nation is increasing; a broader base of support is developing; relations with Government agencies are strengthened; resources have increased during a time of growing competition for Federal funds; and the professional staff has been augmented by specialists from outside the agency who have provided a healthy perspective on the agency's work.

Three realities of the external environment in which the National Archives operates pose special challenges for the future. In the political arena, a new climate in the relations between the executive and legislative branches of Government calls for greater cooperation. The Congress has demonstrated its intention to be more closely involved in the oversight of day-to-day operations and management decisions within the agency. Second, we face an era of scarcity in resource availability. Along with other cultural institutions of the Federal Government, there is a growing need to seek private support for program areas that are not core functions. Finally, we are in an era of tremendous technological change. The National Archives faces this development in the records it is charged with preserving and making available and in its internal operations.

Therefore, while continuing his efforts to strengthen the ties between the National Archives and its many constituencies, the Archivist focused a significant amount of time and energy on three important strategic goals: developing a new consensus on the mission and goals of the National Archives; putting in place a formal process for systematic, ongoing planning within the agency; and developing within the agency the means for communication and cooperation across office lines. The structure of the Office of the Archivist was changed in connection with the realignment of the organization of the National Archives in July 1992. The responsibility for Congressional Affairs was placed within the Office of Management and Administration, and the Archival Research and Evaluation Staff was moved to the newly



*More than 500 guests attended a reception to view four Civil War paintings by Texas artist G. Harvey on October 3, 1991. The paintings were based on National Archives records, and royalties from limited-edition prints will be used for National Archives preservation projects. Left to right: Randy Best, Somerset House Publishing; Mrs. Best; Mrs. Wilson; Dr. Don W. Wilson, Archivist of the United States; Mrs. Jones, wife of the artist; and G. Harvey. (Photograph by Nesshan Nalchayan)*

created Office of Special and Regional Archives.

In the area of building greater support for archives generally, as well as greater awareness of the National Archives programs specifically, the Archivist's activities ranged from speaking before the Missouri Historical Society to dedicating the Municipal Archives of the City of Mobile, AL. He inspected a number of the facilities within the National Archives nationwide system of archives, records centers, and Presidential libraries. These visits included the Reagan Library at the time of its dedication; the Central Plains Regional Archives and the Records Center in Kansas City, MO; the Denver Records Center; the Kennedy Library, where the Advisory Committee on Presidential Libraries met; and the Roosevelt Library. In September he participated in the dedication of a new facility in New York housing the National Archives—Northeast Region. In addition, he attended the annual Presidential library directors conference and the annual meeting of the directors of regional archives.

The Archivist has placed the National Archives at the center of efforts to commemorate the 50th anniversary of U.S. participation in World War II and established the



goal of opening all remaining classified materials from World War II that are in the possession of the National Archives. He took part in the ceremony opening three World War II-related traveling exhibits: in San Antonio, TX, in December 1991; in Austin, TX, in April 1992; and in St. Louis, MO, in January 1992.

Efforts to develop relationships with international archival organizations continued with meetings of the International Council on Archives (ICA) attended by the Archivist in Germany and France and at the XIth Congress of ICA held in Canada in September 1992, at which he was elected a vice president of the organization. In April, at the invitation of the Curtin Centre in

Australia, the Archivist shared with Australian government officials the experience and knowledge of the National Archives and Records Administration in developing national institutions for the preservation of executive branch records.

During the year, the Archivist placed special importance upon efforts to provide technical assistance and advice to archivists and archival facilities that were a part of the former Soviet Union. Advising these officials on the preservation of their records and on the means of establishing access to them serves the larger cause of history. As a result, the full story of the cold war as told by the records of both superpowers may someday become



*In a White House ceremony on April 14, 1992, Vice President Dan Quayle and Jan Olszewski, Prime Minister of the Republic of Poland, signed an agreement returning to Poland records of its Ministry of Foreign Affairs from 1918 to 1940. Archivist Don W. Wilson; Hubert Romanowski (left), Counsellor of Science and Technology at the Polish Embassy; and an unidentified protocol officer from the State Department (far left) attended. The records, captured by the Germans in 1939, were acquired by the United States following the Allied liberation in 1945 and transferred to the Department of State. The National Archives has maintained physical custody of the records on behalf of the U.S. Government since 1949. (Photograph by Steven Purcell, The White House)*

available. Accordingly, a number of Russian archivists were among the many prominent visitors from other countries visiting the National Archives this year.

The activities of the staffs within the Office of the Archivist support the duties of the Archivist and the Deputy Archivist and are described here by unit.

### ***Office of Inspector General***

The Inspector General Act of 1978, as amended (Public Law 100-504), established inspectors general in 33 designated Federal entities to complement the inspectors general appointed by the President in the larger Federal agencies. Both groups have the statutory authority and responsibility to conduct independent audits and investigations of programs and operations administered or financed by their respective agencies. Such efforts are performed to promote economy and efficiency and to detect and prevent fraud, waste, abuse, or mismanagement in agency programs and operations.

The National Archives Office of Inspector General (OIG) was established on April 16, 1989. The Inspector General is charged with the responsibility to provide policy direction for and to conduct, supervise, and coordinate audits and investigations; to review existing and proposed legislation and regulations relating to programs and operations; and to make recommendations in a semiannual report to the Congress. In addition, among other responsibilities under the act, the OIG is expected to recommend policies for the agency and to conduct, supervise, and coordinate other activities carried out or financed by the National Archives. Other responsibilities of the OIG include reporting to the Attorney General where there are reasonable grounds to believe there have been violations of Federal criminal law.

By statute, the Inspector General reports to and is under the general supervision of the Archivist but does not report to, or receive supervision from, any other employee of the National Archives. In order to further ensure independence, the act provides that the Archivist shall not prevent or prohibit the Inspector General from initiating, carrying out, or completing any audit or investigation or from issuing any related subpoena.

The Inspector General may receive and investigate complaints or information from an employee of the National Archives concerning the existence of an activity constituting a violation of law, rules, or regulations; mismanagement; gross waste of funds; abuse of authority; or substantial and specific danger to the public health and

safety. The act provides that the Inspector General shall maintain the confidentiality of employees who forward complaints unless the Inspector General determines such disclosure is unavoidable during the course of the investigation or has the employees' consent. No employee may be subjected to reprisal action for making such a complaint or disclosing information, unless the employee knew the complaint or information to be false.

The Office of Inspector General maintains both a hot line telephone number and a post office box for the receipt of complaints and information. The Washington, DC, area telephone number is 202-724-0111. The toll-free number is 1-800-786-2551. The address for the post office box is NARA OIG, P.O. Box 50163, Washington, DC 20091-0163.

### ***External Affairs Staff***

The External Affairs Staff develops and maintains liaison between the National Archives and the archival profession, at both the national and international levels, as well as contacts with organizations representing various research communities. The Staff also coordinates the vis-



*Four Japanese-American veterans from the famed 442d Regimental Combat Team present records of their service in World War II to Dr. Wilson. From left to right: Clarence Matsamura, Rudy Tokitwa, Dr. Don W. Wilson, George Oiyee, and Dr. Susumu Ito. (Photograph by Jerry Thompson)*

its of international visitors and assists the Archivist in carrying out the institutional relationships assigned to him by statute.

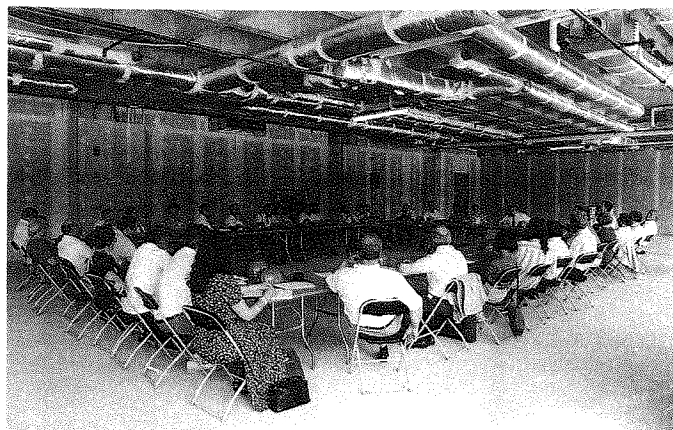
As part of its continuing cooperation with the National Association of Government Archives and Records Administrators (NAGARA), the National Archives agreed to coordinate the creation of a team to visit and evaluate the programs of the Colorado State Archives. The team was created in response to a request from the Colorado State archivist, whose agency faced the prospect of substantial reductions in resources and operations. Two National Archives staff members participated in the team, which filed its report in 1992.

The National Archives also cooperated with NAGARA in another joint project: a summary of guidelines useful to State and local governments that may be considering the adoption of optical disk technology for their records. Following completion of the study, which drew upon an extensive examination of the issues involved and visits to several optical disk applications throughout the country, the guidelines were provided to NAGARA for publication and distribution.

In addition, the National Archives helped to host the 1992 NAGARA annual meeting, which was held in Washington, DC. At this time, the Archivist also held his annual meeting with the State archivists. The latter meeting, which took place at Archives II, was the first official National Archives event at the new facility.



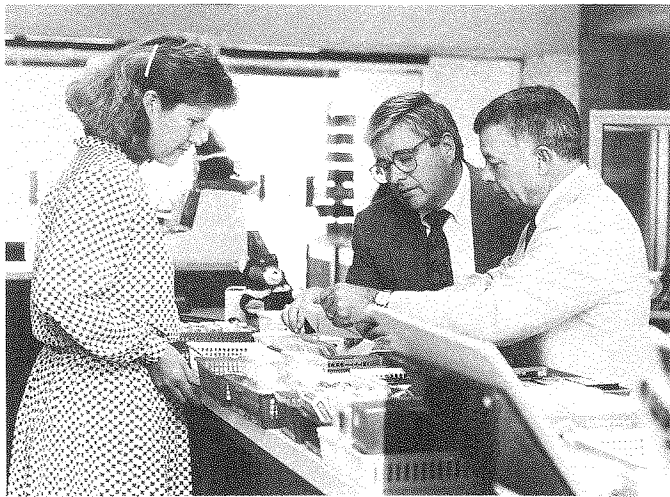
*Gen. Dmitri A. Volkogonov was surrounded by eager questioners following his June 15 lecture entitled "Unlocking Russia's Unknown History." (Photograph by Jerry Thompson)*



*The first official meeting of an outside archival group held at Archives II took place on July 15, 1992, when State archivists held their annual meeting at the construction site. The meeting was held in unfinished office space on the second floor of the administrative wing of the new building. State archivists meet annually with Archivist of the United States Don W. Wilson (upper right) to discuss programs and concerns that affect the archival community nationwide. Discussions at this year's meeting centered on resource cutbacks, the NARA reauthorization bill, and the closing of the Colorado State Archives. After their meeting, the State archivists were given a tour of Archives II. (Photograph by Richard Schneider)*

In September 1992 the National Archives hosted the annual meeting of the Committee on Reprography of the International Council on Archives (ICA). The 4-day meeting, which was organized by Alan Calmes, provided more than a dozen international participants with an overview of National Archives activities in this field and included wide-ranging discussions of issues involved in reprography. During the same week, the National Archives co-hosted (with the National Gallery of Art) the annual meeting of the ICA Working Group on Architectural Records.

In March and April the National Archives welcomed a group of six archivists from Russia, Ukraine, and Belarus. This visit was intended to strengthen communication and cooperation between archivists in the former Soviet Union and those persons and organizations in the United States interested in family history. During their 10-day visit, the six archivists received a thorough orientation to American archival records, practices, and user groups and met with numerous representatives from the U.S. genealogical community. One outcome of the visit was a formal agreement to regularize and improve the handling of genealogical inquiries sent by Americans to archival



*Archivist of the United States Don W. Wilson, Eisenhower Library Director Dan Holt, and Gift Shop Manager Carol Needbam inspect items for sale at the Eisenhower Center during a visit by the Archivist on November 12, 1991. (Photograph by Robert Paull)*

repositories in the three republics. The agreement was signed by the Archives of Russia Society and the National Archives Volunteer Association.

On April 14 the United States returned to the Polish Government a group of Polish Foreign Ministry records that had been seized by the Nazis during World War II. Vice President Dan Quayle presented the records, which had been in National Archives custody since 1949, to Polish Prime Minister Jan Olszewski at a ceremony in the Old Executive Office Building attended by the Archivist and numerous National Archives staff members. A National Archives volunteer, Maria Davidson, was singled out for commendation for her work on readying the approximately 50,000 pages of records for their return to Poland.

The Archivist was elected a vice president of ICA at the XIIIth Congress in Montreal. By virtue of his election, he serves on the ICA Executive Committee and as chair of the Commission on Program Support. Donn C. Neal serves as secretary of the Commission. Laura Jacumin joined the External Affairs Staff in March 1992.

### **Public Affairs Staff**

The Public Affairs Staff acts as a clearinghouse for information on the National Archives. Its many publications serve to inform various audiences including National Archives employees in Washington, DC, and the field, the press, and the public. The Staff is headed by the Public Affairs Officer, Jill Brett.

This year the Staff took an active role in publicizing two major World War II traveling exhibitions: "World War II: Personal Accounts—Pearl Harbor to V-J Day" and "World War II: The Artist's View." The Public Affairs Staff coordinated publicity for the December 7, 1991, opening

of "World War II: Personal Accounts" in San Antonio, TX, and, for the first time, produced three video news releases relating to the commemoration and distributed them nationwide.

The Staff also supported World War II commemorative activities at Presidential libraries and regional archives by writing and distributing press releases, producing public service announcements, and compiling a comprehensive resource guide for suggested World War II activities.

Other initiatives undertaken or planned by the Staff relating to the anniversary of World War II events include the launching of "World War II Chronicles," 3-minute weekly radio spots based on audiovisual holdings at the National Archives; coordinating with the Smithsonian Associates cosponsorship of a lecture series on Presidents during World War II to be offered in fiscal year 1993; and a re-creation of a bond rally, also to take place in 1993.

The Staff has supported the Presidential libraries in other ways as well. It assisted the Ronald Reagan Library, located in Simi Valley, CA, in coordinating the publicity for its dedication and formal opening on November 7, 1991. The Staff worked closely with the Gerald R. Ford Library and Museum to identify corporate funding sources for the opening of its "World War II: Personal Accounts" exhibition. Other events that occupied staff time and resources included the opening of the 1920 census on March 2, 1992, the certification of the ratification of the 27th amendment to the U.S. Constitution, a joint press conference with the American Red Cross to announce a project to locate victims of the Nazi Holocaust, and the opening of a National Archives exhibition entitled "Ties That Bind: Communities in American History."

The Staff continued to work closely with the Office of Protocol at the Department of State to encourage visits to the National Archives by foreign dignitaries. This year Mrs. Naina Yeltsin, wife of the Russian President, was among the special guests who viewed the Charters of Freedom in the Rotunda. The Staff helped to coordinate the ceremony attended by the Archivist, Polish Prime Minister Jan Olszewski, and Vice President Dan Quayle to return Polish Ministry of Foreign Affairs records to Poland.

National Archives programs benefitted from an agreement with Somerset House, a fine arts publishing company, which produces, for sale, materials based on the holdings of the National Archives. At the end of the fiscal year, royalties from the release of a four-print series by G. Harvey amounted to more than \$131,000. The proceeds are earmarked for preservation and outreach projects.

Other agreements are being negotiated to help underwrite special outreach projects.

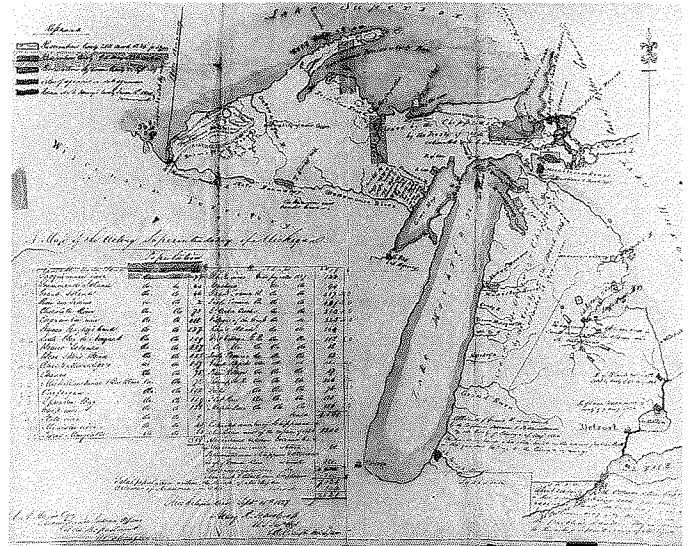
Publications	Circulation Per Issue
Calendar of Events (monthly) (published by the National Archives Trust Fund)	28,000
News From the Archives (quarterly)	980
Staff Bulletin (weekly)	3,900
Annual Report	2,500
World War II Newsletter	1,775
NARA in the News	agency wide

### Legal Services Staff

The Legal Services Staff of the National Archives provides advice to the Archivist and other agency officials on matters involving the interpretation of laws and regulations; represents the National Archives before administrative tribunals, including the Equal Employment Opportunity Commission (EEOC), the General Services Board of Contract Appeals (GSBCA), and the Comptroller General; serves as the liaison between National Archives officials, the Department of Justice, and other Federal agencies when the National Archives or its employees become involved in judicial proceedings; and serves as the counsel to the National Archives Inspector General. The General Counsel also serves as the Designated Agency Ethics Official, coordinating the development, implementation, and enforcement of the National Archives ethics program. Assisting the General Counsel, Gary Brooks, are four attorneys and three paralegal specialists.

During the past year, the National Archives was involved in a wide variety of civil litigation. In January 1992 the Department of Justice, aided by an attorney on the General Counsel's staff, went to trial in the Detroit Federal court to establish title to an 1837 map of Michigan that was drawn by, or at the direction of, Henry R. Schoolcraft, then the acting head of the Office of Indian Affairs Michigan Superintendency. Judge Horace Gilmore found that "all rights, title and interest in the 1837 Schoolcraft Map are vested in Plaintiff, United States of America." Judge Gilmore concluded the map had been sent to the Office of Indian Affairs by Henry Schoolcraft with his September 15, 1837, annual report for the Michigan Superintendent. The map is part of National Archives Record Group 75.

The Department of Justice has also represented the



*"The Schoolcraft Map." This multicolored manuscript map, created by Indian Agent Henry R. Schoolcraft, was submitted to the Office of Indian Affairs as part of the 1837 Annual Report of the Michigan Superintendency. In 1988 the National Archives filed suit to retrieve the map when a private citizen attempted to sell it. On January 10, 1992, U.S. District Court Judge Horace Gilmore ruled that the Schoolcraft map was previously in the custody of the National Archives and therefore belongs to the United States. (Photograph courtesy of the Federal Bureau of Investigation)*

National Archives before Federal courts in several lawsuits brought under the Freedom of Information Act (FOIA). On November 22, 1991, Judge Norma Holloway Johnson of the Federal District Court for the District of Columbia decided in favor of the National Archives in a FOIA suit brought by British journalist and author Tom Mangold. Mr. Mangold was seeking investigative records relating to James J. Angleton, the former chief of counterintelligence for the CIA. This decision was the latest in a series of cases upholding the agency's policy of fulfilling its FOIA responsibilities by making unrestricted records in the National Archives available in its research rooms.

In another FOIA suit filed against the National Archives, Mark Katz, an author with expertise in photoanalysis, represented by Public Citizen, is seeking access to the photographs taken during the autopsy of President John F. Kennedy. These photographs were deeded to the Kennedy family, and the National Archives always has considered them to be donated historical materials. Although the 1972 decision of the 10th Circuit in *Nichols*

v. *United States* held that these photographs were not available under the FOIA, subsequent criticism of that decision as well as changes to the FOIA have enabled the plaintiff to again raise the issue of access to the photographs. The agency is assisting the Department of Justice in preparing a motion for summary judgment.

The Legal Services Staff also has been assisting the Department of Justice in two lawsuits filed against the National Archives by Stanley Kutler, an author and history professor at the University of Wisconsin. One is a FOIA suit seeking access to finding aids and other materials created by National Archives archivists in the course of processing the Nixon tapes. The National Archives withheld these materials as derivative of Nixon Presidential materials, subject only to the disclosure provisions of the Presidential Recordings and Material Preservation Act and not the FOIA. The National Archives filed its motion for summary judgment in early May of 1992. In the other suit, brought under the provisions of the Administrative Procedures Act, Mr. Kutler is joined and represented by Public Citizen.

The Legal Services Staff and the Department of Justice's Commercial Litigation Branch continue to work on a potential replevin case involving certain Army records relating to the Nazi war criminals tried after World War II by the International Military Tribunal at Nuremberg, Germany. The records in question were compiled by the 6850th Internal Security Detachment and consist of inmate personnel records and related materials for, among others, Hermann Göring and Rudolph Hess. The Commercial Litigation Branch intends to file suit to recover the records if the person in possession of the records ultimately refuses to turn them over to the Government.

The Staff also aided the Department of Justice in the Government's defense in *Armstrong v. Executive Office of the President*, a case challenging the destruction of certain electronic materials created by the National Security Council and the Executive Office of the President. The Court of Appeals determined that the court should not review records decisions made by the President pursuant to the Presidential Records Act. The court remanded the case to the district court to determine whether guidance provided for Federal records was sufficient under the Federal Records Act.

The General Counsel and his staff were involved with a number of claims for money damages brought by individuals under the Federal Tort Claims Act. At the administrative level, these claims are processed by the Legal Services Staff.

During the past year the Staff represented the agency on several occasions before the EEOC, the GSBCA, and the Comptroller General on administrative and contractual matters.

In his role as the Designated Agency Ethics Official, the General Counsel continued efforts to counsel National Archives employees concerning their responsibilities under the Ethics in Government Act and the existing standards of conduct. The Office of Government Ethics promulgated standards of conduct applicable to all Federal agencies, and the Legal Services Staff is responsible for distributing these new standards to all National Archives employees. The General Counsel and his staff also have reviewed the Public Financial Disclosure Reports filed by senior National Archives employees and reviewed confidential statements of employment and financial interests filed by other National Archives employees.

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### ***Office of the Archivist***

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#### ***Archivist of the United States***

Don W. Wilson 202-501-5130

#### ***Deputy Archivist***

Claudine J. Weiher 202-501-5130

#### ***Executive Staff Director***

Raymond A. Mosley 202-501-5510

#### ***Inspector General***

Lawrence Oberg 202-724-0067

#### ***Director, External Affairs Staff***

Donn C. Neal 202-501-5521

#### ***Director, Public Affairs Staff***

Jill Brett 202-501-5525

#### ***General Counsel***

Gary Brooks 202-501-5535

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## PART II



# Archives II

## **Construction**

Dramatic changes occurred throughout the year at the College Park site of the new National Archives building generally referred to as Archives II. The George Hyman Construction Company was awarded the contract to build Archives II in January 1991, and by the beginning of fiscal year 1992, Archives II had been under construction for 9 months. Approximately 60 percent of the total amount of concrete had been poured; the superstructure had been completed in some areas and had not been begun in others; and white precast concrete panels were being erected in those areas where the superstructure was complete. Twelve months later, the building structure and exterior had been completed. Substantial interior work remained, and construction continued on schedule for this building, which exceeds the length of three football fields. From the exterior, Archives II looked finished.

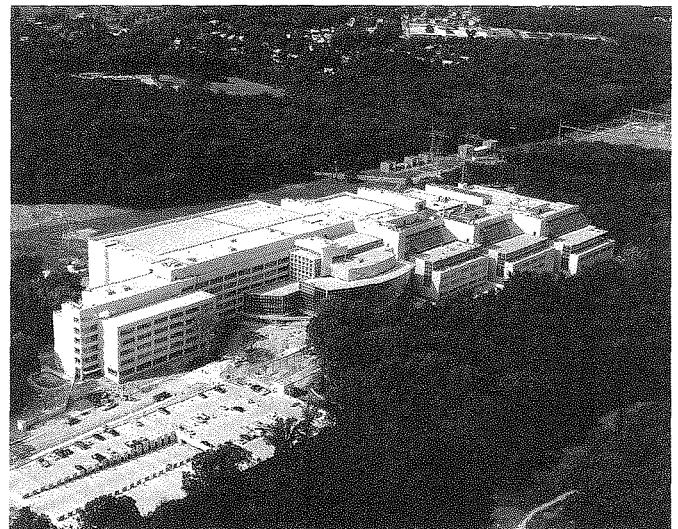
It had been a long road from 1969, when the National Archives was forced to begin moving records “temporarily” into its Washington National Records Center at Suitland, MD, to 1988, when the design for Archives II was begun by Hellmuth, Obata, and Kassabaum (HOK), architects, in a joint venture with the engineering firm Ellerbe Becket. In those 19 years the National Archives tried repeatedly to engage the attention and support of key government officials for a new archives facility. After several false starts, real progress on this important program came only after the National Archives had regained its status as an independent agency in 1985.

In 1987 Representative Steny Hoyer, of Maryland’s Fifth District, recognized the National Archives’ increasingly desperate need for space that would ensure the proper temperature and humidity levels to protect records from deterioration. By 1987 archival records were stored not only in Suitland but also in a rented facility in Northern Virginia, and various National Archives staff offices had been dispersed to an additional half dozen rented sites. Representative Hoyer proposed that the University of Maryland at College Park might be interested in offering land for the construction of a new Archives building.

Negotiations between the National Archives, the university, and the State of Maryland to bring an Archives facility to College Park received strong support from Maryland Senators Barbara Mikulski and Paul Sarbanes as well as from State and local officials from the Governor to the Prince Georges County Executive and the Mayor of College Park. With their support, 33 acres of university land were donated as the site for the new building.

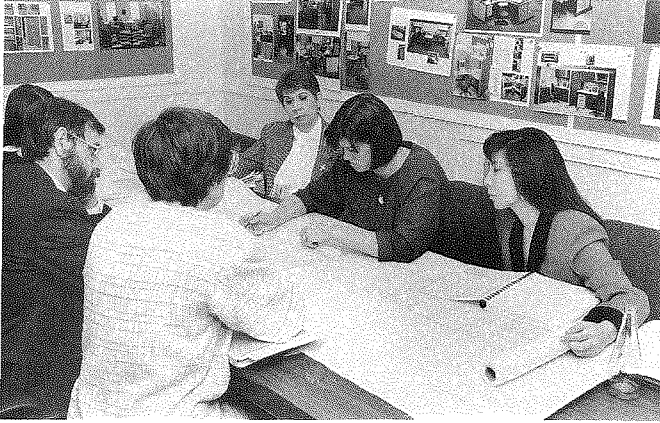
Representative Hoyer and Senators Mikulski and Sarbanes shepherded through the United States Congress legislation authorizing money for building design and authorizing construction and funding for the building. With the passage of this legislation, the National Archives embarked on a multiyear effort involving many staff members in the design and construction of Archives II and many more in planning and preparing the records for the move to the new building. The Office of Management and Administration is responsible for overall direction of the design and construction of Archives II. Fiscal year 1992 was the fourth of this multiyear endeavor, which has consumed the attention and effort of so many who have sought to make the project a success.

The beginning of the fiscal year featured a “topping-out” ceremony, a time-honored tradition in the building trades marking the construction of a building’s highest point. On November 19, 1991, the George Hyman Construction Company sponsored a barbecue lunch served to all of the Archives II construction workers and invited guests from the National Archives, the various subcontractors working on the project, and the architects and engineers who had designed the building. Workers and guests signed the back of a panel of precast concrete, and during the ceremony, a crane lifted the panel into



*On September 15, 1992, the exterior of Archives II was 90 percent complete, and work on the interior continued at a rapid pace. Designed by Hellmuth, Obata & Kassabaum (HOK) and Ellerbe Becket and constructed by the George Hyman Construction Company, Archives II is expected to be completed in the fall of 1993. (Stewart Brothers Photographers)*





*The interior design firm of Peck Peck & Associates, Inc., were selected to design the interior offices, research rooms, lobbies, and conference rooms of Archives II. Members of the Peck Peck team met with representatives from every unit moving to the new facility to plan their specific office spaces. Peck Peck project manager Kay Sargent (second from right) and Sunny Rob (far right) met with Adrienne C. Thomas, Deputy Assistant Archivist for Management and Administration (center); Marvin F. Russell and Jeanne Schauble, Records Declassification Division; and Mary Ronan, Office of the National Archives Access Staff (not pictured) to plan their office and processing spaces on the sixth floor of Archives II. (Photograph by Earl McDonald)*

place on the building at its highest point. Workers had previously cut a small pine tree from the woods surrounding the construction site and placed it on top of the building near the location where the precast panel was to be placed. The pine tree is an essential part of the "topping-out" tradition, signifying long life for the building, a most appropriate wish for Archives II, which is expected to serve the agency's needs for at least 100 years. During the ceremony, U.S. savings bonds were presented to the construction teams with the best safety records.

Recognizing the construction teams with the best safety records represented one small part of the overall effort to construct Archives II with the least possible injury to the workers and with the greatest possible sense of cooperation and team effort among all of the participants. The Archives II construction project, while unique in many ways, is particularly notable because it is on schedule, within budget, and free of any lawsuits or claims filed by any of the parties on the construction team. This record is attributable to a high degree of cooperation among the various parties in recognizing problems and working out solutions. Much of the credit goes to Marvin Shenkler, Archives II project manager and an employee of the

National Archives Office of Management and Administration. Shenkler is the driving force behind the use of a technique called "partnering," which encourages all of the parties in the construction process to establish a formal communication procedure to discuss problems and head off disputes before they turn into ugly lawsuits. Assisting Shenkler in this effort are the team members from the Gilbane Building Company, who have been with the project since design was begun as construction quality managers for Archives II.

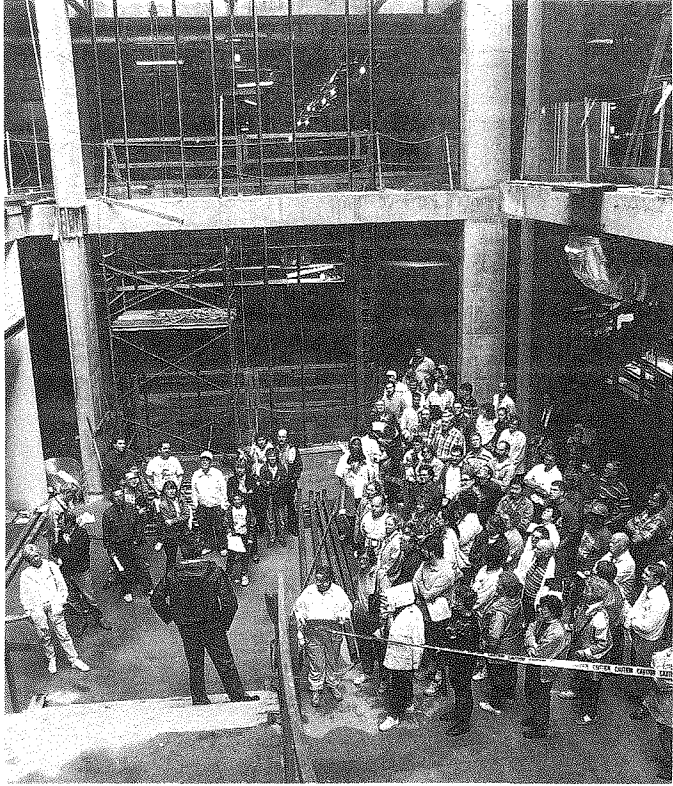
### **Shelving**

The mobile shelving system to be installed in Archives II is the single most expensive element of the project apart from construction of the building itself. The world's largest compact storage system will be installed on seven floors, including the basement, as part of a \$47.5 million contract awarded to H & S Constructors, a joint venture of Harnischfeger Engineers, Inc., Brookfield, WI, and Spacesaver Storage Systems, Inc., Fort Atkinson, WI. It became clear in the early planning stages for Archives II that only by using high-density mobile shelving in the records storage areas could the Archives meet its storage capacity needs. Traditional stationary shelving would have required a building almost 1 million square feet larger than the budget or the site would allow.

Mobile storage systems provide greater space efficiency and storage capacity than stationary shelving. Wheeled carriages can accommodate a variety of storage housings including shelving, drawers, map cases, cabinets, or art racks. The carriages run on tracks and compact together to eliminate unnecessary aisles. Because only one "movable" aisle is needed for each module of mobile carriages, twice as much material can be stored in the same space that fixed shelving would occupy.

The mobile system will compact almost 2 million cubic feet of storage capacity into an area of 691,572 square feet and will consist of 2,000 electric carriages, ranging in length from 13 feet 4 inches to 70 feet, in 28 record storage areas. Placed end to end, the total length of the carriages is 293,636 feet (55.61 miles). A typical textual stack has a storage capacity of 65,000 cubic feet and occupies 22,400 square feet of floor space; the largest stack occupies 40,000 square feet. The carriages will roll on more than 80,000 feet (more than 15 miles) of rail recessed in the floor.

If the 520 miles of four-post shelving were laid end to end, the shelving would reach from the National Archives



*On May 16, 1992, the National Archives held its fourth community day at the Archives II site. More than 300 National Archives employees and their families were joined by members of the community and people associated with the project. The tours included a visit to a records storage area, the textual research room, labs, offices, the cafeteria, and the day care center. James C. Megrongle, Assistant Archivist for Management and Administration, served as one of the tour leaders and describes to this group what the atrium lobby, where they are standing, will look like when it is completed in the summer of 1993. (Photograph by Richard Schneider)*

Building in Washington, DC, to the Gerald R. Ford Library in Ann Arbor, MI. More than 6,300 new map cases and about 2,000 existing map cases will make up the world's largest mobile map case system. The complete mobile system also will hold more than 150 microfilm/microfiche storage cabinets. In most storage areas, there will be fixed map cases against the front wall and fixed perimeter shelving units for oversized materials, indexes, and reference materials.

Because of the large volume and massive weight of the materials concentrated on the mobile storage system, the National Archives and its architects and engineers took

special precautions to ensure that the floors in each records storage area have adequate load-bearing capacity. Structural engineers from Ellerbe Becket determined that a floor-load rating of 350 pounds per square foot with a deflection rate of L/750 (1 inch deflection for every 750 inches of unsupported span) would be required.

The low-profile steel rails on which the mobile carriages will move are recessed into the concrete floor and are fully grouted to ensure that the weight of the system is properly transferred to the floor. The 14-gauge steel channels were recessed for a cleaner appearance and to eliminate a possible tripping hazard. The rails feature interlocking tongue-and-groove joints to assure proper alignment and load transfer as well as smooth and easy carriage movement. The structural concrete slab features a special two-way concrete joist design similar in appearance to a waffle. This design provides superior strength and enables the building columns to be placed wider apart than would otherwise be possible. Metal reinforcing mesh was placed over the slab prior to the second concrete pour (3-inch minimum) to provide added strength.

Once leveled and anchored, the rails were set in a full-length bed of special high-strength hydraulic nonshrinking grout. Average thickness of the grout is 2 inches, thicker than normal to allow for an adequate second concrete pour of at least 3 inches between the rails. To provide further protection during the second concrete pour for the floor, the rails were covered with inverted 22-gauge steel channels. This also helped protect the rails from oxidation since the building was not enclosed at the time installation began. After each floor was completed, with rails installed, the concrete was sealed with an approved epoxy-type sealer. Rail installation was completed in about 7 months.

In addition to maximizing records storage capacity in Archives II, one of the agency's most critical concerns was fire protection. The architect contracted with Underwriters Laboratories (UL) of Northbrook, IL, to conduct a series of fire tests supervised by the National Archives on the compact storage system models supplied in cooperation with the voluntary testing program. Four findings emerged from the tests:

- 1) During a fire alarm and at night, mobile systems will leave 4- to 6-inch spaces between the carriages as flues to reduce the time it takes to put out a fire and reduce the amount of fire damage. The greater the flue space, the sooner a fire is detected and the sprinklers activated.

Once the sprinklers are activated, the spaces allow water to cascade down the front of the shelves and prevent flames from “jumping” across aisles to adjacent carriages. The carriages will be spaced automatically when in the “fire park” or “night park” modes. Actual spacing varies based on the size of the aisle and the number of carriages in the module, but the minimum flue space is 4 inches.

2) Early suppression fast response (ESFR) sprinklers with “quick-response” heat-activated sensors on the ceiling above the mobile system modules will provide greater protection. The sprinkler heads on these systems are rated at 165 degrees Fahrenheit, which is lower than traditional sprinkler systems. In the UL tests, ESFR sprinklers responded soon enough to put out the fire and permit salvage of a sizable portion of the burning records. The sprinklers proved particularly important for the protection of highly combustible computer tapes.

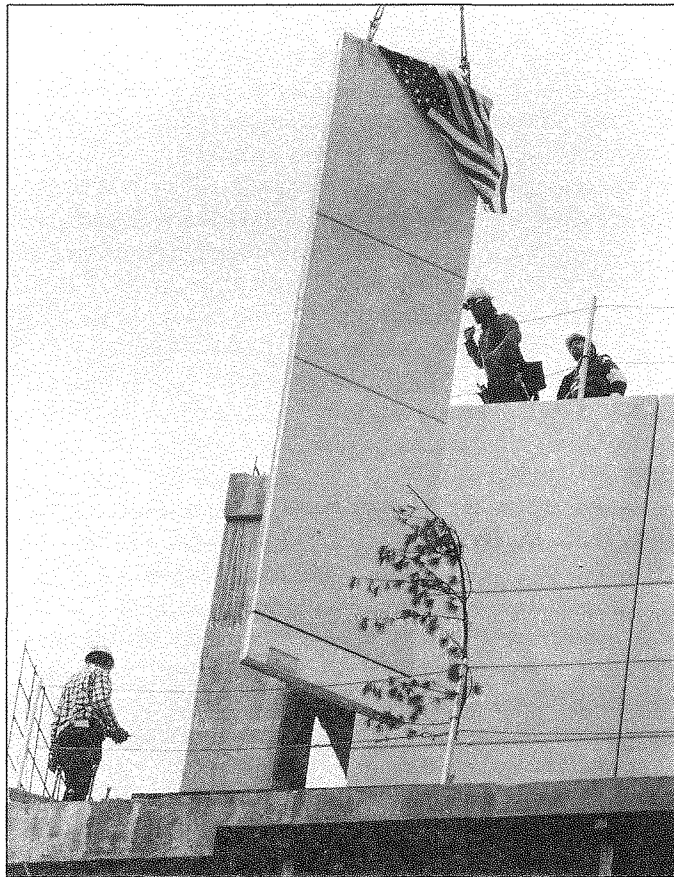
3) Smoke detectors provide valuable early warning time, especially when carriages are compacted. The National Archives specified an ionization-type system that detects combustible particles in the air and sets off the alarms and sprinklers before flames or smoke become visible.

4) Fires in mobile shelving systems can be contained within a single module if the sprinkler system is activated. This is an essential requirement for the overall fire safety of the facility.

Overall, the tests showed that spacing between the carriages, smoke detectors, and overhead sprinklers with quick-response heads permit detection and extinguishing of fires with minimal document damage. The system at Archives II is configured so that when a fire alarm goes off during operating hours, the building control system signals the mobile carriages to go into the “fire park” mode. A red light starts blinking on each carriage, the carriages automatically move to create flue spaces, and they lock in place.

The “fire park” mode does not override safety sensors. The carriages will not move if there is a person or an object in their path. When the fire signal ends, the carriages return to their ready state but stay in the “fire park” mode.

An automatic “night park” mode, which also is controlled by the building security system, places the carriages in the same position as the “fire park” mode. All carriages remain in the “fire park” or “night park” mode unless reactivated from the building’s central control room by National Archives staff.



*The Archives II “topping-out” ceremony was celebrated at the building site on November 19, 1992. Topping out is a traditional ceremony in the construction industry and is held when the highest point of the structure is reached. Members of the various construction crews were invited to sign the ceremonial precast concrete panel, which was then hoisted up to the top of the building and installed. An evergreen tree, a tradition at all topping-out ceremonies and a symbol of strength and longevity, sat on the top of the building for good luck. (Photograph by Earl McDonald)*

The mobile carriages used in Archives II were custom designed and feature an exclusive welded aluminum uniframe construction that provides a high strength-to-weight ratio to prevent binding, racking, and misalignment and eliminates the need for fasteners that can loosen or break. This design can carry the specified weight of records or other materials stored on it without distortion and evenly transfers weight onto the wheels. The standard carriages have a load-bearing capacity of 1,000 pounds per linear foot of carriage length, while the

largest carriages for map cases have a load-bearing capacity of 2,000 pounds per linear foot.

As part of its overall shelving requirements, the National Archives established structural requirements that substantially exceed current industry standards, such as a maximum shelf/carriage deflection of L/320. By comparison, the Shelving Manufacturers Association requires L/140, and the American Library Association requires L/192. To meet this requirement, the system features heavy-duty 18-gauge four-post steel shelving and 11-gauge steel shelf supports for maximum stability.

The 5-inch case-hardened steel wheels are precision ground and balanced for smooth operation. They have permanently lubricated and shielded ball bearings for long, maintenance-free life. The Archives II system has flat, nonflanged wheels with positive lateral guide bearings (similar to monorail bearings) that grip both sides of the rail to provide easier movement under heavy loads.

Each carriage is independently powered by fractional horsepower dc motors controlled by a sequential movement system to provide smooth starting, operation, and stopping. The sequential movement system also prevents carriages from touching each other, minimizes vibration to protect stored materials, and reduces the amperage draw when starting up the system. The number of motors is determined by the size of the carriages. Some of the largest and heaviest carriages for map cases have three motors, while the rest have one or two motors. For greater efficiency, the map cases are mounted on "piggy-back" double-wide carriages. An overhead power panthograph delivers power to the system. A portable battery-operated power pack provides a temporary means of operating the system during a power outage.

Control systems are fully programmable to provide maximum flexibility in determining where aisles will open, how many will open, and how far they will open. The controls used in the Archives II system allow every function to be programmed at the site and are interfaced into the building management system for added flexibility.

Building lights are installed perpendicular to the carriages, and the system is tied into the lighting interface boxes supplied by the mobile storage system manufacturer. To conserve electricity, the lights above a shelving module are turned on only when that module is accessed. Additional lighting, which is not tied into the mobile system, is located in the main aisles of each records storage stack.

The safety of Archives II staff who will retrieve records from the mobile shelving was a primary consideration

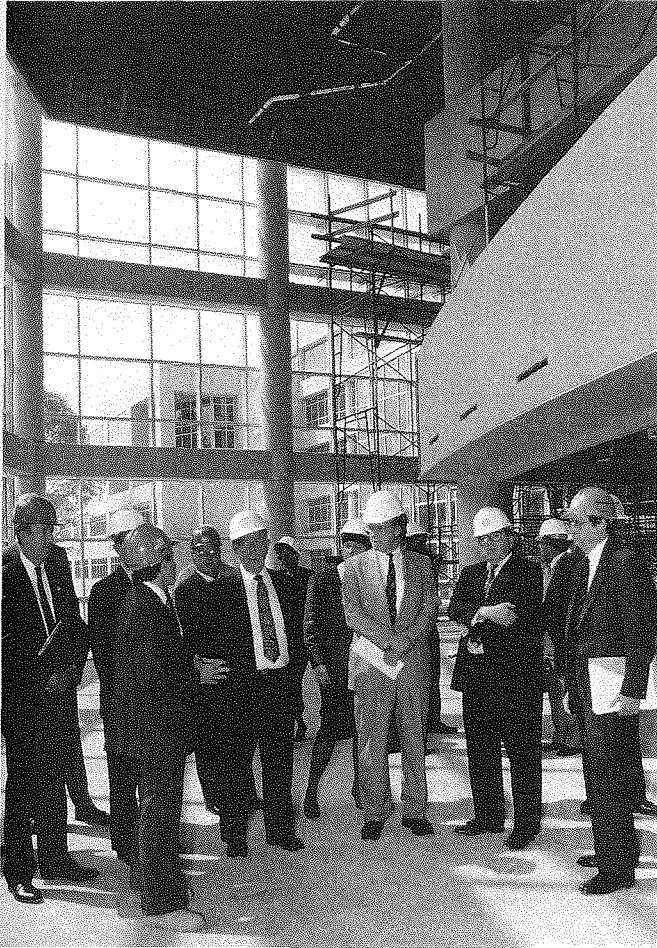
when determining the requirements for the system. A National Archives employee entering an aisle will break a light beam from a photoelectric sensor. Lights on the face panels of the carriages will change from green to red, and the system will lock. Activation is totally passive and requires no conscious effort on the part of the person entering the system. Before the aisle can be closed, the system must be reset manually. The Archives II system also includes an infrared optical safety sweep. The infrared sensors are installed on the base of the carriage and project a light beam up to 100 feet to detect any objects that may have been inadvertently left in the aisle. When an object breaks the path of the beam, the forward motion of the carriage is automatically stopped. The carriage cannot be moved forward until the obstruction is removed and the system is manually reset, though the carriage can be backed away from the obstruction. The optical sweep has a low activation height of  $\frac{1}{8}$  inch to reduce the danger of papers or other light objects being undetected and damaged.

Considerable thought and effort was expended by the Archives staff, the architects and engineers, and the shelving manufacturers to produce a shelving system for Archives II that maximized storage capacity, protected the records from fire and damage from off-gassing, ensured the safety of staff, and conserved electricity. After installation of the shelving system is completed in the fall of 1994, it will be the world's largest compact storage system.

### ***Interior Design***

Peck, Peck and Associates (PPA), a subcontractor to the architects of Archives II, worked with National Archives staff throughout the year to design the office space, conference room facilities, cafeteria, break rooms, fitness center, and daycare center. Within the general outlines of space assignments that had been made for National Archives organizations during the building design phase, PPA worked with each group to define their requirements further and to check the outcome against the original design assumptions. At this stage, before interior walls were built, some adjustments were still possible to accommodate changes in organizations and staffing projections since the original assumptions had been developed.

PPA produced design drawings that fixed the location of walls for offices, conference rooms, file rooms, closets, and similar spaces for all office space in Archives II. As



*On September 16, 1992, Governor of Maryland William Donald Schaefer and other Maryland State officials were given a tour of the construction site of Archives II by Archivist of the United States Don W. Wilson. The University of Maryland donated the 33-acre site on which the new archives facility is being constructed, and the Governor has been a supporter of the new building from the planning stages. From left to right are Donald N. Langenberg, Chancellor of the University of Maryland System; Marvin Shenkler, Archives II Project Manager; Governor William Donald Schaefer; Shaila Aery, Maryland's Secretary of Higher Education; Dr. William E. Kirwan, President of the University of Maryland at College Park; Dr. Wilson; and James C. Megronigle, Assistant Archivist for Management and Administration. (Photograph by Earl McDonald)*

the general contractor turned the drawings into real walls, PPA worked to develop furniture layouts for each of the National Archives organizations. It had long been assumed that to maximize utilization of space, panel-based "systems furniture" would be used in the open

office areas. Hundreds of hours were devoted to meetings with National Archives staff to determine their requirements and turn them into drawings of workstations suitable for each individual staff member and for the placement of copiers, printers, files, bookcases, meeting spaces, microfilm readers, and other office equipment. The drawings were reviewed several times to ensure that all functional requirements had been addressed in the layouts. From these drawings PPA developed the specifications for the systems furniture contract, which was awarded by the end of the fiscal year.

Other design elements also required PPA's design expertise. Design of the cafeteria, daycare center, and fitness center progressed from the selection of colors and finish materials to the layout of furniture and equipment and the determination of exact electrical outlet placement. Perhaps the most effort, however, was devoted to the interior design of the eight research rooms that make up the Archives II research complex, which is accessible from the first floor entrance lobby and is located on floors two through six. Initial space requirements for each research room had been developed with HOK based on agreed-to assumptions, but at the time the contract to construct the building was awarded, these areas were shown simply as large open areas. From this stage, PPA worked with the National Archives to develop specific requirements for the interior layout of these rooms including the custom design of research room furniture.

Archives staff had very definite ideas about the functional requirements to be designed into the research room furniture. Tables for the textual research room had to seat four researchers while keeping their materials separated. The necessary dividers had to be transparent for security purposes, and the tables needed to provide electrical power for both built-in lights and portable computers that many researchers bring with them. The tables also needed built-in data hookups to allow researchers to access the Archives II computer system, and they needed to be sturdy, durable, comfortable, and meet the requirements of the Americans with Disabilities Act. In addition, the furniture had to be aesthetically pleasing and compatible with the overall design of Archives II. Similar design requirements were developed for each type of furniture required in the various research rooms. While the overall design was to be compatible in terms of materials and overall look, substantially different designs were developed to accommodate computer terminals, microfilm readers, and audio and video equipment. This design effort is especially important because its success or failure

will directly affect the National Archives researcher clientele and will to a large degree determine the success of the building as a whole.

### ***Move Planning***

A full-time move planner from the Gilbane Building Company worked closely with National Archives staff, particularly with the staff of the Office of the National Archives, which will be moving not only personal belongings but also a substantial portion of the Nation's archival records heritage. Throughout the year, procedures for moving archival records of every media type, from large maps to glass plate negatives, were developed, reviewed, and incorporated into the move plan. Move planners studied logistical issues such as the loading dock size and traffic at the National Archives Building, Washington National Records Center, and Pickett Street facility in order to determine what size trucks could be used to move the records and during which hours the loading docks could be devoted to moving records out of the three buildings. Move routes were mapped within the buildings, and decisions were made about the hours movers could use the elevators so as to create the least possible disruption to National Archives staff delivering records to the research rooms. While various records are being packed, moved, and unpacked at Archives II under the watchful eyes of National Archives monitors, other staff will continue to provide reference service on records not yet affected by the move. All of these issues and many more were resolved and incorporated into the contract for a move contractor.

A few basic principles formed the philosophical foundation for the move plan. The sequence of the move will improve the organization of the records. For example, the work of preparing the records to be moved includes verifying current locations, identifying related records that have been stored in separate locations over the years, and organizing them into proper hierarchical order according to archival standards. When the records arrive at their new locations, they will be placed in the correct order, and their new stack and shelf locations will be entered in the Master Location Register (MLR), the new automated listing of the location of all record series. The MLR will benefit researchers by allowing reference staff to locate requested records more quickly and easily. The physical placement of the records into proper order also will facilitate service to researchers since records from a single record group, currently located in several dispersed stacks

in more than one building, will be located in contiguous space.

This complex move of records and 600 staff members will cause some unavoidable inconveniences between November 1993 and December 1995. Nevertheless, it was decided that the National Archives had to do everything possible to ensure that records were closed for research for the shortest possible time. In addition, plans were made to keep the research community informed about the move plans. A newsletter was developed, and the first issue was distributed at the end of the fiscal year. Several more issues will be sent to professional organizations, university history departments, libraries, and individual researchers to provide information about when specific bodies of records will be moved and how long they will be closed to research. The newsletter will be issued more frequently as the move date nears, and other methods of reaching out to the research community will be sought. National Archives staff who do not work with the archival records are scheduled to move to Archives II in October 1993, and the first records, with associated staff, will begin moving in November 1993.

### ***Community and Professional Liaison***

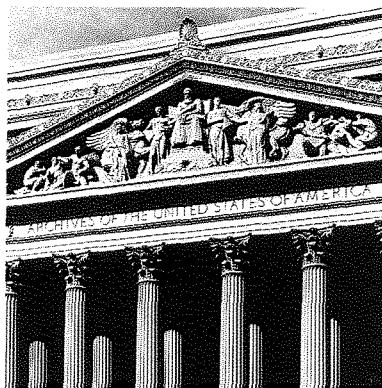
The Office of Management and Administration continued the tradition it had established at the beginning of Archives II construction by holding two community days during the fiscal year, one in October 1991 and the other in May 1992. These widely publicized events were designed to allow the neighboring community, University of Maryland staff, National Archives employees and their families, and other interested individuals to tour the site and follow the construction progress from the time when there was nothing more to see than a hole in the ground for the garage to this year's tours through the building itself. Visitors were taken through records storage areas where rails for the mobile shelving had been installed, to laboratory areas, offices, the future cafeteria, and to the textual research room, with its wooded vista visible from the dramatic three-story window wall. Approximately 200 visitors toured the site in October 1991, and over 320 came in May 1992.

The Office also shared information about the project and about specific building operating systems with a cross section of professional organizations and individuals. The staff participated in sessions about Archives II at the annual meetings of the Society of American Archivists and the National Association of Government Archives and

Records Administrators (NAGARA). Because the NAGARA annual meeting was held in Washington, attendees were also invited to tour Archives II. The annual meeting of State archivists sponsored by the National Archives was held at Archives II in unfinished office space—the first official meeting chaired by the Archivist of the United States in the new building. Representatives from several foreign countries also toured Archives II, hoping to acquire information that could be applied to their own construction programs. These included visitors from Slovenia, the Turin State Archives, and the British Library; the Archivist of Japan; and the International Council on Archives' Committee on Reprography. The building committee from the Library of Congress and representatives from the Smithsonian Institution were also given tours, offering National Archives staff the opportunity to return the generosity that had been shown to them during the Archives II planning phase. Numerous presentations were given to other groups, including Archives staff, throughout the year.

The Archives Research Coordinating Committee (ARCC), consisting of members from the Archives and the University of Maryland at College Park, met twice during the year to discuss subjects of mutual interest. While the first ARCC meetings had addressed construction impact issues generally, discussion this year turned to the coordination of joint educational and scholarly projects. National Archives staff also met with the Archives II advisory group, consisting of representatives of the Society of American Archivists, the American Historical Association, the Organization of American Historians, the Society for History in the Federal Government, and the genealogical community. Previous meetings had focused on Archives II design issues for the construction and furnishings. During this year's meetings the discussion turned to the development of research room procedures and other building access issues of specific concern to the research community.

## PART III



# Archival Programs

The Office of the National Archives and the Office of Special and Regional Archives are responsible for accessioning, 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 44 U.S.C. Chapters 21, 29, 31, and 33.

In addition, the Office of Presidential Libraries, through the Presidential libraries and Presidential materials projects, is responsible for accessioning, preserving, describing, and making available for use the records, materials, and donated personal papers of each Presidential administration since Herbert Hoover. These materials compose the Presidential records of the U.S. Government and are governed by the authorities in 44 U.S.C. Chapters 21 and 22.

Effective with the start of the fourth quarter of fiscal year 1992, the administrative structure for archival programs was realigned. The Office of Special and Regional Archives was established and is responsible for the 12 regional archives, for electronic records, and for the records of the Congress. The Office of the National Archives retains major responsibility for

records created in the Washington, DC, area and overseas, including textual documents; still photography; motion picture films; aerial photography; video and sound recordings; and architectural, engineering, and cartographic records.

The purpose of the realignment was to ensure that the complex and difficult task of preparing over 1 million cubic feet of records for their move to Archives II could continue to receive the full attention of the Office of the National Archives and that work on other program priorities of the agency could continue to keep pace with these preparations. Those priorities include continuing to take a leadership role in the management of electronic records of the Federal Government and fostering even higher levels of creativity and effectiveness in the management of the regional archives and the records of the Congress.

A number of topics discussed in the following chapter on the work of the Office of the National Archives and in chapter 6 on preservation efforts involve work that also occurred within the Office of Special and Regional Archives during the fourth quarter, following the realignment of the administrative structure. Statistics for the Office of the National Archives in this report include activity relating to records that were the responsibility of the Office of Special and Regional Archives at the end of the fiscal year.



# Office of the National Archives

## *Archives II Move Preparation Continues*

Preparation for the massive relocation of approximately 1,100,000 cubic feet of textual records and of approximately 110,000 cubic feet of nontextual records, scheduled to begin in 1994, continued to be a major activity of the Office of the National Archives in 1992. By the end of 1992, 75 percent of the time allocated for advance move preparation (fiscal years 1989–93) has been used, and 90 percent of the textual holdings involved in the move have been surveyed for a computerized Master Location Register. Data entry into the computerized locator and control system is well under way. Actual physical preparation, the reboxing of materials stored in steel drawers and trays that cannot be moved to Archives II, continued as well. During the year, 224,744 cubic feet of records were re-boxed. This physical preparation will continue throughout the move process.

As part of an effort to ensure a minimum disruption in service during the actual move period, the Office of the National Archives has prepared a move information packet for researchers and others who wish to keep informed of the move to Archives II. Interested persons receive periodic newsletters, schedules, and other information about the new building and about the scheduled move dates for the various record clusters and record groups. The closing dates indicate when all or parts of record groups will not be available for research because the records are in transit to their new locations, and the opening dates indicate when the records will be ready for use by researchers at the new locations. In addition to these time frames, the move information packet gives researchers telephone numbers and addresses where they may obtain more detailed information during the course of the move.

## *1920 Census*

The long-awaited 1920 population census materials were opened to researchers on schedule on March 2, 1992, in a ceremony hosted by the Archivist of the United States and attended by officials of the Bureau of the Census and by genealogists. Microfilm copies of the 1920 census were available in the Microfilm Research Room in Washington, DC, and at all the regional archives. The 1920 census consists of more than 10 million pages preserved on 10,662 rolls of microfilm produced by the Bureau of the Census. The opening marked the end of a 3-year process of duplicating the film. The duplication

laboratory staff produced 181,254 rolls of microfilm (17 complete sets of indexes and schedules) in order to make copies available in all the regional facilities, the Microfilm Research Room in Washington, DC, and through the interlibrary loan program.

The opening of the census stimulated an unprecedented rise in researcher visits. In the Microfilm Research Room in Washington, DC, the number of microfilm researchers jumped from 1,338 in the last week of February to almost 2,000 in the first week of March. In the 12 regional archives, researcher visits rose by 250 percent. When the census first opened, there were long lines at all facilities and not enough microfilm readers or space to meet the demand. At times during the first few weeks, as many as 150 researchers vied for the 93 microfilm stations in the Washington, DC, research room. The staff quickly began taking reservations for workstations and, when necessary to accommodate the demand, limited the number of hours a single researcher could use a reader. In the days immediately after the opening, researchers filled the lobby of the National Archives Building. Additional seating was provided to accommodate them, and a special information desk was established in the lobby to provide immediate assistance to waiting researchers. The regional archives responded to the demand by increasing the hours of operation and by



*During the visit of the Patriarch of the Russian Orthodox Church, archivist Dane Hartgrove showed visitors materials relating to churches in Imperial Russia. From left to right: Bishop Arseny, Metropolitan Theodosius, Patriarch Aleksey, Mr. Machnev, Metropolitan Kirill, Jonathan Russin, and Dane Hartgrove. (Photograph by Cecilia Epstein)*

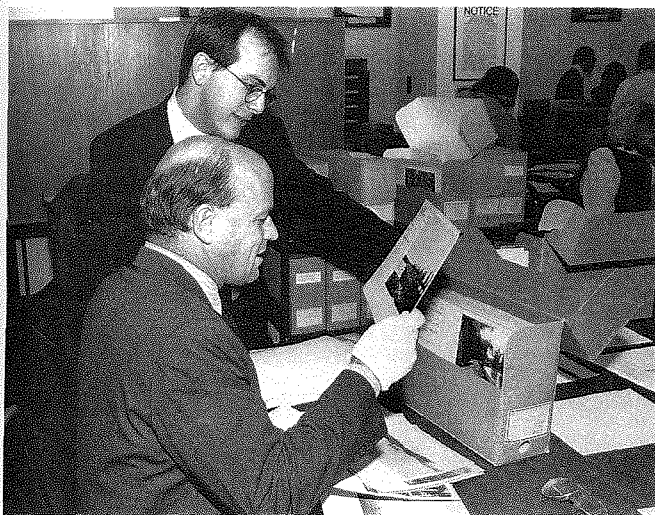
using appointments and time limits as well. The keen interest in the 1920 census resulted in a 16.7 percent increase in researcher visits in the Washington, DC, area during the last quarter of the fiscal year over the same period in the previous fiscal year, and a staggering 44.7 percent in researcher visits to the regional archives.

### **Archival Information System**

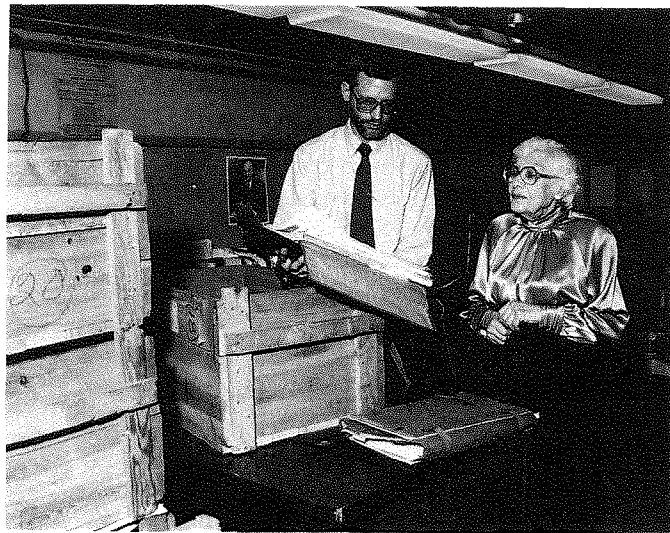
Prototyping the system design for a nationwide online archival descriptive data base, the Archival Information System (AIS), was accomplished in fiscal year 1992. Working with a contractor, National Archives staff determined the information storage and retrieval requirements for the full AIS system and started to write procurement documents to solicit bids for the system. In fiscal year 1993 a Request For Comments will be issued, and after review of industry comments, a Request For Proposals to solicit bids will be released. The contract will be awarded in fiscal year 1994, and development of core modules will be completed during fiscal year 1995.

### **Accessions, Description, and Openings**

The National Archives grew by 31,536 cubic feet during fiscal year 1992. This growth resulted from accession-



*Frank G. Wisner, U.S. Ambassador to the Philippines, shown here with an aide, visited the Still Picture Branch of the National Archives to select images to be reproduced for display at the U.S. Embassy in Manila. Photographs inspected by Ambassador Wisner, from Record Groups 111, 165, 208, and 350, documented varied aspects of Philippine social, political, and military history from the Spanish-American War through the end of World War II. (Photograph by Jerry Thompson)*

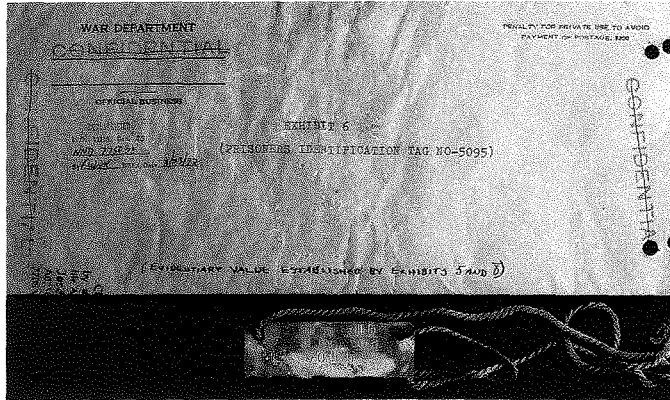


*On February 28, 1992, Maria Davidson, a National Archives volunteer who was born in Poland, assists staff archivist Paul Rood, of the Records Relocation Branch, with the translation of records of the Polish Ministry of Foreign Affairs. These records were seized by the Germans in World War II and later recovered by the U.S. Army. They have been stored in a National Archives vault since 1949 and have been returned to the Polish government. (Photograph by Amy Young)*

ing 12,981 cubic feet in the Washington, DC, area and 18,555 cubic feet in the regional archives. The permanent holdings of the National Archives now consist of 1,739,206 cubic feet of records including:

- 4.6 billion textual (paper) documents
- 117,801 reels of motion picture film
- 173,929 sound recordings
- 29,196 video recordings
- 7,409,206 still pictures
- 2,177,846 maps and charts
- 2,193,917 architectural and engineering plans
- 9,152,109 aerial photographs
- 5,435 data sets

Significant accessions of textual records in 1992 include records of the Atomic Energy Commission relating to J. Robert Oppenheimer and relating to the Dixon-Yates controversy; Central Files of the Securities and Exchange Commission, 1933-64; investigative case files relating to World War II from the Federal Bureau of Investigation; Department of State Central Decimal Files,



*One of two sets of POW identification tags belonging to Soviet Army generals who died in a German prison camp in World War II. The items were found with testimony provided by witnesses regarding events that occurred in Stalag 13, Vulzburg Bat Wiessenburg, Germany, among the records of the Judge Advocate General of the Army. Trudy H. Peterson, Assistant Archivist for the Office of the National Archives and member of the U.S.-Russian Joint Commission on POW/MIAs, presented the tags to her Russian counterparts during a visit in March. (Photograph by Earl McDonald)*

1955–63; the Peers Report on the My Lai massacre, 1969–71, from records of the Office of the Secretary of Defense; records of Joint Chiefs of Staff Chairman Earle G. Wheeler, 1964–70; U.S. Supreme Court case files and related records, 1986–91; and General Records of the U.S. Government concerning the ratification and certification of the 27th amendment to the Constitution.

Important accessions of nontextual records include 99 motion picture films from the Tennessee Valley Authority, 1936–83; blueprints of Public Health Service hospitals, quarantine stations, and such other facilities as the

Carville, LA, leprosarium; and 15 hours of Air Force interviews by U.S. military personnel of enemy Iraqi POWs captured during Operation Desert Storm. In the single largest accession of electronic records in the history of the National Archives, the Bureau of the Census transferred 487 reels containing 487 data files of the 1990 Decennial Census of Population and Housing Summary.

More than 90 tons of audiovisual records were received as a result of the closing of the Department of Defense's Motion Media Records Center at Norton Air Force Base (formerly the Defense Audio Visual Agency). The shipments, which began in January 1992, include edited and unedited film documenting military activities since World War II. The transfers are arriving at a rate of one trailer-truck load a month and will continue through 1993.

The Norton AFB transfers are one example of the archival consequences of the Department of Defense's efforts at downsizing or "right-sizing." The various components of the military are transferring their records to the National Archives much more rapidly than in the past. This large, rapid growth in audiovisual holdings is occurring at the same time as the effort to prepare the records for the move to Archives II, and the combined activities place unprecedented demands on resources for the preservation and control of audiovisual records.

National Archives staff worked on numerous descriptive projects during the year. The Still Picture Branch completed descriptions of 94 series of photographs from 37 different record groups, including the Department of the Navy and the Agency for International Development. During 1992 the Archival Publications and Archival Control Staff made substantial progress on three guides: *Guide to Records Documenting Military Participation in World War II*, *Guide to the Records of the Trans-Mississippi*

	<b>Total Pages Reviewed</b>	<b>Classified Pages Reviewed</b>	<b>Classified Pages Withdrawn</b>	<b>Total Pages Declassified</b>
Systematic and Specials	39,582,767	6,202,929	291,906	5,911,023
FOIA Reviews	574,643	307,156	53,128	254,028
EO 12356 Reviews	46,668	28,628	12,521	16,107
Totals*	40,204,078	6,538,713	357,555	6,181,158

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



## REELING THRO HISTORY

At the March 2 ceremony marking the opening of the 1920 census, Archivist Don W. Wilson presents Barbara Bryant, Director of the Bureau of the Census, with copies of census schedules documenting her family history. (Photograph by Jerry Thompson)

West, and the major revision of the *Guide to Federal Records in the National Archives*.

### Publications

In 1992 the National Archives continued to publish guides, special lists, reference information papers, and general information leaflets. A major guide published this year was *American Women and the U.S. Armed Forces: A Guide to the Records of Military Agencies in the National Archives Relating to American Women*, compiled by Charlotte Palmer Seeley and revised by Virginia C. Purdy and Robert Gruber. As part of a continuing project by the Center for Captured German and Related Records to describe World War II German records, two guides published in 1992 were *Records of the General Plenipotentiary for the Serbian Economy, 1941–1945* and the *Miscellaneous German Records Collection, Part IV*.

To enhance access and preserve original documents in heavily used archival records series, the National Archives has for many years published its holdings on microfilm. During this year, 69 new titles became available. Many of these publications reproduce records of Allied Operational and Occupation Headquarters, World War II, including *Copies of Judgments of the International Military Tribunal for the Far East, 1948*, and *Narrative Summary and Transcripts of Court Proceedings for Cases Tried Before the International Military Tribunal for the Far East, 1946–1948*. Congressional records reproduced include *Unbound Records of the U.S. Senate, Fifth Congress, 1797–1799*; *Unbound Records of the U.S. House of Representatives, Fifth Congress, 1797–1799*; and *Transcribed Reports of the Committees of the U.S. House of Representatives, 1789–1841*.

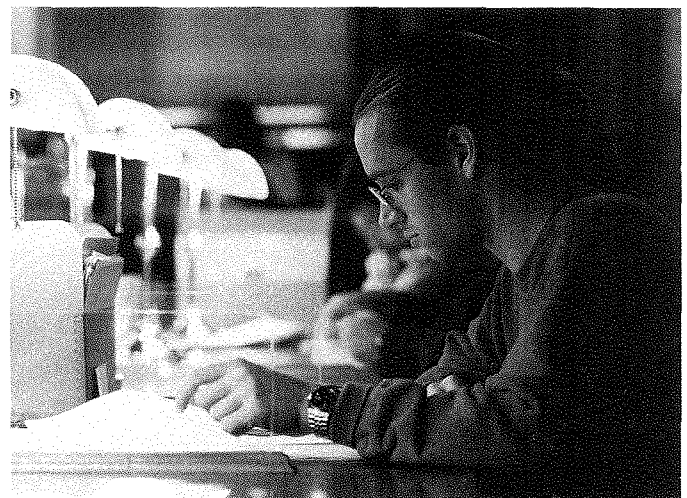
Other significant microfilm publications reflected joint

efforts of the National Archives and outside bodies interested in promoting genealogical research and the study of history. The assistance of the R. J. Taylor Foundation in Georgia enabled the Archives to complete the microfilming and publication of *Southern Claims Commission Approved Claims, 1871–1880: Georgia*. Six 1992 publications resulted from a long-term, cooperative agreement with the Genealogical Society of Utah to reproduce records in regional archives. These included *World War I Selective Service System Draft Registration Cards (rolls LA1–LA69, Louisiana)* and *Naturalization Records of the Superior Court of Los Angeles County, California, 1876–1915*.

Another series of publications consists of leaflets to assist researchers in utilizing the vast and varied holdings of the National Archives. An addition to this series in fiscal year 1992 is General Leaflet No. 38, *Information for Prospective Researchers About the Still Picture Branch of the National Archives*.

### Reference

Staff members of the Office of the National Archives provide reference assistance to other Federal agencies, the Congress, and the general public through a variety of



Researchers' visits to National Archives facilities in fiscal year 1992 increased by 30.5 percent nationwide over last year. More than 136,000 researchers came to facilities in Washington, DC, which include the Central Research Room, where a researcher examines some of the 4.6 billion textual documents preserved and made available by the National Archives staff nationwide. (Photograph by Steve Voeller)



*One of this year's most prominent visitors was Mrs. Boris Yeltsin. On June 17 Mrs. Yeltsin, accompanied by the wives of the Secretary of State, the Chief of Protocol, and the Russian Ambassador to the United States, visited the National Archives to view the Declaration of Independence, the U.S. Constitution, and the Bill of Rights. The Archivist greeted the party and explained the significance of the Charters of Freedom and the National Archives. (Photograph by Richard Snyder)*

services. The staff answer requests for information about or from the records in person, over the telephone, and in writing. They make original records available to researchers in National Archives research rooms and provide researchers with copies of records for a fee.

The National Archives continues to see annual increases in reference demand. During fiscal year 1992, 136,016 researchers came to the National Archives facilities in the Washington, DC, area, and 164,618 visited the 12 regional archives. Nationwide these 300,634 visits increased by 70,370 over 1991 levels, a rise of 30.5 percent. Much of this increase in research visits resulted from the opening of the 1920 census in March 1992.

The fact that 1992 was a busy year in reference service is reflected in the statistics for the basic elements of researcher service. The staff provided 507,984 record items to researchers (430,332 in the Washington, DC, area and 77,652 in the regional archives) during 1992. Written replies to researcher inquiries numbered 341,721, including 304,359 in the Washington, DC, area and 37,362 in the regional archives. Reproductions made by the staff for researchers grew by 4 percent over 1991 levels to 2,919,408 (2,098,709 in the Washington, DC, area and 820,699 in the regional archives). The total number of Freedom of Information Act (FOIA) requests grew by 15 percent from 944 in 1991 to a total of 1,089 in 1992.

The researchers at the National Archives not only are interested in a wide variety of information in many different media but also come from all over the Nation and the globe. A survey of new researchers at Washington, DC, area facilities in 1992 discovered that researchers came from every State and from 54 other countries. The top

four countries, in order of numbers of researchers, were Japan, Germany, the United Kingdom, and Canada. Other countries with more than 20 researchers included the Netherlands, France, Italy, and Australia.

### **Records Declassification**

With ever-greater frequency, archivists are encountering documents containing national security information. Approximately 40 percent of all newly accessioned records contain security-classified information. Between 1985 and 1992, the number of FOIA requests for classified records in National Archives custody increased by nearly 320 percent.

The Office of the National Archives performs two kinds of declassification activities: systematic and researcher-initiated review. The growth in the number of FOIA requests for access to security-classified records has forced the National Archives to reallocate staff and create a special unit devoted to processing referrals of the requests to the originating agencies and to final processing of returned determinations. This reallocation has meant a reduction in resources to conduct systematic declassification review of records that are more than 30 years old.

#### **Systematic Review**

Pursuant to Executive Order 12356, the staff review security-classified records and donated historical materials in the custody of the National Archives and Presidential libraries, using guidelines prepared by the Federal agencies having jurisdiction over the information. These guidelines provide the National Archives with the authority to review systematically and to declassify many records more than 30 years old. Many of these records require page-by-page review. Documents containing sensitive information are withdrawn and are not available to researchers until they are reviewed again and ultimately declassified. Declassified documents and copies of documents partially declassified by agency direction are placed in files as soon as possible.

#### **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



*Each year a new group of archivists enters the 2-3 year archival training program, which includes formal coursework and rotational assignments throughout the National Archives. Here trainees and other participants in the annual session of the "Introduction to Archives for Archivists" course gather on the steps of the National Archives for the traditional class photo. Left to right (first row): Mary Rephlo, Staff Development Officer, Office of the National Archives; Mary Finch; Loretto Szucs; Susan Walker; Suzanna Long; Susan Francis; Debra Steidel; Sally Cummings. Second row: Jim Herring, Mark Conrad, Beverly Watkins, Martha Wagner, Clifford Snyder, Felix Plunkard, Edward Smith, Don McIlwain. Third row: Dwight Wilbanks, Steve Branch, Ray Presley, Jerry Gegan, Jennifer Nelson, Lori Lisowski, Ted Hull. (Photograph by Jerry Thompson)*

Information Act or under the mandatory review provisions of Executive Order 12356. The National Archives refers the security-classified documents to the responsible agencies, and the agencies 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. During fiscal year 1992, nearly 3 million pages were reviewed and released in response to such requests.

A total of 40.2 million pages were surveyed in bulk or reviewed on a page-by-page basis in order to locate and act upon national security classified documents. A majority of the pages reviewed (nearly 35 million pages) were surveyed in bulk. The largest groups of records reviewed in this manner include 17.1 million pages of Navy deck logs, 3.7 million pages of Bureau of Supplies and Accounts (Navy) records, 2.4 million pages of records of the Bureau of Aeronautics (Navy), 3.6 million pages of Air Force records, 1.9 million pages of the records of the Federal Communications Commission, 1 million pages of records of U.S. Army Commands, and 746,000 pages of

records of the Agency for International Development.

Among the 3.7 million pages subjected to page-by-page systematic review were over 1.2 million pages of State Department Lot Files and 1955–59 Central Decimal Files, 503,000 pages of pre-1960 records from predecessors to the Agency for International Development (in addition to the pages bulk declassified), 1.3 million pages of Air Force records, and 421,000 pages of records of the Office of Strategic Services. The Agency for International Development funded four staff positions for the declassification of their predecessor agency records.

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***Office of the National Archives Staff***

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***Assistant Archivist***

Trudy H. Peterson 202-501-5300

***Deputy Assistant Archivist***

Michael J. Kurtz 202-501-5300

***Director, Declassification Division***

Jeanne Schauble 202-501-5345

***Director, Center for Captured German  
and Related Records***

William H. Cunliffe 202-501-5383

***Director, Preservation Policy  
and Services Division***

Lewis J. Bellardo 202-501-5355

***Director, Textual Reference Division***

R. Michael McReynolds 202-501-5380

***Director, Special Archives Division***

John M. Scroggins, Jr. 202-501-5440

***Director, Textual Projects Division***

Geraldine N. Phillips 202-501-5460

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# Office of Special and Regional Archives

The Office of Special and Regional Archives was established on July 1, 1992. The Office includes the Center for Legislative Archives, the Center for Electronic Records, and the Regional Archives System, which were formerly part of the Office of the National Archives, and the Technology Research Staff, which was formerly within the Office of the Archivist.

## *Center for Legislative Archives*

The holdings of the Center for Legislative Archives are uniquely significant and valuable. It is not surprising, therefore, that the Congress has focused increased attention on both the records and the mission of the Center. At the beginning of fiscal year 1992, the Center for Legislative Archives drafted the Report of the Advisory Committee on the Records of Congress. This report, which includes a 5-year plan for the Center and an analysis of the impact of the move to Archives II on the records of the Congress, was published by the Senate and distributed by the Center.

To develop greater subject expertise and to promote efficiency, the Center reorganized its staff to combine the reference and projects branches into a single archival programs branch. The Center also established a congressional outreach staff.

## **Archival Projects**

The Center's major project in fiscal year 1992 was begun in anticipation of the enactment of a law substantially expediting and liberalizing access to the records relating to the assassination of President John F. Kennedy among the records of the House Select Committee on Assassinations. The staff of the Archival Programs Branch completed basic preservation work on the records, placing the treated records in appropriate acid-free containers, identified and arranged the records into 68 series, and drafted descriptions of these series. A total of 241 cubic feet of records were processed.

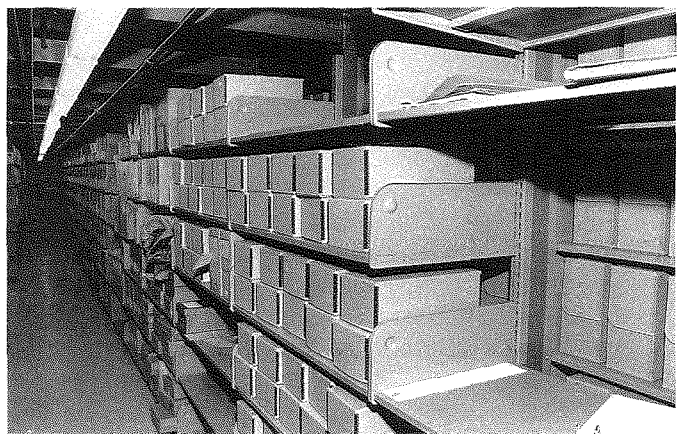
During fiscal year 1992 the Center's Archival Programs Branch continued basic preservation work on legislative records. A total of 1,040 cubic feet of House records for the 65th, 66th, and 84th Congresses (1917–21 and 1955–56) and a total of 783 cubic feet of Senate records for the 71st, 72d, and 84th Congresses (1929–33 and 1955–56) received treatment.

The records of the 84th and subsequent Congresses

have become a preservation priority because of the presence of deteriorating electrothermographic (Thermofax) copies of documents, which were used from the mid-1950s to the early 1970s. As reported last year, the staff is copying Thermofax pages onto archival bond paper. Additional preservation work (holdings maintenance, labeling, and shrink-wrapping), which is required in order to move the records from the Washington National Records Center to the National Archives Building in 1995, was done on the records of the General Accounting Office (Record Group 411) relating to Indian Trust accounts.

The Clerk of the House transferred 1,739 cubic feet of records of the House of Representatives to the Center in fiscal year 1992. The bulk of the records consist of the committee records of the 100th Congress. The Center also received 858 cubic feet of records from various committees of the Senate, most of them dating from the 100th through 102d Congresses (1987–92). Among the older records transferred were the minutes of the Democratic Conference, 1903–62, and the Opinions and Memoranda of the Senate Legislative Counsel, 1918–69.

Additional progress was made on the microfilming of early congressional records, 1789–1817. The preparation of the records for microfilming continued in fiscal year 1992, and publications for the loose papers of the Fifth and Sixth Congresses are now available.



*The records of the House Select Committee on Assassinations have been in the custody of the National Archives since the committee ceased operations in 1979. In early 1992 archivists began reboxing and describing the records; this process was complete at the time President Bush signed the law on October 26, 1992, mandating review for disclosure. (Photograph by Jerry Thompson)*



## Holdings Development

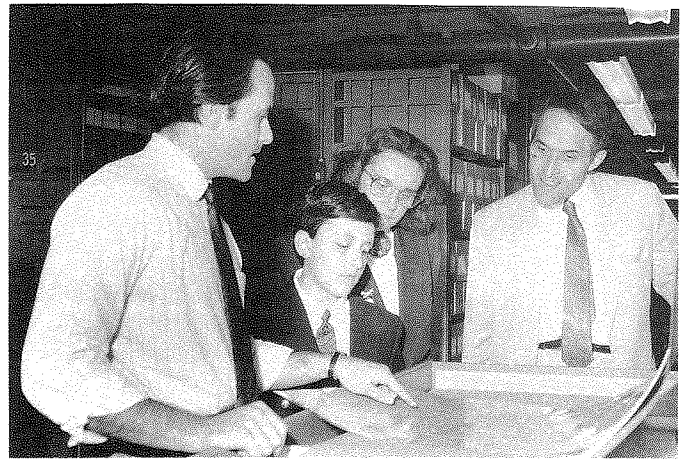
In cooperation with the Historian of the House of Representatives, the Center initiated a special project to document the 11-year history of the House Military Reform Caucus, which was dissolved in 1992. The Center obtained copies of files of the caucus staff. In addition, the Center and the House Historian's office conducted two group oral history sessions to supplement the written record of the caucus's activities and operation.

The Center's efforts to obtain copies of oral history interviews related to the Congress were rewarded with a rich collection of interview typescripts donated by Richard F. Fenno, Jr. These 41 interviews, which had been conducted with members of the House Appropriations Committee in 1959, demonstrate the value of members' insights into the legislative process as well as the enhanced value of this data after more than three decades. The Fenno typescripts have been scanned onto an electronic format as part of the Center's project to develop a data base of congressional oral history information.

To give visual expression to the Center's textual holdings and to document the history of the Congress through the medium of political cartoons, the Center acquired 2,000 original pen-and-ink drawings by Clifford K. Berryman. The Berryman collection, which was a gift to the U.S. Senate from the Charles Engelhard Foundation, depicts legislative issues and events in congressional history and American politics from the 1890s through the 1940s. The acquisition was made possible by James Ketchum, Senate Curator, and Walter J. Stewart, Secretary of the Senate.

## Public Outreach

The Center initiated a series of outreach programs to make the records of the Congress more relevant to the public. Thomas Jefferson University in Philadelphia provided a generous grant for an exhibit and for the distribution of teaching packets as part the commemoration in 1993 of the 250th anniversary of Jefferson's birth. The facsimile exhibit, featuring Jefferson's handwritten messages to the Congress on the great events and issues of his Presidency, will be displayed in the Visitor's Center at the Independence National Historic Park from July through December 1993. The related educational materials will be distributed to secondary schools in Pennsylvania, Delaware, New Jersey, Virginia, and other States.



*On July 31, 1992, the Bucki family of East Amherst, NY, view legislative records with archivist Richard Hunt. As the 1992 grand prize winner in the Cobblestone magazine annual essay contest, Craig Bucki received a trip to Washington and a special tour of the National Archives. (Photograph by Amy Young)*

To coincide with the 175th anniversary of Illinois statehood, the Center also has developed a proposal for exhibits and teaching packets to document that State's history through the records of the Congress. To mark the 200th anniversary of Kentucky's admission to the Union, the Center distributed copies of the principal statehood documents.

## Reference Services

To provide administrative support to the Congress, the Center makes available records to House and Senate committees and offices. Most of the records provided were from the past five Congresses (or past 10 years). In fiscal year 1992, a record total of 229 such requests, totaling more than 900 items, were made available to congressional committees and offices by the Center's Archival Programs Branch. The Senate Ethics Committee and the House Interior Committee were the greatest users of historical records.

During fiscal year 1992, the Archival Programs Branch received a total of 1,083 letters and orders and replied to 3,504 oral requests for information about the records of the U.S. Senate, the House of Representatives, the joint committees of Congress, and legislative agencies and for printed congressional hearings and other Government publications. The Branch logged in visits by 813 researchers to whom 8,731 items (boxes, bound volumes, and folders) were furnished in the National Archives Building. In response to research requests for access to more recent records, the Branch screened 2.755 million pages of documents, mostly House records between 30 and 50 years old. The Branch copied a total of 44,787 pages for researchers for a fee.

## Center for Electronic Records

Transfers of electronic records from Federal agencies continued at a brisk pace during fiscal year 1992. Twenty

bureaus, departments, and other components of executive branch agencies transferred more than 1,700 data files to the National Archives, marking the fourth consecutive year of increased transfers.

The Archival Services Branch aggressively followed up on the recommendations from a major study by the National Academy of Public Administration (NAPA). NAPA, under contract from the National Archives, inventoried major data bases in the Federal Government and recommended that the National Archives preserve records from more than 400 data bases. Center staff have contacted agencies to begin negotiations over transfer of almost one-half of these data bases. Some transfers already have been effected, notably the transfer of the Historic American Building Survey/Historical American Engineering Record data base by the National Park Service.

To deal with the substantial continuing growth in the volume of records transferred, the Center completed the system specifications and procurement of the Archival Preservation System (APS). This system will fully automate most aspects of the production and control of archival copies of digital files. The Center also completed the development of the Archival Electronic Records Inspection and Control (AERIC) System, Phase I, in fiscal year 1992. AERIC Phase I automates and systematizes validation of data files. (Phase II will enable the Center to preserve a wide range of data bases with complex structures.) The two systems should produce significant gains in productivity in the processing of accessions. Even without the APS, staff more than tripled the number of files copied, from 690 in fiscal year 1991 to 2,109 in 1992.

Demand for information about the Center's holdings, and orders for copies of them, increased in fiscal year 1992. Staff responded to nearly 4,000 inquiries. In addition, staff issued and distributed widely a revised version of the Center's two informational brochures, offered presentations at a variety of professional meetings, and continued to communicate with the public through electronic networks.

During fiscal year 1992, governmental organizations or staff accounted for almost 30 percent of the 1,884 data files or printouts reproduced for researchers. These included records sent in response to over 100 inquiries from Members of Congress or their staffs. Approximately 55 percent of the data files or printouts that were shipped went to academic researchers, including those sent to libraries or other information centers on their behalf. The remainder of the reproductions reflect orders from lay individuals and private companies and organizations.

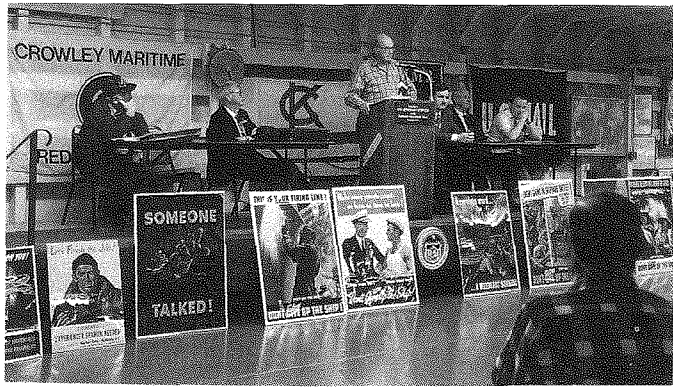


*A member of the staff of the Center for Electronic Records, Travice Kelsey, enters information into the Archival Electronic Records Inspection and Control (AERIC) system, one of two systems under development by the Center to improve productivity in processing files accessioned by the National Archives. AERIC provides automated validation of newly arrived electronic files. (Photograph by Diane Dimkoff)*

There was great diversity in both the executive branch agencies requesting records and in the records requested. For example, the Naval Postgraduate School, the Small Business Administration, and the U.S. Military Academy ordered copies of various Current Population Surveys created by the Bureau of the Census. West Point also ordered copies of data from the decennial Censuses of Population and Housing, 1940-70, and the National Marine Fisheries Service in the National Oceanic and Atmospheric Administration arranged for copies of the Annual Exports [of the U.S.] Data Bank, 1964-75. Researchers at the Army's Fort Sam Houston ordered a copy of the National Institute of Health's National Survey of Oral Health, while the Argonne National Laboratory received a copy of the Bureau of the Census's County Business Patterns files, 1974-79.

### **Regional Archives System**

The Regional Archives System consists of 12 regional archives located in or near Boston, New York, Philadelphia,



*Mervin Field, author of the renowned "California Poll," recounts his experiences at sea during a ceremony on September 27, 1992, commemorating the contributions of the World War II merchant marine. The event, cosponsored by the National Archives–Pacific Sierra Region, was held aboard the historic Liberty Ship SS Jeremiah O'Brien. Also featured was a National Archives–Pacific Sierra Region exhibit. Other speakers included the captains of the O'Brien, the Regional Administrator of the Maritime Administration, and the Chief of Protocol for the Russian Consulate in San Francisco. (Photograph by Peggy Thomsen)*

Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, Seattle, and Anchorage.

Each regional archives provides a full range of archival activities and programs to the public. These repositories accession records from Federal agencies (including the U.S. district and appeals courts) across the country documenting the history of a locality or region. In order to make the holdings of the National Archives as accessible as possible, the regional archives also maintain copies of those National Archives microfilm publications that are most in demand with their research public. These publications include all Federal population census schedules, 1790–1920; 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 region has approximately 49,000 rolls of microfilm. On March 2, 1992, the 1920 census opened in the regional archives. Duplicates of the more than 10,000 rolls of microfilm that make up this census had been shipped to each regional archives, and additional microfilm readers, reader-printers, and cabinets were in place. Prior planning and public outreach enabled each region to accommodate the large increase in research traffic—twice normal—that accompanied the opening of the census. Researcher visits to the regional archives totaled 164,618 in fiscal year 1992, an increase of more than 50,000 visits over fiscal year 1991.

The National Archives continued to improve the quality of the facilities housing some of the regional archives. Construction to expand the research, office, and public areas of the National Archives–New England Region continued. The relocation of the National Archives–Northeast Region from Bayonne, NJ, into its new quarters in

Manhattan was completed. Archivist Don W. Wilson dedicated the new facility on September 24, 1992, at a ceremony attended by city, State, and Federal dignitaries; by scholars and members of the research community; and by members of area cultural institutions.

### **Outreach to Federal Agencies**

The regional archives continued to increase their involvement with the Federal community from which they receive permanently valuable records. The staffs continued their visits to U.S. Attorneys' offices, Bureau of Indian Affairs offices, National Aeronautics and Space Administration facilities, and other key agencies to assist those agencies in identifying and transferring older permanently valuable records to the National Archives. Such contacts with the offices of Federal agencies resulted in the transfer of about 1,400 cubic feet of records, dating from the mid 1800s through the 1980s. The various regional archives also participated in 59 archives tours and open houses for client Federal agencies, reaching almost 700 employees.

### **Outreach to the Public**

Indispensable to the regions' operations is their volunteer force, drawn from the local communities. This year



*A pause for the camera following the ceremony unlocking the 1920 census at the National Archives–Southeast Region, East Point, GA, March 2, 1992. Left to right: Gayle Peters, Director; Mrs. Susana Munguia, secretary of the Friends of the National Archives–Southeast Region; Mr. James Holmes, Regional Director, Bureau of the Census; Mrs. Nancy Little, vice president of the Friends of the National Archives–Southeast Region; and Mr. David Hilbert, National Archives staff member. (Photograph by Julianne Johnson)*



*Waiting for the microfilm research room to open on March 2, 1992. Theresa and Alvis Upchurch, Bessie and John Hoffman, and George Forby are first in a line extending out the front door of the National Archives–Rocky Mountain Region facility. Researchers had their first look at the 1920 census on that day. (Photograph by James Barsi)*

the volunteers numbered 410 nationwide and contributed a total of 38,032 hours of work. These volunteers provide research assistance to genealogists, assist with processing records and creating finding aids, teach genealogy workshops and carry out other outreach activities, and assist with certain administrative activities. The regional archives conducted 221 genealogical workshops for 3,500 people. They also presented 11 workshops for 224 teachers on how to use National Archives materials in the classroom. In addition, the staffs spoke about their holdings and services to universities, genealogical societies, and professional associations, reaching a total of 8,824 people; sponsored tours and open houses in their repositories for 2,561 people (including elementary and high school students and teachers); and provided technical assistance to State and local agencies and to private organizations.

The regional archives held exhibitions at their facilities as well as at other governmental, educational, or cultural



*Researchers at the National Archives–Pacific Northwest Region line up at 7:45 a.m. to register on opening day of the 1920 census. (Photograph by Phillip E. Lotbyan)*



*At the 1920 Federal census opening day activities at the National Archives–Pacific Southwest Region, archives aides and volunteers provide census research assistance to patrons. (Photograph courtesy of the National Archives–Pacific Southwest Region)*

institutions across the country. These exhibitions were viewed by an estimated 50,000 people nationwide.

Federal court records form a large percentage of the regional holdings. In fiscal year 1992 the Regional Archives System continued its observance of the Judiciary Act of 1789 by continuing to visit Federal bankruptcy, circuit, and district courts to identify and arrange the transfer of permanent records to the National Archives.

At the National Archives–Southeast Region near Atlanta, GA, a descriptive data base was completed for merchant marine logbooks. The data base has 100,000 entries for logbooks at 8 regional archives; it contains the names of vessels, dates of voyages, ports where the voyages ended, and the specific regional archives having custody of each logbook. This data base will help merchant seamen who are seeking proof of service in order to claim veterans status. Beginning in fiscal year 1991,

throughout fiscal year 1992, and for the next few years, much of the regional archives' public outreach has focused or will focus on commemorating the 50th anniversary of America's participation in World War II. Each region is preparing an exhibit featuring its war-era holdings, which relate primarily to America on the home-front, and is developing other activities such as symposia and film festivals.

### ***Technology Research Staff***

The Technology Research Staff 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 performs studies and conducts, or undertakes by contract, a program of applied technical research projects.

### **Issues Related to the Maintenance and Use of Optical Media**

Since the early 1980s, the Technology Research Staff has monitored developments in optical media storage technology in order to understand how best to ensure the long-term usability of records of Federal agencies stored digitally on optical media. Resolution of this issue involves consideration of three critical problem areas: 1) the life expectancy or longevity of the optical media, 2) the capacity of the computer system to measure and compensate for gradual degradation of the media and the potential for loss of data, and 3) a technology migration strategy that crosses information technology generations.

In 1987 the National Archives contracted with the National Institute of Standards and Technology (NIST) to develop a standard test methodology for assessing the life expectancy of optical media. The results of this project were reported in the NIST study *Development of a Testing Methodology to Predict Optical Disk Life Expectancy Values*, issued in February 1992. The study proposes a test methodology that can form the basis for a national and international standard.

With the prompting and assistance of the Technology Research Staff, NIST has established a working group to encourage industry cooperation in the development and modification of optical drive error reporting systems so that optical drives from different manufacturers will all have the capability of supporting a common set of error

monitoring and reporting utilities. Monitoring techniques can then be used to observe the gradual degradation of the optical media before the level of errors becomes catastrophic. Utility programs could be written to capture this information on a periodic basis and provide the user with a profile of the condition of the optical media.

The development and implementation of a migration strategy to ensure that digital records created today can be both processed by computers and intelligible to humans in the 21st century is absolutely essential.

To deal with these and other related issues, in 1990 the Technology Research Staff undertook a project to develop a set of guidelines to assist agencies in the use of electronic records systems employing digital imaging or optical storage.

Among the issues studied were document scanning density, use of gray scale, image enhancement, header files, compression techniques, and conversion throughput rates. The most fundamental issue examined was that of ensuring continuous readability and intelligibility over time of records stored on optical media. The final report from the project was completed in December 1991. Entitled *Digital Imaging and Optical Media Storage Systems: Guidelines for State and Local Government Agencies*, the report was published by and is available from the National Association of Government Archives and Records Administrators. A similar project was launched in January 1992 to produce a set of guidelines for Federal agencies. This report is expected to be completed in late 1993.

A related activity, carried out partially under National Archives sponsorship, will be the development of guidelines for the care and handling of optical media, similar to those that were developed by NIST in the last decade for magnetic media. Further laboratory testing will be necessary before the completion of this document. NIST projects publication and delivery sometime in 1994 or 1995.

### **Retrospective Conversion of Textual Records and Finding Aids**

In 1985 the National Archives Technology Research Staff launched a project to study and experiment with different methodologies for retrospective conversion of manual finding aids to machine-readable form. The resulting electronic finding aids would facilitate reference to archival documents through computer-based search and retrieval.

The last 5 years have seen the development of com-

mercially available "omnifont" optical character recognition (OCR) software that can process virtually any combination of type fonts that may occur in contemporary documents developed on word processors. No company currently markets products that are capable of successfully processing physically degraded, manually typewritten, or handwritten materials, although a number of companies and research facilities are known to be working on the problem. Because these types of materials constitute the vast majority of National Archives holdings, the Technology Research Staff has continued to experiment with and evaluate new OCR hardware and software via beta testing arrangements or as they become commercially available. During 1992, experimentation with pre-release commercial software demonstrated marked improvement in conversion accuracy rates but exhibited no dramatic technological breakthroughs.

#### **Management of Scientific and Technical Data**

The management, dissemination, and storage of scientific and technical data of long-term value is an area of great interest and concern to the National Archives, to the agencies whose mission involves the capture and processing of these types of data, to the users of the data, and to the Congress, which funds scientific data programs. The National Archives has undertaken two initiatives to ensure that archival considerations are taken into account in the management and storage of scientific data.

In 1990 the National Archives and the National Oceanic and Atmospheric Administration (NOAA) entered into a cooperative agreement to examine a number of critical issues over the next several years, including the development of improved mechanisms for determining long-term costs of electronic data storage; the consideration and evaluation of critical information technologies (such as data standards and the longevity of optical media); the disposition (selection and preservation) of scientific data of long-term value; and participation of National Archives staff (as a resource on archival matters) on scientific panels addressing environmental data management. A National Archives/NOAA Working Group has met regularly over the past 2 years to address these issues.

The second initiative was the issuance of a contract in 1992 to the National Research Council (NRC) to undertake a study of the issues related to the maintenance, preservation, and subsequent access and use of scientific and technical data. The NRC has organized a Steering Committee of prominent scientists to oversee the project.

The Steering Committee has organized five working groups to assess data needs and uses in the fields of space science, earth sciences (with three subgroups on land, ocean, and atmospheric sciences), and experimental sciences.

#### **Use of Technology in Scholarly Research**

In late 1990 the Technology Research Staff began an assessment of the relationship of the evolution of technologies to trends in scholarly research methods. These trends suggest that the scholarly research methods of users of archives are shifting toward a preference for computer access to and analysis of global libraries of digitized text bases. The project explored these trends in order to consider their implications for the management of archives: whether it is necessary for archival reference service to adapt to the changing nature of research practices; the desirability of accessioning machine-readable text data bases developed by scholars; whether existing holdings of archival and manuscript materials should be converted into electronic form; and what criteria would be used to select such materials. The project also considered such questions as: If data archives collect machine-readable numeric records and text archives collect machine-readable textual records, what is the role of the long-established archives in the electronic age; and can an understanding of the use of electronic records by scholars contribute to appraisal decisions? Other topics covered included the impact of the forthcoming National Research and Education Network on scholarly research practices and the use of established archives, the likelihood that the majority of scholars will abandon the use of paper records in their research as early as the next decade, and the effects on archival user services of the changing forms of scholarly publication and presentation.

During 1992 the first phase of this project was completed with the development of a monograph entitled *Scholarly Communication and Information Technology: Exploring the Impact of Changes in the Research Process on Archives*. This report was developed in collaboration with staff of the Rand Corporation and will be published by Rand. It also was to be published by the *American Archivist* in the Spring 1992 issue (published in April 1993). The report considers some of the key trends in the development of computing infrastructures and the use of new and emerging technologies that affect scholarly research, including: 1) the development of a high-performance national research computing network for the rapid

electronic transmittal of data and graphics, 2) the encoding of primary textual source materials in a standard format in electronic form by social scientists and humanities scholars, 3) the use of artificial intelligence by scholars to interpret and analyze large, complex data and text compilations, 4) the use of hypermedia for modern research products, and 5) the prominence of online electronic publishing for the processing and dissemination of research.

This project research showed that archives professionals are rapidly becoming more interested in the use of international research networks. Internet, for example, is growing at an exponential rate. Among the many capabilities provided to Internet users are electronic mail communication and exchange of document data files in electronic form.

One of the Internet's "list servers" for electronic mail distribution currently serves the archives professional community and is subscribed to by nearly 700 individuals and institutions. The Technology Research Staff has undertaken an initiative to pursue the establishment of an Internet node (or network terminal point) for the National Archives. This Internet link would enable electronic mail communication between the geographically dispersed regional installations of the National Archives as well as communication between staff members and between staff and other professionals. In addition, the National Archives would be able to establish a repository of publicly available electronic documents, finding aids, and other institutional information accessible internationally to any system connected to the Internet. Finally, an Internet connection could make possible the accessioning of electronic files from any government agency or the exchange of such files with other agencies or institutions that have access to the Internet. The current goal is to establish an addressable Internet node for the National Archives through the Integrated Communications and Administrative Support System (ICASS) network at Archives II by the end of 1993.

### **Consulting Arrangements**

In addition to answering numerous requests for assistance within the agency, the Technology Research Staff often was called upon to assist other agencies, organizations, and professional groups. One Staff member served in an advisory capacity to the Advisory Committee of the National Center for Geophysical Data. Another served as a member of the Interagency Council on Information Resources Management. A third member visited the U.S.

Central Command at Fort McDill, FL, to identify options for providing automated reference to the command records of the Desert Shield and Desert Storm operations. Still another member served as one of a two-person team that inspected and evaluated the archives program for the State of Colorado. In May 1992 the Technology Research Staff, together with the Association for Information and Image Management (AIIM), jointly sponsored a conference on "Government and Standards: An Investment in the Future." The conference was quickly oversubscribed and had to be repeated in September 1992.

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### ***Office of Special and Regional Archives Staff***

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#### ***Assistant Archivist***

Raymond A. Mosley 202-501-5510

#### ***Deputy Assistant Archivist***

Rosanne T. Butler 202-501-5340

#### ***Director, Center for Legislative Records***

Michael L. Gillette 202-501-5350

#### ***Director, Center for Electronic Records***

Kenneth Thibodeau 202-501-5575

#### ***Director, Regional Archives System***

R. Reed Whitaker 202-501-5340

#### ***Director, Technology Research Staff***

William Holmes 202-501-5540

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**Regional Archives****Area Covered**

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Director: James K. Owens

**National Archives—New England Region**380 Trapelo Road  
Waltham, MA 02154  
617-647-8100Connecticut, Maine,  
Massachusetts, New  
Hampshire, Rhode  
Island, and Vermont

Director: Robert C. Morris

**National Archives—Northeast Region**201 Varick Street  
New York, NY 10014-4811  
212-337-1300New Jersey, New York,  
Puerto Rico, and the  
Virgin Islands

Director: Robert J. Plowman

**National Archives—Mid Atlantic Region**9th and Market Streets  
Philadelphia, PA 19107  
215-597-3000Delaware,  
Pennsylvania,  
Maryland, Virginia  
and West Virginia

Director: Gayle P. Peters

**National Archives—Southeast Region**1557 St. Joseph Avenue  
East Point, GA 30344  
404-763-7477Alabama, Georgia,  
Florida, Kentucky,  
Mississippi, North  
Carolina, South  
Carolina, and  
Tennessee

Director: Peter W. Bunce

**National Archives—Great Lakes Region**7358 South Pulaski Road  
Chicago, IL 60629  
312-581-7816Illinois, Indiana,  
Michigan, Minnesota,  
Ohio, and Wisconsin

Director: Diana L. Duff

**National Archives—Central Plains Region**2312 East Bannister Road  
Kansas City, MO 64131  
816-926-6272Iowa, Kansas,  
Missouri, and  
Nebraska

Director: Kent C. Carter

**National Archives—Southwest Region**501 West Felix Street  
P.O. Box 6216  
Fort Worth, TX 76115  
817-334-5525Arkansas, Louisiana,  
New Mexico, Oklahoma,  
and Texas

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*(continued on next page)*



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**Regional Archives****Area Covered**

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Joel Barker

**National Archives–Rocky Mountain Region**

Building 48, Denver Federal Center  
P.O. Box 25307  
Denver, CO 80225  
303-236-0817

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

Director: Diane S. Nixon

**National Archives–Pacific Southwest Region**

24000 Avila Road  
Laguna Niguel, CA 92656  
714-643-4241

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

Director: Waverly B. Lowell

**National Archives–Pacific Sierra Region**

1000 Commodore Drive  
San Bruno, CA 94066  
415-876-9009

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

Director: Phillip E. Lothyan

**National Archives–Pacific Northwest Region**

6125 Sand Point Way NE.  
Seattle, WA 98115  
206-526-6507

Idaho, Oregon, and  
Washington

Director: Thomas E. Wiltsey

**National Archives–Alaska Region**

654 West Third Avenue  
Anchorage, AK 99501  
907-271-2441

Alaska

**Regional Archives System****National Archives (NSR)**

7th St. and Pennsylvania Ave. NW.  
Washington, DC 20408  
202-501-5340

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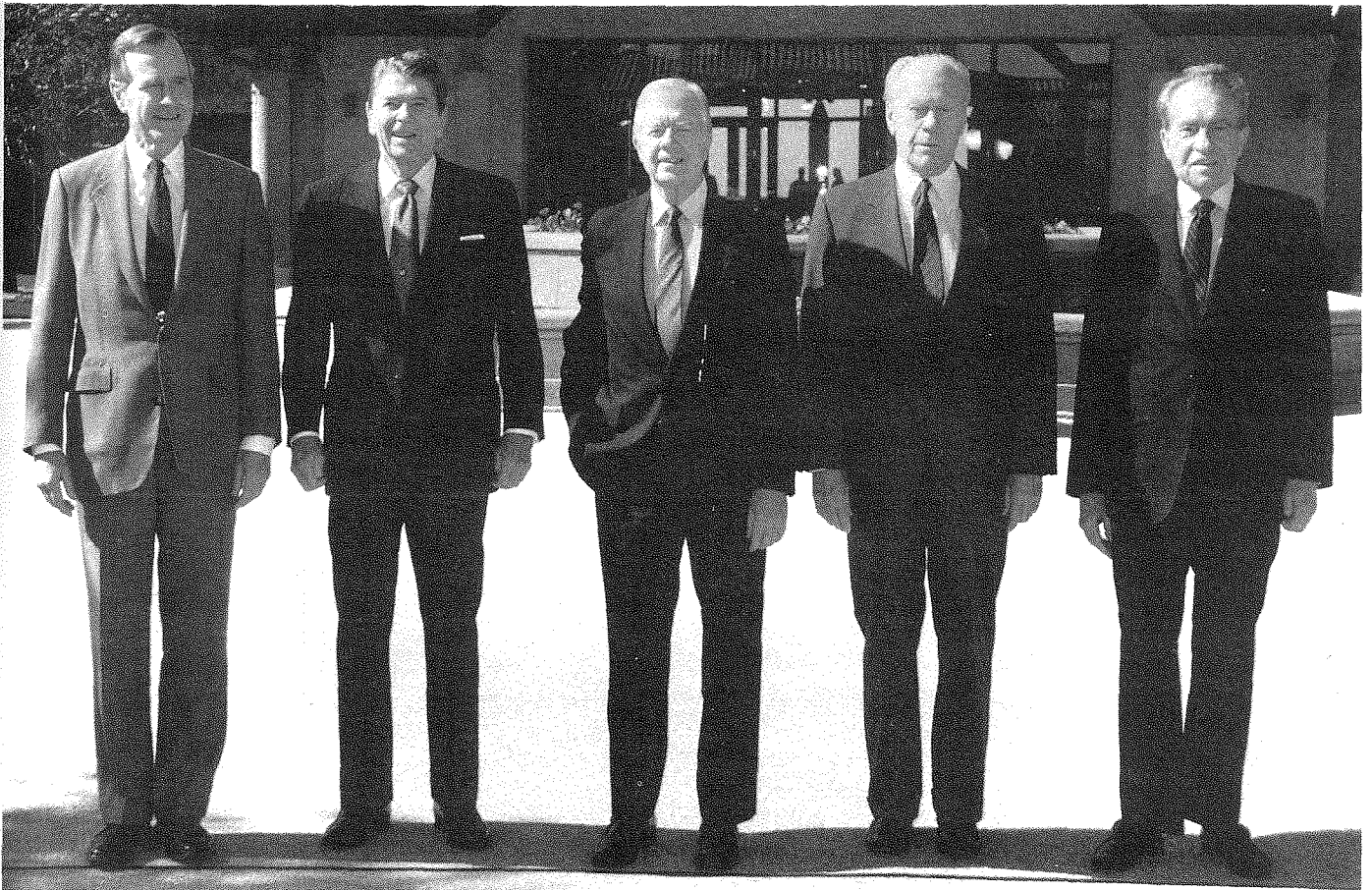
## Office of Presidential Libraries

The Office of Presidential Libraries administers nine Presidential libraries and the Nixon Presidential Materials Project. The libraries and the projects preserve the papers and other historical materials of Presidents Hoover, Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Nixon, Ford, Carter, and Reagan. In addition to processing these materials for availability to the public, the libraries offer a wide variety of public programs to enhance knowledge about individual Presidents, the institution of the Presidency, the American political system, and specific historical events.

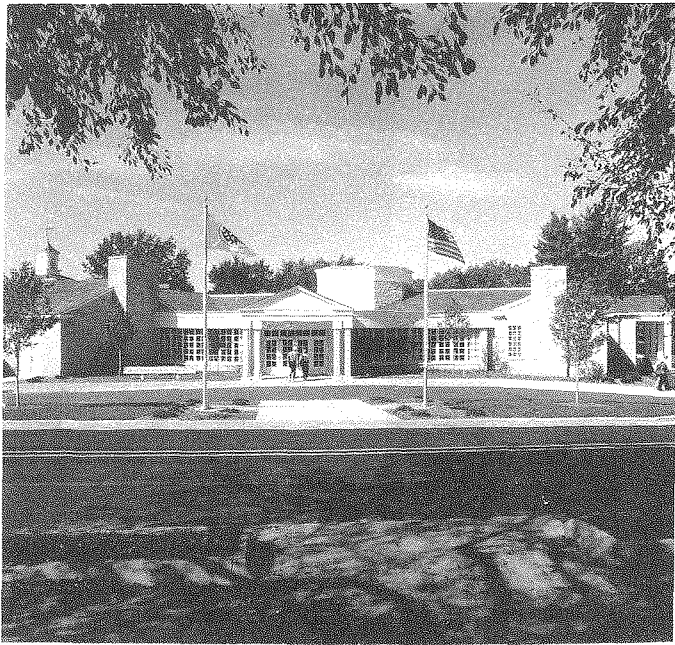
### *Dedication of the Ronald Reagan Library*

The dedication of the Ronald Reagan Library on November 4, 1991, marked the opening of the ninth

Presidential library in the National Archives system and the first time five U.S. Presidents have assembled together. President George Bush and former Presidents Ronald Reagan, Jimmy Carter, Gerald Ford, and Richard Nixon attended the ceremony along with six First Ladies: Barbara Bush, Nancy Reagan, Rosalynn Carter, Betty Ford, Pat Nixon, and Lady Bird Johnson. John and Caroline Kennedy represented the Kennedy family, and Herbert Hoover III represented the Hoover family. Governor Pete Wilson and actor Charlton Heston served as the masters of ceremony. Mrs. Anwar Sadat and His Excellency Prince Bandar of Saudi Arabia were among the foreign dignitaries in attendance. Secretary of State James Baker and Chairman of the Joint Chiefs of Staff Gen. Colin Powell, were among the numerous figures from the world of government who were in attendance.



*Five Presidents gathered together for a historic meeting at the dedication of the Ronald Reagan Library on November 4, 1991. The Reagan Library is the ninth such facility administered by the Office of Presidential Libraries. Standing in the courtyard of the Reagan Library are President Bush and former Presidents Reagan, Carter, Ford, and Nixon. (Photograph by William Fitzpatrick)*



More than 100,000 people annually visit the newly expanded Hoover Library-Museum, where they can "walk through the 20th century" in six state-of-the-art exhibit galleries. The Library-Museum was expanded and renovated over a 2-year period and rededicated on August 8, 1992. The rededication marked the 30th anniversary of the library's original dedication by Presidents Hoover and Truman on August 10, 1962. (Photograph by Ed Trebes)

More than 4,500 people, including individuals who had served in the Reagan administration and donors to the construction of the library, were present at the dedication ceremony. Lodwick Cook, chairman of the Ronald Reagan Presidential Foundation, formally turned the facility over to the National Archives by presenting the key to the building to Dr. Don Wilson, Archivist of the United States.

### ***Rededication of the Herbert Hoover Library***

On August 8, 1992, the Hoover Library was rededicated, marking the completion of a major expansion and renovation of the building. The highlight of the day's events was an address by former President Ronald Reagan, who encouraged the audience of over 6,000 to remember President Hoover's legacy of humanitarianism. Following the address, the building was open to the public, and more than 3,200 visitors toured the galleries, a record for a single day's attendance at the Hoover Library. The day ended with a spectacular fireworks display accompanied by music performed by the Cedar Rapids Municipal Band.

### ***Dedication of Boat Pier at the Kennedy Library***

On September 15, 1992, a new boat pier at the Kennedy Library was dedicated. Built by the Commonwealth of Massachusetts, the pier serves the har-

bor research programs at the University of Massachusetts as well as visitors to the library and the general public. In the 2 months of its operation during fiscal year 1992, more than 3,000 visitors came to the library by boat from downtown Boston.

### ***Planning for the George Bush Library***

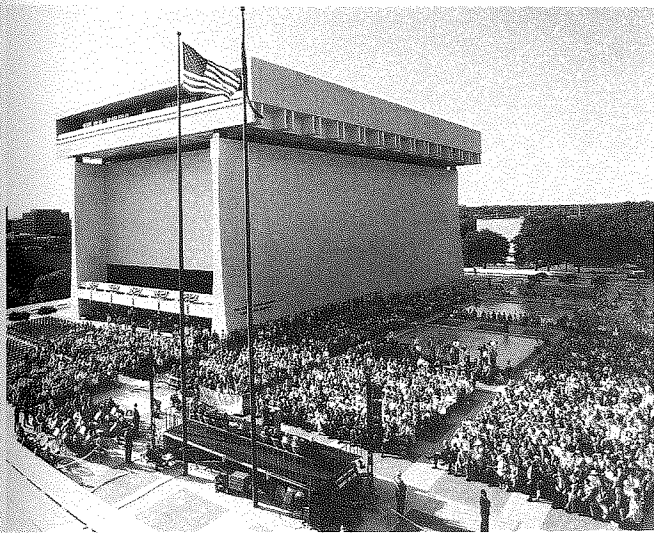
Progress continues on developing the George Bush Presidential library. The library will be located a few miles southwest of Texas A&M University's main campus on 90 acres of land now occupied by a university-run research facility. Fundraising for the library began in March 1992 with a request placed in the Texas A&M University alumni magazine by the George Bush Foundation.

### ***Advisory Committee on Presidential Libraries***

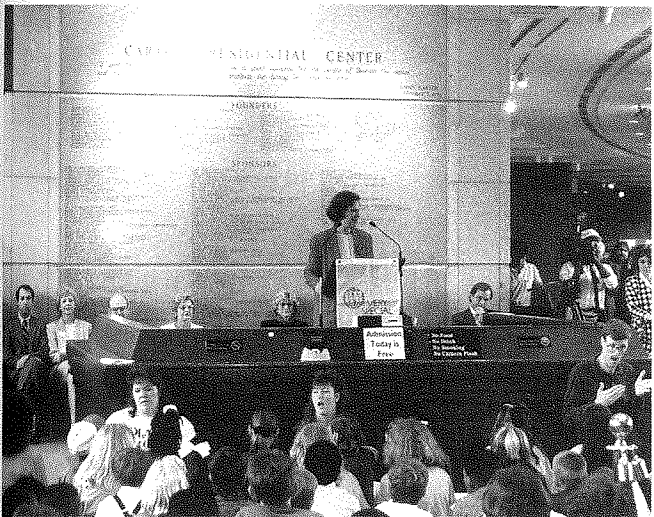
The Advisory Committee, established by the Archivist of the United States in 1988 to "provide fresh insights on



The ribbon-cutting ceremony for the John T. Fallon Pier at the Kennedy Library took place on September 14, 1992. The pier was built and is operated by the Commonwealth of Massachusetts and has provided boat access to the library for more than 3,000 visitors. Left to right: Kennedy Library Director Charles U. Daly, Massachusetts Senate President William Bulger, U.S. Senator Edward M. Kennedy, Speaker of the Massachusetts House of Representatives Charles Flaberty, University of Massachusetts at Boston Chancellor Sherry Penney, Commissioner of the Massachusetts Department of Environmental Management Peter Webber, and University of Massachusetts President Michael Hooker. (Photograph by Allan Goodrich)



*Some 3,000 persons crowded onto the plaza outside the Lyndon B. Johnson Library on April 21, 1992, to bear Gen. Colin Powell, Chairman of the Joint Chiefs of Staff, inaugurate the most ambitious exhibition ever executed by the library's staff: a documentation of World War II using poignant letters, rare memorabilia, priceless historical documents, and art. "World War II: Personal Accounts—Pearl Harbor to V-J Day" was commissioned by the National Archives. (Photograph by Charles Bogel)*



*Mrs. Rosalynn Carter talks with students about her life in the White House during the Very Special Arts Festival held at the Carter Library, April 21, 1992. (Photograph courtesy of the Carter Library)*

how the libraries can enhance their roles as research centers and community resources," is composed of 10 members who are library supporters, associates, or family members of former Presidents and who have a special interest in the growth of library programs. They are: Martin J. Allen, Jr., representing the Ford Library; David Eisenhower, representing the Eisenhower Library; George Eley, representing the Truman Library; Tom Johnson, representing the Johnson Library; Caroline Kennedy, representing the Kennedy Library; Robert J. Lipshutz, representing the Carter Library; Jeremiah Milbank, representing

the Hoover Library; Frederick J. Ryan, Jr., representing the Reagan Library; Ambassador William J. vanden Heuvel, representing the Roosevelt Library; and James Cicconi, representing the future Bush Library.

On November 4, 1991, the Advisory Committee met at the Reagan Library in conjunction with the library's dedication. The group discussed the Kennedy Library's public program activities and exhibit renovation plans, the status of the future George Bush Library, and the commemorative World War II exhibitions developed by the Presidential libraries.

The committee met again on May 29, 1992, at the Kennedy Library, where the topics of discussion included progress of the Archives II facility in College Park, MD, and congressional legislation regarding the Kennedy assassination files. A key topic, reviewed by John Fawcett, Assistant Archivist for Presidential Libraries, was the 1986 Presidential Libraries Act and its potential impact on future Presidential libraries. The George Bush Library will be the first facility covered by the law, which requires supporting organizations to establish endowments as a means of controlling the costs of building operations and instructs the Archivist of the United States to approve building designs prior to construction.

### ***Advisory Committee on Historical Diplomatic Documentation***

The Assistant Archivist for Presidential Libraries, John Fawcett, and the Office's liaison for the Department of State's Foreign Relations series, Nancy Smith, attended several meetings of the State Department Advisory Committee on Historical Diplomatic Documentation, where Mr. Fawcett reported on the efforts of the Office of Presidential Libraries to assist the State Department in complying with new legislation governing the Foreign Relations series. The National Archives and the Department of State concluded an agreement to formalize the access of State Department historians to Federal records and donated historical materials at the National Archives.

### ***Presidential Libraries Directors Conference***

On April 21–23, 1992, the Archivist, the Deputy Archivist, the Assistant Archivist for Public Programs, the Assistant Archivist for Presidential Libraries, and the Deputy Assistant Archivist for Presidential Libraries met with all the library directors and curators gathered at the

Johnson Library in Austin, TX, for their annual conference.

The conference coincided with the opening at the Johnson Library of the National Archives traveling exhibit "World War II—Personal Accounts: Pearl Harbor to V-J Day," at which Gen. Colin Powell, Chairman of the Joint Chiefs of Staff, was the keynote speaker.

The directors and curators participated in discussions regarding the National Archives commemoration of World War II, the National Archives Center for Legislative Archives, Presidential Records Act issues, and the State Department's use of the Kennedy and Johnson Libraries in its preparation of the Foreign Relations of the United States publication series.

### ***Accessions and Openings***

The Presidential libraries conduct active solicitation programs to acquire additional material related to their holdings. This year the libraries accessioned several significant additions and new collections, bringing the total archival holdings of Presidential libraries to 264,267,165 pages of manuscript material, 5,043,100 photographs, and 13,658,701 feet of motion picture film.

In fiscal year 1992 the libraries reviewed 4,824,246 pages of manuscript material for public access. The libraries assisted 4,685 researchers, who made 13,409 visits to the reading rooms.

The Hoover Library accessioned the papers of John L. McGruder, staff member of the U.S. Atomic Energy Commission and the second Hoover Commission, 1950–68 (12 cubic feet). The Hoover Library also completed the last of 140 collection-level entries for the Research Library Information Network, the nation's largest data base of online information for manuscript collections. The Hoover Library is the first Presidential library to have placed all of its collections in a national data base.

The Roosevelt Library received and opened the papers of author Ray Bearse relating to the research and writing of his book *Conspirator: The Untold Story of Tyler Kent* (3 cubic feet). The library also processed the papers of Ernest Cuneo, 1906–88, an authority on libel law who represented columnist Walter Winchell (63 cubic feet).

The Truman Library opened the papers of John H. Ohly, who held important positions in the War Department, the Department of Defense, the Department of State, and several foreign aid agencies.

The Eisenhower Library opened the papers of Herbert

Brownell, covering his entire career as a state legislator, campaign manager for Thomas Dewey (1948) and Dwight Eisenhower (1952), and U.S. Attorney General, as well as his activities after serving in the Eisenhower administration. In addition, the Eisenhower museum accessioned 603 new items, largely into its World War II collection.

The Kennedy Library accessioned the papers of Doris Kearns Goodwin, historian and author of *The Fitzgeralds and the Kennedys: An American Saga, 1863–1980* (22 cubic feet). Also accessioned were the papers of John Newman, military officer, military historian, and author of *JFK and Vietnam, 1961–1965* (11 cubic feet). Several sub-series of the John F. Kennedy National Security files were opened during the year, including extensive correspondence between President Kennedy and Soviet Chairman Nikita Khrushchev during the Cuban Missile Crisis. The library also opened segments of the Robert F. Kennedy papers, including Senate correspondence, subject files containing constituent mail, staff memorandums, and correspondence with other Members of Congress, 1966 (62 cubic feet).

The Johnson Library opened the papers of George W. Ball, Undersecretary of State, 1963–66 (2 cubic feet), and the papers of Henry H. Fowler, Undersecretary and Secretary of Treasury, 1963–69 (117 cubic feet).

Major accessions at the Ford Library included the papers of Robert T. Hartmann, 1930–88 (115 linear feet). Hartmann, journalist and longtime friend of the President, was Legislative Assistant to Minority Leader Ford, Chief of Staff to Vice President Ford, and Counsellor to President Ford.

The Nixon Presidential Materials Staff opened to the public 200,000 pages of Nixon Presidential historical materials, including documents from the following files: Staff Member and Assistant Files, White House Central File Subject Files, and a small amount of material from the National Security Country File. The openings took place on February 19 and July 24, 1992.

The archival research and reading room at the Reagan Library was opened on November 12, 1991. Under the provisions of the Presidential Records Act, Presidential records are closed to the public for 5 years after a President leaves office (unless specifically restricted by the President for a longer period of time) or until processing of an integral file segment is completed. In accordance with the request of former President Reagan that the Archivist of the United States pursue an earlier opening as permitted by law, 6.3 million pages of records were made available for research on November 12, 1991.

## Awards

The Franklin D. Roosevelt Four Freedoms medals were awarded to Supreme Court Justice Thurgood Marshall (Franklin D. Roosevelt Freedom Medal), columnist James B. Reston (Freedom of Speech), the Right Reverend Paul Moore, Jr. (Freedom of Worship), Paul Newman and Joanne Woodward (Freedom from Want), and Senator Mike Mansfield (Freedom from Fear) during a ceremony at the Roosevelt Library on October 11, 1991.

Former President Reagan presented the Ronald Reagan 1992 Freedom Award to Soviet leader Mikhail Gorbachev during a visit by former President Gorbachev to the Reagan Library on May 4, 1992. A special ceremony featuring addresses by President Reagan and President Gorbachev climaxed the visit, which also featured a display of gifts given to the Reagans by the Gorbachevs.

## Lectures and Symposia

The Roosevelt Library sponsored a lecture series on World War II entitled "Progress of the War," beginning in March with a presentation by Warren Kimball on the Roosevelt-Churchill relationship. Later, Frederick Parker spoke on the Battle of the Coral Sea, and Douglas Fairbanks, Jr., concluded the series with a discussion of his experiences during the war.

The Eisenhower Library hosted lectures by Richard Rhodes, winner of the Pulitzer Prize for *The Making of the Atomic Bomb*; Col. Mary Hallaren, one of the first officers in the Women's Army Auxiliary Corps in World War II; and historian and author Dr. Robert Ferrell.

The Kennedy Library, in collaboration with the McCormack Institute of the University of Massachusetts, sponsored a conference on "Women and Political Power in the United States." The keynote speaker was Eleanor Smeal, president of the Feminist Majority Foundation. Panelists included members of the Massachusetts legislature, local elected officials, scholars, political consultants, writers, and campaign managers.

The Johnson Library and the University of Texas cosponsored "Our Children in Crisis: A Call to Conscience," a conference that brought together leading experts across the country to discuss the problems facing the Nation's young children.

In April the Ford Library presented the second Gerald R. Ford Colloquium entitled, "National Security Requirements for the '90s." This conference focused on the need for changes in U.S. national defense policy as a



*On May 7, 1992, former Texas Representative Barbara Jordan visited the Truman Library, where she received the Bess Wallace Truman Award from the Independence (MO) Junior Service League. Later, Ms. Jordan, accompanied by Margaret Truman Daniel, examined significant documents from the Truman collection, which were shown to her by Supervisory Archivist Ray Geselbracht and Library Director Benedict K. Zobrist (far right). (Photograph courtesy of the Truman Library)*

result of the end of the cold war and experiences in the Persian Gulf war.

The Carter Library held a series of public lectures entitled "Conversations at the Carter Center," dealing with subjects relevant to the activities of former President Carter and of the Carter Center.

At the Reagan Library a National Issues Forum addressed such issues as "America's Role in the World: New Risks, New Realities" and "The Boundaries of Free Speech: How Free is Too Free?"

## Publications

At the end of fiscal year 1992, the High Plains Publishing Company published *Herbert Hoover and Harry S. Truman: A Documentary History*. Edited by Timothy Walch and Dwight M. Miller, with an introduction by Richard Norton Smith, the book is the culmination of 2 years of intensive work at three Presidential libraries to locate, review, edit, and comment on a selection of the thousands of documents that touch upon the extraordinary friendship between these two Presidents.

## Exhibitions

A total of 285,031 museum objects were maintained by the Presidential libraries and museums during the fiscal year. Many of these objects were exhibited or loaned for display in exhibitions relating to the Presidents and to significant events in American history. More than 1,250,000 people visited the Presidential museums during the year.

The Hoover Library opened "Weird and Wonderful: Gifts Fit for a President," a unique display of more than



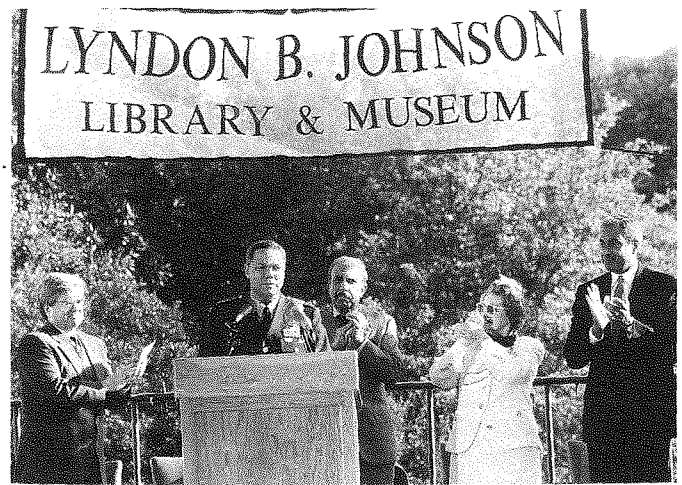
An authentic and fully operational World War II tank, along with numerous other vehicles, personnel, and equipment, camped on the lawn of the Roosevelt Library for a living history display during Memorial Day weekend. (Photograph courtesy of the Roosevelt Library)



Cartoonist Pat Oliphant (left) shows off his talent to Charles Eisendrath, director of the Michigan Journalism Fellows Program at the University of Michigan, during the artist's surprise visit to the Gerald R. Ford Museum exhibit "Oliphant's Presidents: Twenty-five Years of Caricature by Pat Oliphant." Approximately 90 works created during six Presidential administrations were on display during January and February 1992. (Photograph by Richard Holzhausen)

100 gifts given to 22 U.S. Presidents. Each gift gave testimony to the unique relationship between the American people and their Presidents. As part of the library's extensive expansion and renovation project, National Archives employees supervised the planning and installation of new permanent exhibits telling the story of Herbert and Lou Henry Hoover in six galleries. A seventh gallery contains "America's House," a lively look back on the 200-year history of the White House.

As part of the National Archives commemoration of the 50th anniversary of World War II, several libraries held exhibitions to remember the events of the period. The Johnson Library hosted the National Archives traveling exhibit "World War II: Personal Accounts—Pearl Harbor



Gen. Colin Powell, Chairman of the Joint Chiefs of Staff, spoke at the opening of "World War II: Personal Accounts—Pearl Harbor to V-J Day" on April 21, 1992, at the Johnson Library. Left to right: Don W. Wilson, Archivist of the United States; General Powell; Harry Middleton, Director of the Johnson Library; Lady Bird Johnson; and Hugh Robinson, member of the Board of Directors of the LBJ Foundation. (Photograph by Frank Wolfe)

to V-J Day," which it created. The exhibit is the largest and most comprehensive exhibition ever developed by the Johnson Library. The Truman Library hosted several exhibits, including "Day of Infamy: War Comes to America," an exhibition on the American homefront during World War II; "Prisoner of War: Drawings by Ben Steele"; and the National Archives traveling exhibit "World War II: The Artist's View." "Fashions of the 1940s," at the Eisenhower Library, included the presentation of a live fashion show of 1940s original clothing. The National Archives traveling exhibits "World in Flames," "World War II: The Artist's View," and "World War II: Personal Accounts—Pearl Harbor to V-J Day" were also featured at the library. The Ford Museum displayed "Allied Artists," a collection of paintings by President Eisenhower and Winston Churchill. The Roosevelt Library displayed 24 works of art by Winston Churchill in an exhibit entitled "Joy Ride in a Paint-Box."

The Ford Museum exhibited over 50 quilts, representing administrations as far back as Franklin Roosevelt's. The Carter Library displayed its newly acquired piece of the Berlin Wall as the focal point of "Breakthrough: The Fight for Freedom at the Berlin Wall." From November 1991 to January of 1992, a miniature replica of the Reagan White House constructed by Jon Zweifel was displayed at the Reagan Library.

### School Programs

The Roosevelt Library hosted "The Roosevelt Years: The Depression, the New Deal, and World War II," a summer institute for secondary school teachers sponsored by Vassar College, the Franklin and Eleanor Roosevelt Institute, and the Japan Foundation. *The Hyde Park Times*, a newsletter for teachers and students, began cir-

ulation in September to more than 1,300 teachers in the Hudson Valley and surrounding areas. The newsletter reproduces important library documents with expert commentary and promotes the library's education programs.

A "Summer Institute for Teachers" was held at the Eisenhower Library in cooperation with Emporia State University, and the Kennedy Library held a summer 1992 institute entitled "Politics, Culture and Technology:

Global Problems and the Search for Solutions."

In celebration of Black History Month, Emmy Award-winning actor William Marshall performed *Enter Frederick Douglass* for 1,000 high school students in the Johnson Library auditorium. Students from Sequoia Junior High School in Simi Valley, CA, participated as delegates to a mock political convention at the Reagan Library at which President Reagan addressed the students.

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### **Office of Presidential Libraries Staff**

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**Assistant Archivist**

John Fawcett 202-501-5700

**Deputy Assistant Archivist**

Patrick J. Borders 202-501-5702

**Director, Nixon Presidential Materials Staff (Acting)**

Clarence F. Lyon 703-756-6498  
Office of Presidential Libraries  
National Archives  
Washington, DC 20408

**Director, Herbert Hoover Library**

Richard Norton Smith 319-643-5301  
Parkside Drive, P.O. Box 488  
West Branch, IA 52358

**Director, Franklin D. Roosevelt Library**

Verne W. Newton 914-229-8114  
511 Albany Post Road  
Hyde Park, NY 12538

**Director, Harry S. Truman Library**

Dr. Benedict K. Zobrist 816-833-1400  
U.S. Highway 24 and Delaware Street  
Independence, MO 64050-1798

**Director, Dwight D. Eisenhower Library**

Daniel D. Holt 913-263-4751  
Southeast Fourth Street  
Abilene, KS 67410

**Director, John F. Kennedy Library**

Charles U. Daly 617-929-4500  
Columbia Point  
Boston, MA 02125

**Director, Lyndon Baines Johnson Library**

Harry J. Middleton 512-482-5137  
2313 Red River Street  
Austin, TX 78705

**Director, Gerald R. Ford Library**

Dr. Frank H. Mackaman 313-741-2218  
1000 Beal Avenue  
Ann Arbor, MI 48109-2114

**Curator, Gerald R. Ford Museum**

James K. Kratsas 616-456-2675  
303 Pearl Street NW.  
Grand Rapids, MI 49504-5353

**Director, Jimmy Carter Library**

Dr. Donald B. Schewe 404-331-3942  
One Copenhill Avenue  
Atlanta, GA 30307

**Director, Ronald Reagan Library**

Dr. Ralph C. Bledsoe 805-522-8511  
40 Presidential Drive  
Simi Valley, CA 93065

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# Preservation Efforts

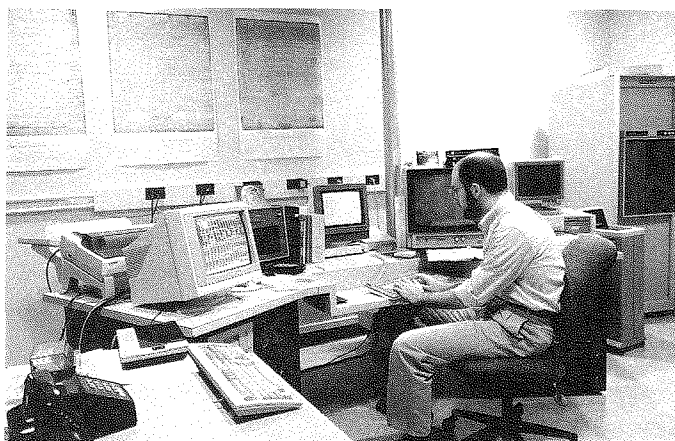
A vigorous effort to preserve the records of the Federal Government continued during fiscal year 1992 in both the Office of the National Archives and in the Office of Special and Regional Archives. More than \$8.8 million was spent on preserving records on all media.

## ***Charters of Freedom***

Since 1987 the Charters Monitoring System has kept watch over the condition of the Declaration of Independence, the Constitution, and the Bill of Rights. The system, consisting of an electronic camera and digital image processor, looks for possible changes in the condition of the documents. During the past 5 years, 64 pairs of observations have been made of selected areas of each of the 7 pages of the Charters. This year, National Archives staff physicist Mark Ormsby developed analytical tools to evaluate the comparisons of images. So far, he has detected no signs of deterioration of the documents.

## ***Archives II Move-Related Preservation Actions***

Many records require special protection in anticipation of the forthcoming move to the National Archives at College Park, MD. While the agency's holdings maintenance program provides adequate safeguards for most textual records that will be moved, other records need specially designed containers. Conservation staff



*Physicist Mark Ormsby, with the Preservation Policy and Services Division of the Office of the National Archives, examines the condition of the Charters of Freedom using the Charters Monitoring System. State-of-the-art equipment allows for microscopic examination of the documents to assess any changes in their condition. (Photograph by Richard Snyder)*

designed and fabricated housings for records that cannot be accommodated by standard boxes and portfolios because they are oversized, bulky, or unusually vulnerable. For example, 32 boxes were made for cartographic records pertaining to the government of the District of Columbia, and custom housing was provided for 300 plastic relief maps. Over 200 custom boxes were fabricated for oversized records, bundles, rolled items, and bound volumes. In addition, 10-foot acid-free tubes were used to house 30 oversized Supreme Court charts. The largest special project involved the preparation of unique labels and tabs for shrink-packaging more than 140,000 volumes. The complexities of designing special containers are described in the section entitled "Conservation Treatment."

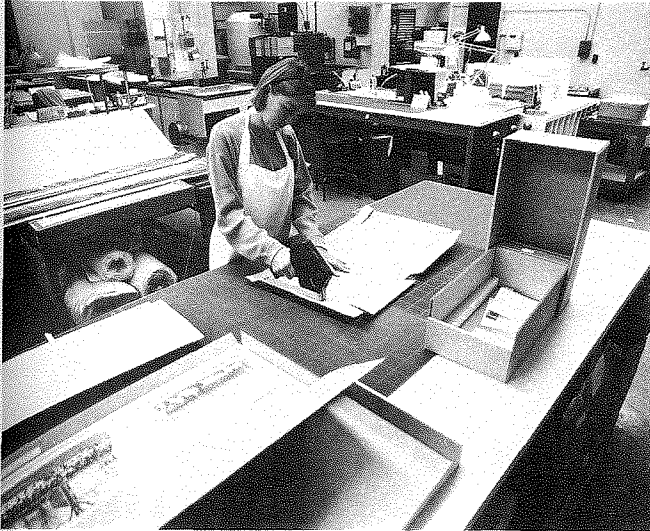
## ***Holdings Maintenance***

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 in the Washington area, 103,846 hours were devoted to holdings maintenance, and 224,744 cubic feet of records received various forms of holdings maintenance treatment. In the regional archives, 32,198 hours were devoted to holdings maintenance, and 24,198 cubic feet received holdings maintenance treatment. Nationwide, the total time devoted to holdings maintenance was 136,044 hours, and 248,942 cubic feet received treatment. The staff processed 1.83 cubic feet of records per hour, a 63-percent increase in productivity over fiscal year 1991.

Conservators trained staff carrying out holdings maintenance and evaluated completed projects to ensure uniform and high-quality performance. The Research and Testing Laboratory of the Document Conservation Branch within the Office of the National Archives 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.

## ***Conservation Treatment***

Preparations for National Archives exhibitions and loans of records to other institutions required the conser-



*Cynthia Karnes, conservation technician, assembles an archival storage box that will be used to transport records to the new Archives II facility. Staff of the Document Conservation Branch of the Office of the National Archives have designed and fabricated a wide variety of custom housings to meet the move-related needs of records that range from oversize postcards (approx. 8' x 4') sent to President Roosevelt to rolled panorama photographs. (Photograph by Richard Snyder)*

vation of many documents this year. In preparation for the exhibition "Western Ways," which opened in October 1992, a variety of records, including flat paper documents, photographs, and volumes, from the National Archives holdings in both Washington and the regional archives were surveyed and treated. In addition, records from the holdings of the Office of the National Archives were treated, delivered, and installed for "World War II: Personal Accounts—Pearl Harbor to V-J Day," the traveling exhibit organized by the National Archives and curated by the Johnson Library to commemorate the 50th anniversary of World War II. Adolf Hitler's Last Will and Political Testament and the German and Japanese surrender documents were among the especially notable documents lent for the exhibit.

Conservationists completed work on three core plan drawings for the Manhattan project from the National Archives—Great Lakes Region. Eight volumes from the Flossenberg Concentration Camp (RG 338) received conservation treatment to stabilize them in preparation for microfilming. The American Red Cross will use the microfilm in international efforts to create a data base of Holocaust victims. The volumes, which largely comprise

pencil notations on poor-quality groundwood paper, required extensive mending and reinforcement of the binding structures.

Pre-20th-century records were also a major focus of conservation efforts. A scrapbook of original flag designs for the Confederate States of America received treatment under a special project. The Delaware Ratification of the Bill of Rights received conservation treatment prior to exhibition at the Delaware State Archives on Delaware Law Day, December 7, 1991. Delaware's ratification was written directly on the parchment copy of the proposed amendments and returned to the Federal Government in January 1790.

Because of the priority of safeguarding records that would be vulnerable to damage during the move to Archives II, the majority of regular conservation treatment performed by the Document Conservation Branch has been deferred until the move has been accomplished. This temporary change in emphasis has permitted staff to focus on fabricating the custom housings that will protect records during the move as well as provide safe long-term storage.

In pilot projects the staff has developed prototype structures to work out design problems before moving into production of custom housings. This approach has been used successfully for 1,200 bundles of Interstate Commerce Commission railroad valuation blueprints as well as a group of 400 plastic relief maps of the Army Map Service (RG 77). The plastic relief maps posed a challenging housing problem. They are relatively large, vary in depth of relief, are lightweight, and are susceptible to cracking and breaking due to the brittleness of the plastic. The staff developed a housing system that permits each map to be mounted onto a rigid tray for both storage and access; boxes were then fabricated for groups of trays. This system permits safe handling of these vulnerable and unique plastic relief maps with no danger of their flexing and cracking.

### ***Research and Testing***

The Research and Testing Laboratory focused its attention on the materials deacidified by the diethylzinc process in 1989. The boxes were opened and the contents examined and tested for complete deacidification. Work is under way to determine the pH and alkaline reserve of archives boxes, file folders, expanding files, and other disposable housing materials that were included in the test. In addition, work on the shrink-wrap

study has moved from the laboratory to analysis of the data for production of a report on the impact of shrink-wrapping on the condition of the volumes so enclosed.

The Research and Testing Laboratory continued to test archival storage supplies purchased for holdings maintenance as well as film and photographic storage. Staff also engaged in modifying some current specifications and writing new ones for boxes to house photographic records for the move to Archives II.

The Laboratory has been involved in the search for a system to monitor the pollutant gases in Archives II. It also has advised on the floor coating for the stacks in Archives II and even tested the floor for residual acid after the etching treatment was applied prior to coating.

### ***Training and Outreach***

During the past year, the Document Conservation Laboratory in Washington, DC, was involved in a variety of teaching activities. Conservators lectured on preservation topics in numerous training courses for National Archives staff and continued to develop and teach special courses to support preservation projects. Staff conservators delivered addresses at meetings of the National Association of Government Archives and Records Administrators, the American Institute for Conservation, and the Institute for Paper Conservation and participated on a number of national and international standards-setting committees.

Staff in the Research and Testing Laboratory represented the National Archives on the American Society for Testing and Materials' committee on paper and paper products. The Laboratory representative on the American National Standard Institute (ANSI) committee to revise the standard for permanent paper reported that the new standard for permanent paper for archives and libraries has been accepted. A revision of the ANSI standard for environments for archives and libraries has been submitted to the committee members prior to going to ballot.

Staff offered training sessions on holdings maintenance to provide guidance on basic preservation procedures relating to rehousing archival records. The sessions covered topics such as safe enclosures, removal of damaging fasteners, and appropriate marking devices for folders and boxes. Special courses were conducted to train microcamera operators working for micropublishers who will be filming records in the custody of the National Archives. The sessions covered regulations governing the filming of records by private firms, safe ways to handle

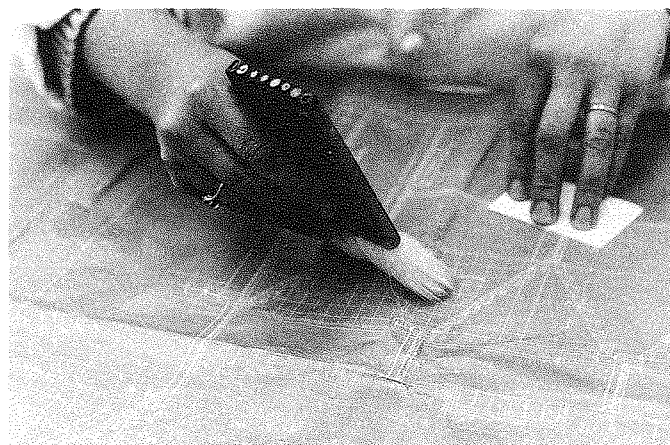
records, procedures for dealing with fragile or damaged items, and procedures for dealing with items exhibiting historical features such as wafers, wax seals, or ribbon lacings.

Conservation staff continued to teach preservation seminars for new archivists who are in their first 2 years of training at the National Archives and to provide preservation training for archives technicians and for participants in the Modern Archives Institute. In addition, under the sponsorship of the Office of Public Programs, conservators taught classes to the public on the preservation of family papers and photographs.

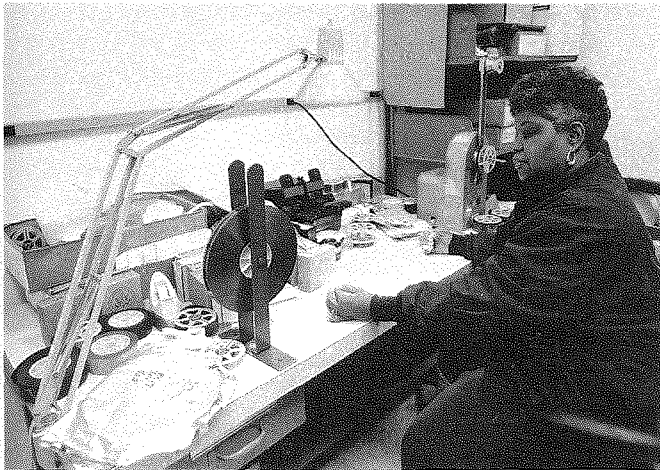
### ***Special Media Preservation***

A major project in fiscal year 1992 was the duplication of microfilm of the decennial census. The highest priority was given to making all the necessary copies of the 10,662 rolls of the 1920 census in preparation for its opening on March 2, 1992. The 1920 census project was completed in the first quarter of the fiscal year with the production of 19 full microfilm sets.

Work then began on duplicating the 1950 census. An examination of the remaining acetate-based census microfilm by Office of the National Archives micrographics experts revealed that the 1950 census was deteriorating severely. Duplication of the 6,412 rolls of the 1950 census was essential to save the census information. By the end of the year, 3,750 rolls had been completed. Work



*In preparation for exhibition, conservation technician Barbara Pilgrim cleans the surface of a blueprint prior to humidification and flattening of this document from the holdings of the National Archives. (Photograph by Steve Voeller)*



*Marjorie Jones of the Special Media Preservation Lab is shown inspecting microfilm of the 1920 census. The Special Media Preservation Branch within the Office of the National Archives supplied all regional archives and the central office Microfilm Research Room with a complete set of the 10,661 rolls composing the census. (Photograph by Richard Snyder)*

will begin on the 1930 and 1940 censuses when the 1950 census work is complete.

In the area of still photography, more than 80,000 units of preservation work were completed, including the Ansel Adams copy negative project and the Robert Stanton negatives interpositive project. The Stanton negatives, created in the late 1880s for the U.S. Geological Survey, are historically important in the development of photographic technology because they were the first use by the Survey of Kodak's newly invented flexible film stock.

In the area of sound and video preservation, the project designed to remove copyrighted and restricted material from videotapes and to produce copies for self-service duplicating was 73 percent complete by the end of 1992. The recording laboratory staff continued a multiyear effort to rerecord the seriously deteriorated memobelt recordings of the interrogations that took place as part of the Nuremberg War Crimes Trials following World War II. As the fiscal year ended, the staff had completed 45 percent of the 14,000 belts. During the year the recording laboratory produced preservation copies of 16,668 minutes of video recordings and 116,898 minutes of sound recordings.

During this past year the motion picture laboratory continued to assist the microfilm laboratory in the dupli-

cation of the 1920 census. Despite devoting much effort to the 1920 census, the motion picture laboratory also produced a combined total of 1,990,000 feet of film for fee orders and preservation.

### ***Regional Preservation Program***

The Regional Preservation Program coordinates and guides all preservation activities in regional units to ensure that uniform standards are implemented and maintained. The program also provides a common preservation framework that facilitates intraregional communication regarding preservation problems, options, techniques, and experiences.

The Regional Preservation Program staff develop and provide a coordinated system of support for all regional archives units, including a quarterly bulletin, training and refresher sessions, and regular telephone, written, and onsite consultation and guidance. The program has been designed to raise the level of preservation knowledge and practices by training regional staff and providing them with the supplies, equipment, knowledge, and personnel necessary to carry out preservation work.

Each regional archives assigned a senior staff member to serve as the preservation officer and liaison to the Regional Preservation Program staff. The preservation officers are instructed in such preservation activities as surveying the facility, establishing an environmental monitoring program, selection and maintenance of instrumentation for monitoring, technician-level conservation treatments, and selecting the appropriate course of action from the various conservation treatment options.

During this fiscal year, the installation and staffing of the first regional conservation laboratory at the National Archives-Pacific Sierra Region in San Bruno (9NS-S) was completed. The laboratory is fully operational and serving the information and treatment needs of the five westernmost regional archives: Rocky Mountain, Pacific Southwest, Pacific Sierra, Northwest, and Alaska. An analysis of options for additional laboratories is ongoing.

### ***Advisory Committee on Preservation***

The Advisory Committee on Preservation met June 11-12, 1992, to discuss analytical image processing in art and archives, a symposium growing out of the work of the Charters Monitoring System. The Smithsonian Institution's Conservation Analytical Laboratory (CAL) jointly sponsored this meeting with the National Archives,

providing travel expenses for Henri Maitre, an image science expert from TELECOM-Paris, and hosting the second day of the symposium at the Smithsonian. The purpose of the meeting was to assemble the major conservation scientists in the world engaged in the use of digital image processing as applied to the analysis of cultural materials and to catalog the state-of-the-art technology in this field. The meeting covered black-and-white, color, x-radiographic, auto-radiographic, infrared, and mixed imagery. Thirty-nine people attended the meeting, representing such institutions as the National Gallery of Art, the Library of Congress, Rochester Institute of Technology, Harvard University, New York University, the University of Maryland, and the University of Pittsburgh.

### ***Seventh Annual Preservation Conference***

The seventh annual preservation conference on March 17 focused on "Designing for Preservation: Planning Archival Storage." The conference was attended by 120 persons from archival and library institutions in the United States and Canada. James C. Megronigle, Assistant Archivist for Management and Administration, served as chair of the conference and provided information about the development of Archives II. The conference addressed practical and philosophical issues pertaining to the design and construction of archival facilities, including new concepts that are based upon the ongoing experience of the National Archives in designing, building, and furnishing Archives II. A videotape of the proceedings allowed archivists in the regional archives and Presidential libraries to benefit from the conference.

### ***International Activities***

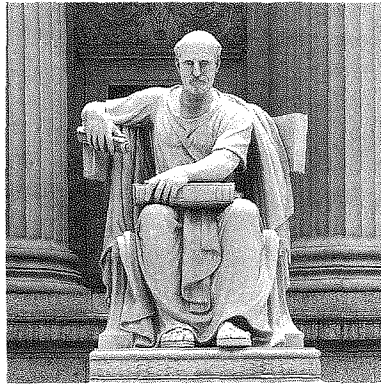
While focused on its own voluminous holdings, the preservation program of the National Archives has an international dimension. The expertise and research of National Archives staff is shared with the other nations through briefings for foreign visitors and participation in conferences on various aspects of conservation and preservation.

The Document Conservation Branch and its Research and Testing Laboratory received many visitors in fiscal year 1992. Guests included archivists from Japan, New Zealand, Australia, and Finland as well as document conservators and museum curators from the Basque region in Spain and from the Nordic Museum and the Rotebrolaboratoriet in Sweden. Other visitors included the Royal Danish Librarian and representatives of the Philippines House of Representatives Library and Archives. Many Eastern Europeans toured the Archives conservation laboratory, including archivists from Estonia, Romania, and Czechoslovakia.

The National Archives hosted the annual meeting of the International Council on Archives Reprography Committee in September 1992. Sessions of this annual meeting were held at the National Archives, the Library of Congress, and the National Gallery of Art.

Staff members delivered papers at international forums in Manchester, England, and in Shanghai, China.

## PART IV



## Records Administration Programs

# Office of Records Administration

The Office of Records Administration provides guidance and assistance to Federal agencies in managing their records, particularly with regard to creating and maintaining adequate and proper documentation and ensuring the authorized, timely, and appropriate disposition of all records. In its oversight role in records management, the Office prepares and issues regulations, bulletins, and publications; organizes and conducts training and briefings; evaluates agency records management programs; and undertakes special studies.

## ***Records Appraisal and Disposition***

The appraisal and disposition function of the National Archives serves a dual purpose: identification of records that have sufficient value to warrant their preservation by the National Archives for future research and reference and authorization of the timely destruction or other disposition of the remaining records. Both of these purposes safeguard the interests of the Government and the people. By determining which records are to be transferred to the National Archives (permanent records), the appraisal process serves users and potential users of records that document the role of the Federal Government in the national experience. The second purpose, approval of the destruction of temporary records,



*The Office of Records Administration provides guidance and assistance to Federal agencies to ensure adequate and proper documentation of Federal records in the first stage of their "life cycle." In the second stage, inactive records frequently are stored in one of the National Archives' 14 records centers, pictured above. Approximately 2 percent of all Federal records are designated as permanently valuable and are accessioned as part of the holdings of the National Archives in the final stage of the cycle. (Photograph by Steve Voeller)*

provides a basic service to Federal agencies by enabling them to discard on a regular basis records that are no longer needed.

Both permanent and temporary records are described on records disposition schedules developed by agencies and submitted to the National Archives for review and approval. Records are appraised as permanent if they document the organization, policies, functions, and major activities of the Federal Government or if they contain valuable information not available from other sources. Permanent records comprise a small percentage of all Federal records, and most records are authorized for destruction after their usefulness to the Government ceases. The schedules provide continuing and mandatory disposition authority: Permanent records are transferred to the National Archives on a recurring basis, and temporary records are destroyed upon expiration of approved retention periods, most frequently on an annual basis.

Records schedules approved by the National Archives are powerful management tools when properly implemented. Schedules allow agencies to retain only those records needed for current business. Records needed less frequently, or that must be kept to protect legal rights or for other reasons, may be retired to a storage facility such as a Federal records center. National Archives appraisal archivists assist agencies in both the development and implementation of schedules. For older, nonrecurring records or historically valuable records, appraisal archivists may initiate scheduling and appraisal or remind agencies that permanent records are due for transfer to the National Archives. During fiscal year 1992, the National Archives completed appraisal and approved schedules for nearly 4,300 series or systems of records in all media including paper, microform, electronic tapes and disks, motion and still pictures, and video and sound recordings.

The National Archives also conducts studies and provides guidance on Government-wide records disposition issues. This year the National Archives gave special emphasis to issues relating to agency records disposition programs, including the safeguarding of records through proper identification and segregation of personal papers and scheduling records for protection of legal rights.

## **Distinguishing Between Personal Papers and Federal Records**

Two studies conducted by the General Accounting Office (GAO) in recent years have indicated that a recurring threat to the protection and integrity of Federal

records is the possibility of their removal by departing officials. In response to these two reports, the National Archives developed additional guidance on personal papers, which was issued in the form of a new management guide, *Personal Papers of Executive Branch Officials*.

The guide assists Government officials in determining which documents must be incorporated in agency files and which may be maintained and removed as personal papers when the official leaves office. To help this guidance reach the widest possible audience, the National Archives held 6 seminars attended by 160 agency records officers and agency historians. More than 10,000 copies of the publication have been distributed to heads of agencies, records officers, agency historians, general counsels, agency ethics officials, and inspectors general.

The National Archives also issued a bulletin on the subject of personal papers to agency heads, drafted revised regulations, and collected examples of agency guidance and directives on the maintenance and removal of personal papers for dissemination to other interested agencies.

### **Legal Rights Concerns**

The retention periods established by agencies for their records must safeguard legal rights of the Government and of individuals directly affected by Government activities. Agencies must consider all legal rights when proposing retention periods, and the National Archives must also consider legal rights when approving the proposed retention periods.

To explore this matter further, the Office held 4 meetings attended by 64 records officers and legal counsels from 33 agencies. The discussions familiarized these agency officials with the issue and promoted a full exchange on how best to meet this obligation. It was generally agreed that the possibility of legal action does not require lengthy retention periods for all records. Retention periods must reflect a reasonable and reasoned anticipation of legal needs. Many records are covered by statutes of limitation, and in other cases, the agency's experience with the records is used to set appropriate retention periods.

### **National Aeronautics and Space Administration**

The National Archives continued its long-term project to establish and revise or verify disposition standards for all records of the National Aeronautics and Space

Administration (NASA). Considerable progress was made through site visits to the Johnson Space Center, Ames Research Center, and Dryden Flight Research Facility as well as headquarters offices. The main goal of the project is to update the NASA comprehensive records disposition manual, including the addition of site-specific records created by field facilities, such as photographic and video recordings of high-speed aircraft that date back to the 1940s.

### **Federal Bureau of Investigation**

During the course of the most significant litigation to date involving records appraisal, *American Friends Service Committee et al. v. William H. Webster, Federal Bureau of Investigation et al.*, the National Archives assigned a large team of archivists to develop a schedule and conduct an intensive appraisal of FBI case files. Subsequently, the National Archives has conducted 5-year updates of the schedule to review case files under new classifications and has suggested changes in recordkeeping practices that could affect the use and long-term value of the records. In fiscal year 1992 National Archives appraisers examined 1,800 case files in headquarters and the field and evaluated 40 automated systems. The appraisal provided new disposition standards for all or part of 85 records series or systems, recommended transfer of permanent records to the National Archives in a more timely fashion, and recommended additional training for field records coordinators.

### **Savings and Loan Crisis**

To identify documentation containing crucial information on the Government's role in the savings and loan crisis, an appraisal archivist began a study to identify the activities, functions, and events that were central to the savings and loan collapse, including congressional action and the establishment of new executive branch agencies to manage the bailout. The study traces the transfer of functions and records from existing to new agencies, describes those records that are critical to documenting the bailout, and assesses their long-term value for future research.

### **Federal District Court Case Files**

In response to the concerns of a joint committee on court records of the Administrative Office of the U.S. Courts and the Federal Judicial Center, the National



Archives established an internal committee to reexamine disposition of the files for district court cases that were never taken to trial. During fiscal year 1993, in consultation with outside experts proposed by the Administrative Office/Federal Judicial Center Joint Committee, the National Archives will develop a revised records schedule that provides for the permanent preservation of selected cases from those Federal district court files that are concluded prior to trial.

### **Department of State**

The National Archives continued to work closely with the Executive Secretariat and the records management staff of the Department of State to schedule current records, particularly those maintained at the highest levels of the Department. Emphasis was directed at those files maintained separately from the Department's central foreign policy files. These so-called "lot files" often contain unique documentation of important issues and events. This year, significant schedules were completed for the Secretary of State, the Ambassador at Large and Special Adviser on Arms Control Matters, the Assistant Secretary for Intelligence and Research and component offices in that bureau, the Bureau of International Communications and Information Policy, the U.S. Mission to the United Nations, and the Berlin Document Center.

Archivists also appraised approximately 850 cubic feet of nonrecurring files, most of which were determined to warrant transfer to the National Archives. Some of this work related to the transfer of the Department's records for the period 1960 to 1963.

### **Department of Energy**

In 1988 the National Archives evaluated the Department of Energy's (DOE) records management program and made 35 recommendations for improvement. Following up on two of those recommendations, the National Archives this year approved a disposition schedule for the records held by the Department's History Division, and the Department signed all pertinent documents to effect the transfer of the long-awaited first segment of Atomic Energy Commission Secretariat records (1947-51) to the National Archives.

The evaluation report also recommended that the Department develop revised disposition schedules accurately describing the records created and held at all sites, including contractor facilities. In response, the

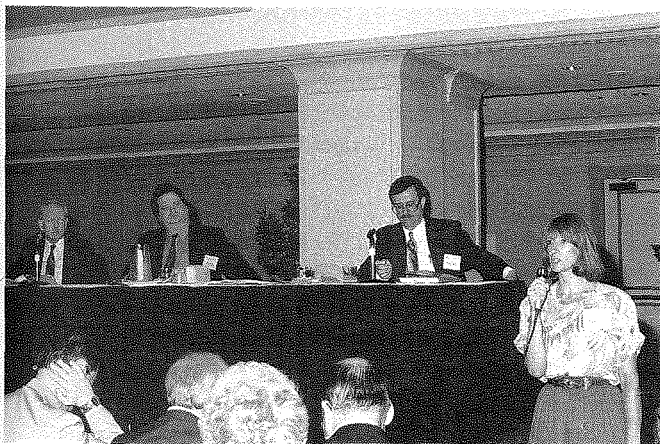
Department has undertaken an agencywide inventory of records. The National Archives conducted a number of onsite training sessions in which courses have been tailored to the needs of Department and contractor staff assigned to carry out the inventorying and scheduling initiative. In addition to the training, the National Archives made presentations to management-level staffs at various sites and participated in Department-wide records management conferences and working groups.

### **Other Major Appraisal and Scheduling Activities**

Among significant records scheduled for transfer to the National Archives were the records of the Commission on the Bicentennial of the U.S. Constitution, including files on projects created or sponsored by all levels of government and the private sector; Department of Defense maps and intelligence studies of the U.S. Central Command pertaining to Operation Desert Shield/Desert Storm; Centers for Disease Control National Profile of Local Health Departments data base, which contains a broad array of data on 3,000 local health departments, and Agent Orange project final report, data base, and methodological records; Department of Housing and Urban Development (HUD) Comprehensive Planning Assistance Program grant reports, which document over 30 years of urban development and renewal; Department of Justice Office of Redress Administration records on payments to individuals of Japanese ancestry who were interned during World War II and Mariel Cuban Review Program case files on parole and repatriation reviews after uprisings by Mariel Boatlift Cubans detained by the Immigration and Naturalization Service; National Park Service Historic American Building Survey and Historic American Engineering Record logbooks; and Army records relating to the return to the United States of Vietnam-era deserters and draft evaders.

### **Outreach**

The Records Administration Information Center (RAIC) is a service primarily for Federal records managers, but it is also used by State and local governments and the public. It provides information on records management and archives through an inquiry service, which responds to varied requests for assistance; information packages; a reference library; and Office of Records Administration publications and posters. The RAIC also publishes a newsletter, *RECORDFACTS UPDATE*, three times a year.



Rose M. Cummins, records officer for the Department of the Interior, spoke as part of an "Agency Technology Initiative" panel discussion at the 1992 Records Administration Conference held in on May 20 in Washington, DC. Also pictured, from left to right, are session chair John W. Coyle, Office of Information Resources Management, Department of the Interior, and speakers Jimmy A. Harrison, Records Officer for the Centers for Disease Control, and Michael L. Miller, National Program Manager for Records Management, Environmental Protection Agency. (Photograph by Cecilia Epstein)

## Publications

*Personal Papers of Executive Branch Officials: A Management Guide*, described above, was added to the list of 30 records management publications available free of charge from the Office of Records Administration.

## BRIDG

An important new form of outreach begun this year is the Bimonthly Records and Information Discussion Group (BRIDG). Records officers are invited to informal discussions of relevant topics; the groups are kept small to facilitate interaction. Among topics discussed this year were legal rights, National Archives records management evaluations, automating records management, and documentation of electronic records.

## Training

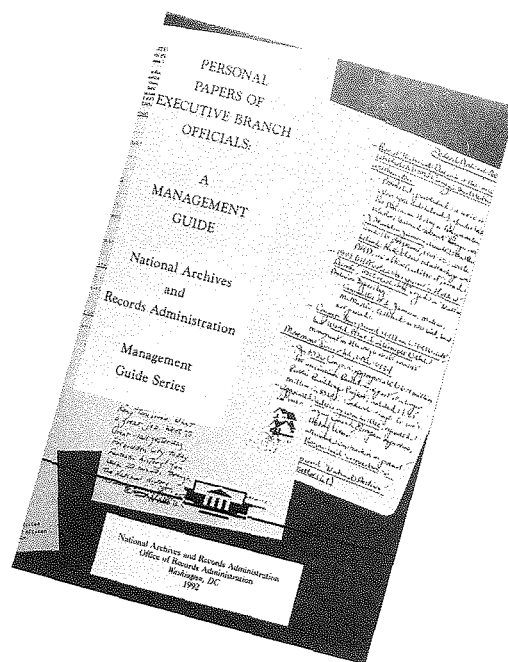
The National Archives trains Federal employees in records management principles and techniques through its formal courses as well as through conferences and briefings.

## Classes

In fiscal year 1992 two new courses were initiated: "Introduction to Records Management" and "Promoting Records Management." In addition, for the first time the office conducted a "train the trainers" session, held at HUD. During the year, 800 Federal employees attended regularly scheduled classes, a 65-percent increase over the previous year. A record 168 participants took the 2-day course "Managing Electronic Records." An additional 184 employees received special training at agency locations, including HUD in Washington, DC, and DOE regional offices.

## Records Administration Conference

The annual Records Administration Conference was held May 20, 1992. The theme, "Records Management in Action: National Archives and Agency Initiatives," attract-



The Office of Records Administration added *Personal Papers of Executive Branch Officials: A Management Guide* to its list of 30 management publications available free of charge to Government agencies. The new guide defines the various types of documentary materials that may constitute personal papers, explains the differences between them and federal records, and recommends recordkeeping practices for personal papers. (Photograph by Richard Snyder)

ed more than 250 records managers from throughout the Government. In his opening address, the Archivist of the United States outlined the state-of-the-art technology that will be used in Archives II. The conference included panel discussions of National Archives and agency initiatives, primarily in the area of automation, and open forums for records officers to discuss issues.

### **Records Management Briefings**

Upon request, the staff present briefings on records management topics to groups of agency officials. A Records Management Briefing for Program Managers, which provides an introduction to the subject for program officials who may know little of their records management responsibilities, was presented 17 times to a variety of agencies. Custom presentations and special briefings were given in 10 additional sessions, covering technology issues in records management, inventorying and scheduling records, and adequacy of documentation.

### **Evaluations**

The records management evaluation program is intended to increase the National Archives' effectiveness in reviewing programs and recommending how agencies can better protect, manage, and provide proper disposition on Federal records in light of challenges presented by the increasingly complex world of information management.

Six evaluations were completed this past year. Reports of findings and recommendations were sent to the Environmental Protection Agency, four administrations of the Department of Transportation, and the Federal courts. The courts evaluation involved over 60 bankruptcy, district, and appellate courts and was accomplished with the cooperation of the Administrative Office of the U.S. Courts. In following up on earlier evaluations, the Office of Records Administration staff worked closely with DOE, providing training, special presentations, and consultation on specific topics to support that agency's continuing efforts to implement the recommendations from their earlier evaluation. Progress reports from a number of previously evaluated agencies were reviewed, including the Bureau of Land Management and the Bureau of Indian Affairs (BIA).

On November 6 and 7 in Clayton, MO, the Office of Records Administration held a conference to discuss the National Archives evaluation program. The conference

provided an opportunity for staff from the Office of Records Administration, the Office of Federal Records Centers, and the Office of the National Archives to assess the program and formulate ideas for improvement and expansion. Discussions focused on the three stages of the evaluation process: planning, conducting, and implementing recommendations. The conference produced a number of ideas and recommendations that will form the basis for revised evaluation regulations, policies, and procedures.

### **Visitors**

Agency heads or their representatives have continued to visit the National Archives for briefings by the Archivist concerning records management programs and problems. Visits by senior agency officials are intended to increase management awareness of and support for records management. These briefings are followed by tours of the building, featuring the agency's own records. Visitors this past year included the chairperson and representatives of the U.S. Parole Commission, senior staff from HUD (which was followed by a commitment to transfer a 50-year old photographic collection), the Tennessee Valley Authority, the BIA, and the Peace Corps.

Among special visitors who came to the Office of Records Administration seeking guidance in records administration were officials from Brazil, France, and Great Britain.

### **Automation**

Development of the Records Administration Information System (RAIS), an automated system for managing and facilitating the programs of the Office of Records Administration continued this past year with the creation of a detailed requirements document. RAIS will incorporate and enhance the Office of Records Administration's existing automated systems, such as the Permanent Authorities and Retained Records data bases, and will use automated techniques to facilitate the scheduling and appraisal process.

Data collection continued for both existing RAIS data bases. The Permanent Authorities Database contains more than 3,000 descriptions of records appraised as permanently valuable by archivists in the Office of Records Administration and scheduled for transfer to the National Archives; the Retained Records Database contains over 600 descriptions of older records of archival value that remain in agency custody.

### **American National Red Cross**

In response to a request from the American National Red Cross, a federally chartered organization, for technical assistance with its records management program, the Office of Records Administration provided training in records scheduling and records disposition, made inspection visits to both headquarters and field offices, and participated in planning meetings for the disposition of Red Cross records. The Office of Records Administration helped the Red Cross transfer and store records resulting from the closure of two of its regional offices, and the Office assisted in the establishment of a records center based on Federal records center standards and procedures. The American National Red Cross is making regular donations of its archival records to the National Archives.

### **Intergovernmental Records Program**

The Intergovernmental Records Program (IRP) facilitates the exchange of information about records that have been divided, duplicated, or otherwise dispersed among archival institutions at different levels of government. Because of the division of program responsibilities among levels of government or as a result of historical accident, there are millions of cubic feet of such records. The National Archives is interested in identifying areas of unnecessary duplication in order to increase governmental efficiency and reduce costs, ensure the preservation of permanently valuable records, and facilitate access of such records. Through the IRP, the National Archives serves the interests of researchers in identifying the locations of divided record holdings and publishes this information in national data bases.

To identify the non-Federal locations of territorial records and records relating to World War II, the IRP worked with the National Archives Regional Archives System to distribute a survey of over 3,000 archival and historical institutions. This year the information gained from the survey was published through the Research Libraries Information Network (RLIN), a nationwide information resource for librarians, archivists, and researchers.

The IRP also has initiated a new national project, the Intergovernmental Cooperative Appraisal Project (ICAP). Sponsored by the National Archives and the National Association of Government Archives and Records Administrators, the project will involve nine State archival institutions in the cooperative scheduling and appraisal of

modern documentary materials, including electronic systems. Through establishing standard terminology and shared data elements, ICAP will facilitate cooperation among records managers and archivists at the Federal, State, and local levels.

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### **Office of Records Administration Staff**

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#### **Assistant Archivist**

James W. Moore 202-501-6000

#### **Deputy Assistant Archivist**

Frank B. Evans 202-501-6000

#### **Director, Agency Services Division**

Marilyn McLennan 202-501-6000

#### **Director, Records Appraisal and Disposition Division**

James Hastings 202-501-6040

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# Office of Federal Records Centers

In its nationwide system of 14 records centers, the Office of Federal Records Centers provides economical storage and reference service on the active and semi-active records of Federal agencies. Since 1970, records holdings in Federal records centers have increased from 10.5 million to 18.1 million cubic feet. This increase clearly demonstrates the confidence of Federal agencies in the records centers' ability to store their records economically. The centers also offer customer agencies technical assistance with records management, workshops on files improvement and records disposition, micrographics services, and guidance on the protection of vital records. The centers also provide some services directly to the public and to Members of Congress.

Stored records are maintained for prescribed periods of time in order to meet legal, fiscal, or administrative requirements. While most of these records are not often requested by agencies, some—such as IRS tax returns and Social Security claim folders—are requested more frequently.

## ***Services to the Public***

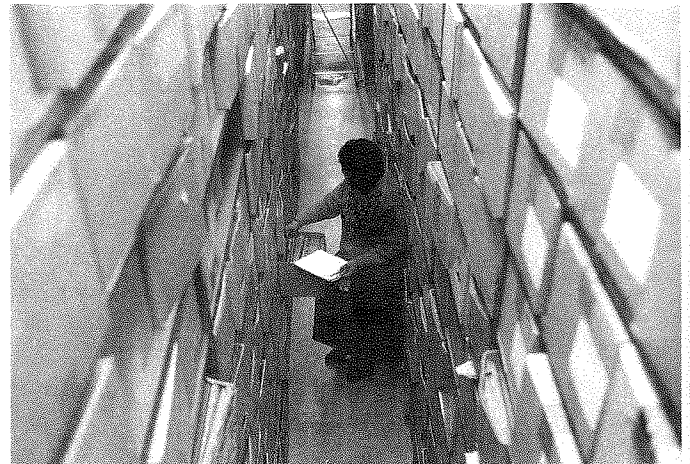
The National Personnel Records Center, housed in two locations in St. Louis, MO, stores the personnel records of former members of the Armed Forces and former Federal civilian employees. There are more than 1.3 million cubic feet of veterans, personnel, medical, and related files at the Center, as well as over 600,000 cubic feet of retired and separated Federal civilian employees' personnel and pay records. The importance of these records is demonstrated by the fact that last year the Center answered more than 2.2 million requests for information from civil servants, members of the military services, and their families. Inquiries most often relate to benefits claims.

## ***Services to Federal Agencies***

During fiscal year 1992, the records centers received for storage 1.77 million cubic feet of records from Federal agencies. By storing these records in centers rather than in office space, Federal agencies realized a cost savings of \$19.58 a cubic foot, more than \$34.6 million overall. Additionally, the records centers play a significant role in saving Federal funds by destroying records that are no longer needed by agencies and by transferring permanently valuable records to the Office of the National Archives or the Office of Special and Regional Archives in accordance with approved records disposition schedules.



*"A People at War," a traveling exhibit commemorating the 50th anniversary of World War II and based upon the military and civilian personnel records in the custody of the National Personnel Records Center, opened in St. Louis, MO, on January 20, 1992. Shown here, at the opening of the exhibit at the Federal Building in Des Moines, IA, are John Allshouse, Director of the Federal Records Center in Kansas City, MO, and Maj. Gen. Evan Hultman, Retired, National Executive Director of the Reserve Officers Association of the United States. (Courtesy of Hutchins Photography, Inc.)*



*The Office of Federal Records Centers provides economical storage and reference service on 18.1 million cubic feet of active and semiactive records of Federal agencies. Within the nationwide system of 14 records centers operated by the Office of Federal Records Centers, more than 17.4 million reference requests were received from Federal agencies and from the public. The vast majority of the requests, more than 12 million, pertained to IRS tax returns. (Photograph by Steve Voeller)*

This year, centers destroyed over 1 million cubic feet of records.

The centers responded to 17.4 million reference requests from agencies and the public in fiscal year 1992. The vast majority of the requests, more than 12 million, pertained to IRS tax returns. The Federal records centers provide other services as well to customer agencies, including reimbursable micrographics. More than 30 million images were filmed for agencies in fiscal year 1992. The centers also participated with other National Archives offices in some 60 reviews of agency records programs.

Workshops designed to assist Federal employees in the proper maintenance and disposition of office files continued to be an important service offered to Federal agencies. Overall attendance at workshops on such subjects as files improvement and records disposition exceeded 12,000 participants. The records centers also provided training designed specifically for a particular agency's

records as well as training focused on specialized disciplines such as electronic records management and micrographics.

The Office of Federal Records Centers maintains agreements with several Federal agencies that reimburse the records centers for storing and servicing of those agencies' current, active files. Such agreements are in effect nationwide with the Internal Revenue Service, the Social Security Administration, the Immigration and Naturalization Service, the Department of Veterans Affairs, and the U.S. Postal Service.

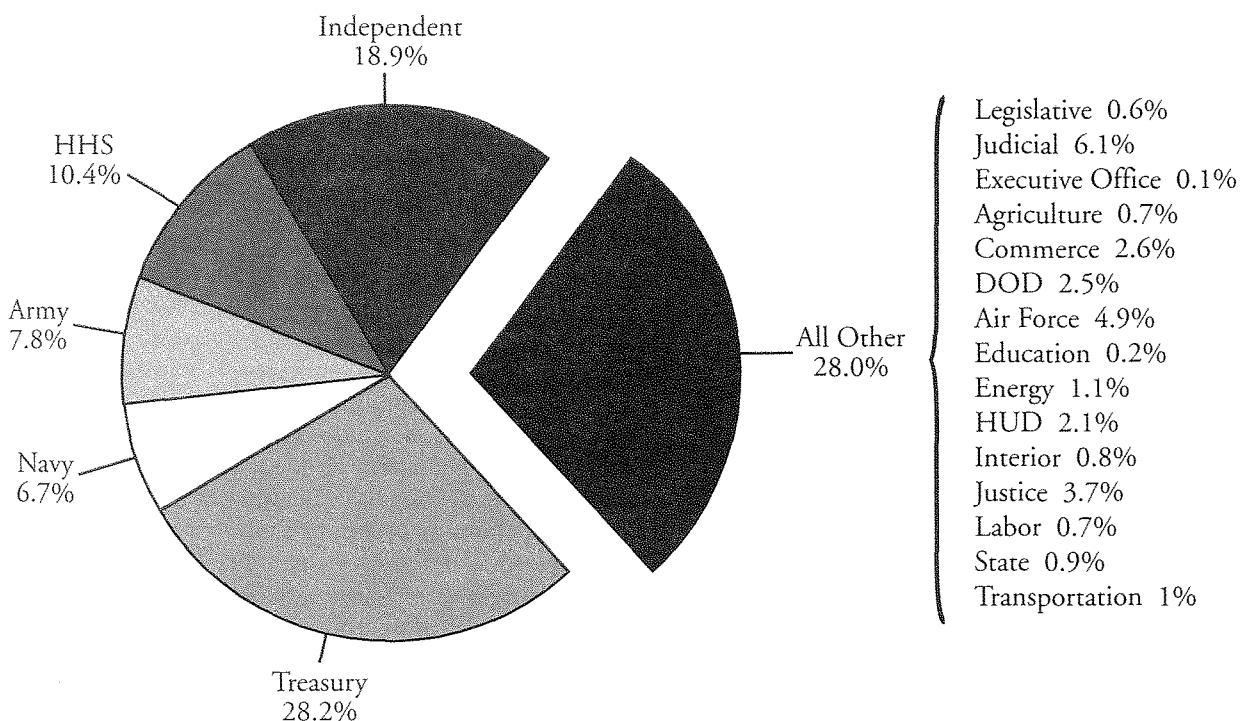
### ***Courtesy Storage for Papers of Members of Congress***

The Federal records centers provide courtesy storage for the inactive papers of Members of Congress. The centers offer secure, economical storage and prompt retrieval

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### ***Federal Records Center Holdings by Agency***

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of Members' personal papers during their terms of office. These papers, being personal property, are removed from the centers when Members leave office. However, center staffs provide advice on the process of transferring these papers to permanent repositories.

### ***Permanent and Unscheduled Records***

The records centers play a crucial role in the life cycle of records by providing secure storage for permanent records. During fiscal year 1992, some 6 percent of the records centers' holdings (936,800 cubic feet) were permanent records. The ability of the centers to provide proper storage for our documentary heritage is of critical importance.

During the year the centers used their micrographics program as a means to effect the transfer of older permanent records to the custodial offices of the National Archives. By convincing agencies to retain microfilm copies, the National Archives acquired the original records. Records obtained in this manner include materials relating to the assassination of John F. Kennedy, court records, and 19th-century Bureau of Indian Affairs records.

The Office of Federal Records Centers devoted considerable resources to completing a data base of permanent disposition authorities. The data base will support efforts to identify gaps in archival holdings and analyze agencies' compliance with guidelines on adequate documentation of their programs.

The Office of Federal Records Centers is also participating in an ongoing effort to facilitate the timely transfer of permanent records from the Washington National Records Center to the new Archives II facility. This project involves the review, appraisal, and description of more than 500,000 cubic feet of permanent and potentially permanent records. In addition, the office is participating in the screening projects for Bankruptcy Case Files and U.S. Attorneys Case Files as well as the Sampling Methodology Project on Civil and Criminal Court Case Files. All of these projects are directed toward identifying and preserving the archival portion of larger collections of records.

### ***Online Automated Reference***

In response to Federal agencies' need to reduce administrative and mailing costs and to speed records retrieval, the Office of Federal Records Centers developed

the Centers Information Processing System (CIPS). The system provides remote dial-up access to a computer in St. Louis, MO, which processes the electronic reference requests. Agencies access the system via personal computers equipped with local communications software and modems connected to dedicated telephone lines. The system saves time and money by removing the need for agencies to maintain and provide in their retrieval requests the records center location of their records and eliminating the mailing and courier costs involved in making the requests.

Other online capabilities that have been developed include the military personnel registry file system, which provides an index to the location of military service records in center custody. The system includes query master files associated with each official personnel file, which are accessible by name or social security number. A similar system provides an index to the location of the records of retired civilian personnel, entrance and separation x rays of military personnel, and medical records of dependent military personnel. It includes a file containing a location identification number associated with each personnel file and is accessible by name, date of birth, or social security or military service number. The implementation of these systems has allowed the National Personnel Records Center to move from operating in a batch mode to an online interactive mode, significantly reducing the time required to process requests from Federal agencies and the general public.

### ***Space Planning***

The Office of Federal Records Centers has continued close management of the planning and construction of the new records center facilities at Pittsfield, MA, and Philadelphia, PA. Also, an indepth analysis and management of space needs and requirements during fiscal year 1992 allowed the office to continue to avoid the acquisition of additional storage space in other locations. A particularly effective space management tool for the centers is the ongoing evaluation of needs and monitoring of usage. Two strategies have helped ensure the centers' continuing ability to accept new accessions from customer agencies and to provide sufficient space for storage of prearchival and archival records. These are the use of palletized storage of microfilmed medicare records at the Fort Worth, TX, and Dayton, OH, records centers and an emphasis on the screening projects of Social Security Administration and other agency records collections.

## **Agency Outreach**

The central office produced a highly effective videotaped program on the National Archives and records center services. The videotape has proven to be a considerable aid in outreach activities and has been requested by many Federal agencies as well as several foreign archives. Individual records centers also have increased the effective communication of the National Archives mission to Federal agencies through the staging of open houses in cooperation with co-located regional archives. Several records centers have generated newsletters for agencies in their regions, fostering a better understanding of National Archives services and interests. Staff members of the Office of Federal Records Center have continued to work closely with the Office of the National Archives, the Office of Special and Regional Archives, and the Office of Records Administration in the ongoing program of evaluating Federal agencies' records management programs.

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## **Office of Federal Records Centers Staff**

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### **Assistant Archivist**

David F. Peterson 202-653-8450

### **Deputy Assistant Archivist**

Gregory A. Pomicter 202-653-8377

### **Director, Field Operations Division**

Alan J. Kramer 202-653-8388

### **Director, Policy and Systems Division**

Lawrence J. Hines 202-653-8376

### **Director, Data Systems Center**

Thomas R. Nehr Korn 314-538-4152

### **Director, National Personnel Records Center**

David L. Petree 314-538-4201

### **Director, Washington National Records Center**

Ferris Stovel 301-763-7000

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**Regional Federal Records Centers****Area Covered**

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Director: Clifford G. Amsler  
**Federal Records Center—Boston**  
380 Trapelo Road  
Waltham, MA 02154  
617-647-8745

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

Director: Lee Romero  
**Federal Records Center—New York**  
Building 22—Military Ocean Terminal  
Bayonnne, NJ 07002-5388  
201-823-7161

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

Director: David S. Weber  
**Federal Records Center—Philadelphia**  
5000 Wissahickon Avenue  
Philadelphia, PA 19144  
215-951-5588

Delaware,  
Pennsylvania, and  
U.S. court records  
from Maryland,  
Virginia, and West  
Virginia

Director: Thomas G. Hudson  
**Federal Records Center—Atlanta**  
1557 St. Joseph Avenue  
East Point, GA 30344  
404-763-7438

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

Director: David E. Kuehl (Acting)  
**Federal Records Center—Chicago**  
7358 South Pulaski Road  
Chicago, IL 60629  
312-581-7816

Illinois, Wisconsin,  
Minnesota, and U.S.  
court records from  
Indiana and Michigan

Director: Denis P. Paskaukas  
**Federal Records Center—Dayton**  
3150 Springboro Road  
Dayton, OH 45439  
513-225-2878

Indiana, Michigan,  
and Ohio

Director: John J. Allshouse  
**Federal Records Center—Kansas City**  
2312 East Bannister Road  
Kansas City, MO 64131  
816-926-7272

Iowa, Kansas,  
Missouri, and  
Nebraska

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***Regional Federal Records Centers***

***Area Covered***

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Director: James W. Mouat

**Federal Records Center—Fort Worth**

501 West Felix Street

P.O. Box 6216

Fort Worth, TX 76115

817-334-5515

Arkansas, Louisiana,  
New Mexico, Oklahoma,  
and Texas

Director: Robert Svenningsen

**Federal Records Center—Denver**

Building 48, Denver Federal Center

P.O. Box 25307

Denver, CO 80225

303-236-0804

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

Director: David D. Drake

**Federal Records Center—San Francisco**

1000 Commodore Drive

San Bruno, CA 94066

415-876-9015

Northern California;  
Nevada, except Clark  
County; and American  
Samoa

Director: Sharon L. Roadway

**Federal Records Center—Los Angeles**

24000 Avila Road

Laguna Niguel, CA 92677-6719

714-643-4220

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

Director: Steven M. Edwards

**Federal Records Center—Seattle**

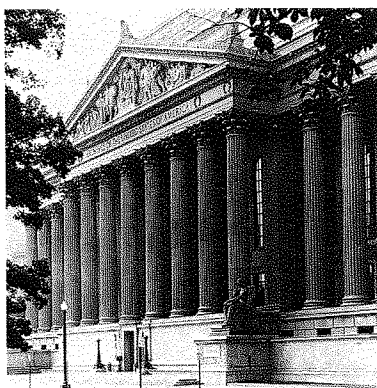
6125 Sand Point Way NE.

Seattle, WA 98115

206-526-6501

Alaska; Hawaii;  
Idaho; Oregon;  
Washington; and the  
Pacific Ocean area,  
except American Samoa

## PART V



## Outreach, Publishing, and Records Support Programs

## Office of Public Programs

Through exhibitions, educational workshops and materials, lectures and dramatic performances, film and other audiovisual programs, publications, special events, and volunteer-led tours and outreach activities, the Office of Public Programs brings the rich and varied resources of the National Archives to the public. The year 1992 marked the end of one anniversary and the beginning of another—the National Archives' two Bill of Rights bicentennial exhibitions closed, and the first of a number of programs commemorating the 50th anniversary of World War II debuted. These commemorations continue to focus national attention on the National Archives as the home of the Declaration of Independence, the Constitution, the Bill of Rights, and other milestone documents in American history.

More than 1,098,000 visitors came to the National Archives Exhibition Hall in the Rotunda this year, a signif-

icant increase over 1991, reflecting a return to previous attendance levels of approximately 1 million.

The National Archives Trust Fund Board is the funding source for some of the public programs and publications mentioned in this report.

### **Exhibitions**

Special anniversaries and events continued to dominate the exhibition schedule at the National Archives in 1992. "This Fierce Spirit of Liberty," the Rotunda Bill of Rights exhibition, closed in early January after 2½ years on display. The highly acclaimed exhibition "DRAW: Political Cartoons from Left to Right," which opened in 1991 to mark the bicentennial of the Bill of Rights guarantee of freedom of speech, continued to bring visitors and generate press coverage for much of 1992. The humor of



*This early 20th-century photograph of Shaker women on an apple-picking outing in Canterbury, NH, is part of the exhibition "Ties That Bind: Communities in American History." "Ties That Bind" opened in the National Archives Rotunda in April 1992 and explores the ways in which Americans traditionally have formed communities. (Courtesy of the Canterbury Shaker Village Archives, Canterbury, NH)*

cartoonists of the past reminded visitors of our precious rights guaranteed 200 years ago by the Bill of Rights.

Two smaller exhibitions opened this year commemorating the centennial of the Pledge of Allegiance and the public release of the 1920 census microfilm. "I Pledge Allegiance . . ." opened on August 28, 1992, in the Rotunda Lobby and drew widespread press attention. Located outside the Microfilm Reading Room, "Reeling Through History" will remain on view indefinitely.

"Ties That Bind: Communities in American History," an exhibition in the Rotunda that examines the ways in which Americans traditionally have formed communities, opened in April and will continue until April 1993. Among the 75 documents and images on display are a journal of an American boundary surveyor in 1853 describing the Native American tribes he encountered in the Pacific Northwest; a census volume listing Italian children, vendors, and organ-grinders who inhabited a section of Manhattan in 1870; and an 1852 patent drawing, submitted by a Shaker, that visually expresses the Shakers' quest for simplicity and precision. An illustrated catalog accompanies the exhibition.

In honor of Constitution Day on September 17, the National Archives displayed the 27th amendment to the Constitution, which was certified by the Archivist in May 1992.

"The World in Flames," an educational 32-poster set of approximately 200 World War II items reproduced from the National Archives' vast holdings of World War II documentation, and which was released in late 1991, received the Washington Editorial Press Gold Award for educational poster design. This poster exhibition also is featured in the Pentagon's public tour area and is one of the items selected by the Department of Defense to provide to organizations and communities selected for the Department's Commemorative Community Program for the 50th Anniversary of World War II.

As another way of making available the rich resources of the National Archives, the Exhibits Branch staff coordinates the temporary loan of original documents to qualified museums and historical societies. This year 82 documents were loaned to institutions such as the Holocaust Museum, National Park Service, Cooper-Hewitt Museum, Cowboy Hall of Fame, Memphis International Cultural Series, Canadian Centre for Architecture, Museum of Natural History, Museum of American History, and Columbia River Maritime Museum.

### **Educational Programs**

Secondary school educational programs continued to expand in the number, kind, and complexity of services

available to teachers and other educators as education specialists conducted 17 different workshops for 551 attendees. Highlights included the annual summer teachers' institute, "Primarily Teaching." Now in its 15th year, this workshop has reached hundreds of teachers across the country who network through a newsletter created by National Archives education specialists. Our alumni also conduct numerous "documents in the classroom" workshops that reach thousands more teachers. Other profitable workshop encounters included those conducted at annual conferences for the National Council for the Social Studies and the Association of Supervision and Curriculum Development.

Secondary education staff wrote 26 articles for educational journals and other publications and completed a major publication, *The United States at War: 1944*, the 13th in a series of documentary teaching units and the first to feature a videotape component. Also noteworthy were two separate contributions to the syndicated children's newspaper insert, "The Mini Page," appearing in more than 600 newspapers nationwide, one dealing with the Bill of Rights and the second, an article, "Remembering Pearl Harbor." The secondary education specialists also continued to contribute articles for the popular *Journal of Social Education* "Teaching with Documents" series.

Finally, the number of professional consultations requested and furnished to the educational community at large approached 100 in number, as the National Archives continued to point the way for integrating the use of primary sources into existing academic and specialized curricula.

A visit to the National Archives was the grand prize award for *Cobblestone* magazine's "Person of the Year" essay contest. Elementary school student Craig Bucki of East Amherst, NY, was the recipient for his essay on Andrew Jackson. He and his parents visited the National Archives on July 31, 1992, for a behind-the-scenes tour and special presentation.

The collegiate and adult program continued to offer its widely subscribed, 4-day introductory archival research course, "Going to the Source," to graduate students and the research public. The course provides participants with assistance in developing effective research strategies. This program also published the first three titles of its new primary source series, Documents from the National Archives, developed for use by collegiate and adult learners as supplemental materials in the classroom or as special-topic studies. The units are titled *Internment of*

*Japanese Americans, Women in Industry in World War II, and Watergate*. Two issues of the periodic publication, *Update*, focusing on select archival documents, document analysis skills, and new educational opportunities at the National Archives, reached 1,000 educators and members of the research public.

The collegiate and adult program staff participated in the Kettering Foundation's annual discussion series of three high-profile public policy issues by making available to the leaders of the National Issues Forums throughout the country archival documents providing a historical perspective on the issues. Program staff continued to provide leadership in professional organizations representing historians and educators and to assess the substantive and pedagogical trends affecting collegiate and adult learning of archival material.

The Education Branch Chief, as chairperson for the National Archives Martin Luther King Holiday Commemorative Committee, assisted the committee and the Afro-American History Society in providing a total of 30 separate black history-related public programs over a 2-month period. These included lectures, films, panels, dramatic presentations, and other events.

The genealogy education program made new strides this year by focusing on the release to the public of the 1920 Federal decennial census. The genealogy education specialist helped to prepare related publicity in the National Genealogical Society (NGS) newsletter, presented an orientation for National Archives staff, and offered six 90-minute programs explaining the census in detail to a total of 500 attendees.

Three National Archives presentations at the NGS's annual conference in Jacksonville, FL—particularly one on the 1920 census utilizing music of that era—generated much publicity and many requests for information about the genealogy education program from the public and other genealogists. All together, 20 formal educational workshops were held, and the 6-day course "Introduction to Genealogy" included attendees from across the nation. The genealogy specialist also made local presentations, conducted a session at the "National Institute on Genealogical Research" (cosponsored by the National Archives), and reached new audiences through published articles and instructional materials for both National Archives staff members and the public.

As part of its arts and culture program, the National Archives offered a variety of interpretive programs derived from its textual, film, and photographic records. The staff coordinated the presentation of 21 live dramatic

performances to enthusiastic audiences in the National Archives Theater. The wide array of subjects included shows focusing on political humor, black history, women's history, and World War II. The commemoration of the latter event spawned two especially popular plays, original works commissioned by the National Archives. The first, entitled *I Can't Come Home for Christmas: A Salute to the USO and ENSA of World War II*, is based upon information from United Service Organization (USO) records in the National Archives and honors USO and the British Entertainment National Service Association (ENSA) personnel who entertained the troops at the front. The second, entitled *Spam, Spunk and Elbow Grease*, is a collection of World War II vignettes concerning life on the American and English homefronts. Both shows are part of the National Archives continuing World War II 50th anniversary commemoration.

On December 7, 1991, 3 hours of radio broadcasts, newsreels, and slides from National Archives holdings captured the drama of December 7, 1941, in a special commemoration program. Using recordings of news broadcasts from around the world, film footage, and John Ford's 20-minute documentary, *December 7th*, the audience relived the events with guest speaker Ernest McKiver, who had spent much of that "day of infamy" in the office of President Franklin Roosevelt's press secretary.

"The Modern Archives Institute: Introduction to Archival Administration," a 2-week archival training course, was offered for the 47th year in Washington, DC. This course, held in January and June, includes lectures, workshops, and visits to the Manuscript Division of the Library of Congress and various units of the National Archives. A separate offering, cosponsored by the National Archives, the National Archives-Rocky Mountain Region, and the Society of Colorado Archivists, was held in Denver, CO, in August 1992. A total of 110 participants in the 3 courses came from Federal, State, business, college, religious, and other institutions.

### **Special Events**

The annual Independence Day celebration was once again a successful event, with approximately 1,500 members of the public in attendance. The program began with a concert by the U.S. Army Old Guard Fife & Drum Corps, which was followed by a dramatic reading of the Declaration of Independence, and concluded with a demonstration of military tactics of the era, complete with



On the occasion of the bicentennial of the Bill of Rights, William H. Rehnquist, Chief Justice of the United States, shown here with the Archivist of the United States, spoke on "The Bill of Rights and an Independent Judiciary" in a lecture jointly sponsored by the Archives and the Woodrow Wilson International Center for Scholars. (Photograph by Jerry Thompson)

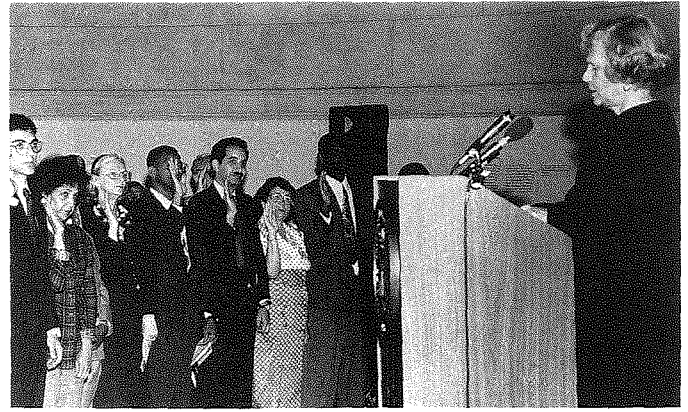


The colorful U.S. Army (3d Infantry) Fife and Drum Corps delighted more than 700 viewers as they performed on the steps of the National Archives during the annual Independence Day celebration. (Photograph by Amy Young)

musket and cannon fire. A joint services military honor guard stood watch over the shrine in the Rotunda, with a dramatic changing of the guard taking place every half hour.

The National Archives served as guest host for the Navy Memorial's "Concert on the Avenue" program on the evening of July 9. The Air Force Band's Airmen of Note presented a concert of World War II music featuring the "big band" sound.

On Constitution Day, September 17, the annual natu-



Petitioners from countries around the world take the oath of allegiance before Judge Joyce Hens Green to become United States citizens at a naturalization ceremony held in the Rotunda on Constitution Day, September 17, 1992. (Photograph by Jerry Thompson)

ralization ceremony took place in the Rotunda with Judge Joyce Hens Green presiding. Gregory D. Watson, who played a major role in the campaign that resulted in the ratification of the 27th amendment, was the featured speaker. The traditional patriotic concert performed by the world-renowned U.S. Army Field Band and Soldiers' Chorus took place on Constitution Avenue at noon, and a joint services military honor guard once again stood watch over the shrine in the Rotunda.

On December 15, 1991, a celebration of the 200th anniversary of the Bill of Rights was co-hosted by the National Archives and the Woodrow Wilson International Center for Scholars. Chief Justice of the United States William Rehnquist delivered a lecture in the National Archives Theater entitled "The Bill of Rights and an Independent Judiciary."

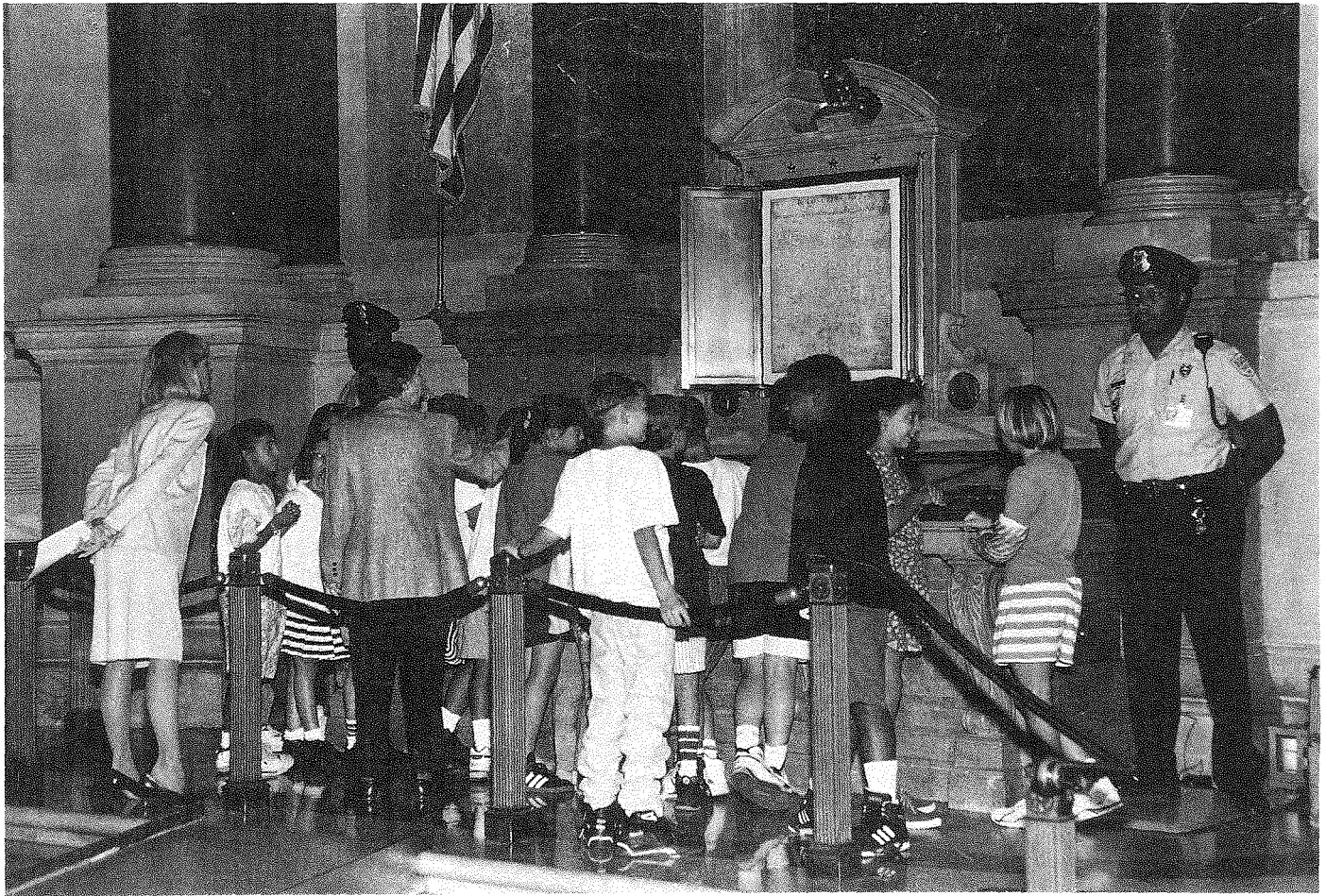
The James E. O'Neill Memorial Lecture for 1992 featured Pulitzer Prize-winning historian Dr. Michael Kammen, the Newton C. Farr Professor of American History and Culture at Cornell University. Dr. Kammen spoke on "Places of Memory and Amnesia: Presidents, Other Americans, and Their Conflicts."

### **Film Program**

The public film program at the National Archives began the year with "Films of the NEH," a 12-week retrospective of award-winning documentaries and fiction films that had been funded by the National Endowment for the Humanities. Several filmmakers made special appearances to discuss their films, including Ken Burns, who screened his 1985 documentary *Huey Long* for the audience.

Among the programs presented in connection with black history month, three-time Academy Award-winner Charles Guggenheim introduced his new documentary, *A Time for Justice*, recalling the heroism of those who risked their lives during the Civil Rights era.

The film program also offered the American premiere of "The Germans in World War II," a six-part program



Host Judy Woodruff, of the *MacNeil/Lehrer Newshour* (far right), and Mrs. O'Neil's fifth grade class from Sidwell-Friends Elementary School examine the Charters of Freedom during the filming of "American Marathon: Running for the White House," a children's television special. (Photograph by Jerry Thompson)

produced for German television by Bayerischer Rundfunk. The series offered a comprehensive look at the lives of the German people from the outbreak of the war in 1939 to the fall of the Third Reich in 1945.

The National Archives celebrated the 200th anniversary of the White House with a series entitled "Inside the White House: Documentary Perspectives." Drawing from the holdings of the National Archives and the White House, the festival presented films, sound recordings, and photographs that documented various aspects of the Executive Mansion, including its architecture and the lives of its inhabitants. Among several guest speakers who participated in the festival was Lynda Johnson Robb, who introduced *Once in a Lifetime*, the official film record of her 1967 White House wedding to Charles Robb. Pioneer documentary filmmaker Robert Drew showed rare film made in the Kennedy White House, where he was given unprecedented access to the Oval Office and the Cabinet Room. The highly successful festival was organized with the assistance of the White House Curator, Rex Scouten, and the White House Historical Association.

In conjunction with Filmfest DC, the National Archives presented the Washington premiere of *To Render a Life*, a documentary based on James Agee's book about life in

America during the Great Depression, *Let Us Now Praise Famous Men*. Director Ross Spears answered questions from a capacity audience following the screening. This is the sixth program the National Archives has cosponsored with Filmfest DC.

In July, in honor of the 1992 Summer Olympic Games in Barcelona, Spain, the National Archives presented a month-long series entitled "Olympic Images," featuring some of the best documentary films produced about this traditional gathering of nations. The screening of *Jesse Owens Returns to Berlin* was introduced by Herman Goldberg, a National Archives volunteer who was an athlete and teammate of Jesse Owens at the 1936 Berlin Games.

In cooperation with Radio America, the National Archives began producing "World War II Chronicles," a weekly program of 3-minute radio spots highlighting the important events of the Second World War. Narrated by Ed Herlihy, the distinguished announcer of Universal News from 1942 to 1967, the individual programs draw on historical audio recordings in the holdings of the National Archives to re-create an authentic chronology of the war. More than 500 radio stations, including the Armed Forces Radio and Television Service, carry the popular program in the United States and overseas.



As part of the ongoing commemoration of the 50th anniversary of World War II, the National Archives presented a 3-month series entitled "A Year on Film: 1942." This program of entertainment films, documentaries, and newsreels represented a sampling of what millions of Americans saw in homefront theaters in 1942 and is very popular with audiences.

The film programming staff also developed a World War II touring film festival, "The Road to War," which was presented at seven Presidential libraries and nine regional archives throughout the country. In several locations, many of the screenings were attended by standing-room-only audiences, often setting records for this type of program. The staff has assembled a second World War II touring film festival, "Films of Persuasion," an eight-part program of films that were used to shape wartime public opinion.

Other World War II commemorative programs during the year included "A Salute to the Armed Forces Radio," to mark the 50th anniversary of the Armed Forces Radio Service (AFRS). True Boardman, an AFRS producer and writer responsible for some of the most popular wartime programs, served as guest host for a selection of films from the Motion Picture, Sound, and Video Branch. Also presented in June was the classic World War II film *They Were Expendable*, directed by John Ford. Retired Vice Adm. John D. Bulkeley introduced the film, which is based on his own experiences in evacuating Gen. Douglas MacArthur from the Philippines.

### ***National Audiovisual Center***

The National Audiovisual Center, located in Capitol Heights, MD, is the Federal Government's central distributor for all federally produced audiovisual and other multimedia products. With the advent of the newer electronic media such as laser discs and CD-ROM, the Center has expanded well beyond traditional 16-mm film, slide, and videotape audiovisual images. Operating as a self-supporting program under the National Archives Trust Fund, the Center offered more than 9,000 different media items for sale to the public this year. More than 170 new productions were added in 1992 on topics ranging from law enforcement, emergency services, and fire protection to health, safety, and employee assistance programs. Over 23,000 items were sold, with proceeds distributed to the National Archives Trust Fund.

While public sale of materials is the major activity of the Center, a wide range of other services are provided.

These include direct services to Federal agencies in the duplication, packaging, and distribution of their media productions for in-house education and training as well as agency-funded public distribution programs. Other services for both the public and private sectors include education and technical assistance programs in the development and use of new media and utilization of existing Federal resources to decrease costs. The Center plays an increasing role in coordinating programs that focus on the transfer of federally developed training technology programs to the private sector.

To facilitate public access, the Center maintains both a toll-free telephone line and a TTY telephone terminal for the hearing impaired. Catalogs are prepared and distributed in special subject areas to inform the public about the wealth of Federal media productions and to inform customers about new services and products.

The Center annually compiles data for the *Federal Audiovisual Activity* report for the Office of Management and Budget, providing a comprehensive overview of all Federal agency audiovisual activities, purchases, production, and duplication.

### ***Publications***

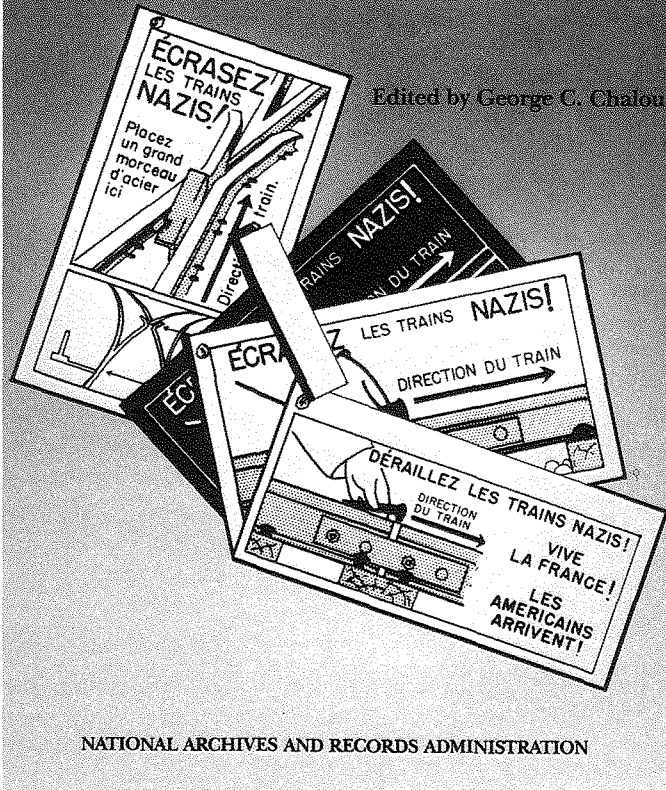
In 1992 the publications program of the Office of Public Programs developed and distributed a total of 145 printed publications that inform the constituencies of the National Archives about their Federal documentary heritage, and it published five issues of *Prologue*, the award-winning quarterly of the National Archives.

A number of new publications were issued during 1992 as a part of the National Archives commemoration of the 50th anniversary of World War II:

- *The Secrets War* contains the proceedings of the first major scholarly conference of the Office of Strategic Services (OSS), which was held at the National Archives on July 11 and 12, 1991. Contributors include Arthur Schlesinger; William Colby; Aline, Countess of Romanones; Walt W. Rostow; and Robin Winks.
- *American Women and the U.S. Armed Forces* is an important new guide that describes records in the National Archives and Presidential libraries relating to American women who interacted with and eventually formed a part of the Nation's military service organizations. Covering the last two centuries, the highlighted records discuss women as wives and mothers of soldiers, suppliers of

# The Secrets War

## The Office of Strategic Services in World War II



In June 1992, less than a year after a major scholarly conference on the Office of Strategic Services (OSS) at the National Archives, the Office of Public Programs published the proceedings in this volume. *The Secrets War* contains the texts of the 24 papers presented by veterans and historians of the OSS and offers insights into the activity of the United States' first modern national intelligence agency. The Office of Public Programs also publishes exhibit catalogs, brochures, teaching aids, posters, and guides. (Photograph courtesy of the Office of Public Programs)

military goods and services, and participants in and victims of war.

- A series of 32 special commemorative photographic posters mark important World War II battles and events and pay tribute to the Armed Forces, as well as the Coast Guard, WACs, nurses, and prisoners of war. Each poster features a black-and-white photograph from the National Archives still picture holdings accompanied by a brief caption describing the image.

Other new publications included the *Ties That Bind* exhibition catalog, *John Fitzgerald Kennedy: Presidential Perspectives from the National Archives*, and revisions of the *Immigrant & Passenger Arrivals* microfilm catalog and

of *The Declaration of Independence* "Milestone Document" booklet.

In the General Information Leaflet series, the program printed new or revised editions of *The National Archives*, *Information About the Center for Electronic Records*, *Information About Electronic Records*, *Information About the Still Picture Branch*, *Washington National Records Center*, and *National Archives Trust Fund*.

During 1992 two issues of *Prologue* were reviewed favorably in the *Washington Post*. The Fall 1992 issue was described in the September 15 edition of the *Washington Post* as "one of Washington's and magazine-dom's better-kept secrets." The quarterly also won four prestigious trade awards during 1992 for design excellence. The Library of Congress National Library Service for the Blind and Physically Handicapped recorded the summer issue for distribution through the Service. Issues in 1992 included one devoted to World War II subject matter and another featuring a tribute to the 200th anniversary of the White House by William Seale. Among other notable *Prologue* contributors were Floyd Abrams, William Rehnquist, Hedrick Smith, and Lawrence Tribe.

National Archives publications won a total of seven trade awards. Among these were a First Place Award for Visual Design for the World War II Commemorative Poster series from the National Association of Government Communicators, a Bronze Award from *Magazine Design & Production* for the *DRAW!* exhibit catalog, and two other awards for *National Archives Gifts, 1991-1992*.

The National Archives continues to distribute microfilm publications of historically important records to both preserve them and make them available for research. Microfilm sales increased dramatically in 1992 to \$2.8 million, largely as a result of the release of the 1920 census materials on microfilm. Nevertheless, noncensus microfilm income increased as well by 34 percent over 1991 levels. Following the release of the 1920 census on March 2, 1,712 orders totaling \$1.8 million for more than 83,000 rolls were processed by National Archives staff and duplicated and shipped by private contractor, with few customer complaints regarding delivery or film quality. The Publications Division also published four descriptive pamphlets for individual microform publications released during 1992.

In an effort to increase the visibility of National Archives publications and programs nationwide and to make them available to the widest possible audience, trade marketing and distribution contracts for books and

microfilm were continued during 1992 with commercial contractors. All publications are available directly from the National Archives Office of Public Programs, as well.

The National Archives marketing and sales promotion staff informs the public about the availability of microforms, books, posters, facsimiles, and Museum Shop items and distributes materials to a wide range of audiences. Marketing campaigns this year included a number of information/sales publications promoting National Archives resources related to World War II, the fourth holiday gift catalog, and an extensive promotion aimed at libraries and historical and genealogical societies for the 1920 census materials.

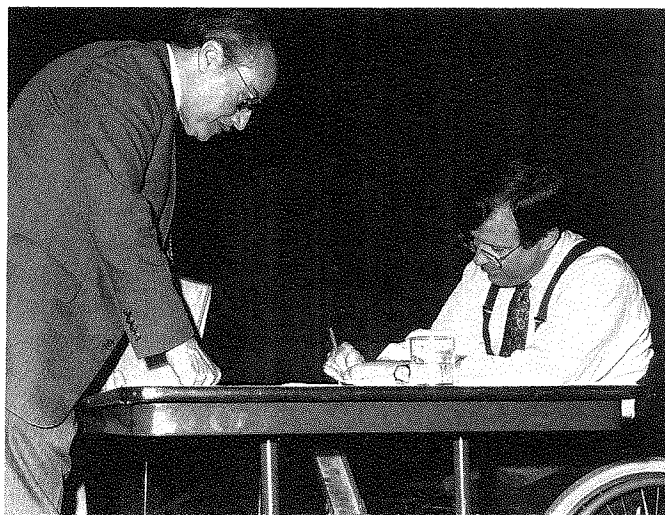
National Archives publications were displayed at 14 major scholarly, professional, and trade conferences across the country as well as at several local conferences. Special World War II program materials were displayed at the American Association of Retired Persons biennial meeting and at two Veterans of Foreign Wars conferences at these organizations' request.

In 1991 the National Archives entered into a cooperative arrangement with Somerset House Publishing to publish and distribute a series of limited-edition Civil War prints based on four paintings by renowned Texas artist G. Harvey. On October 3, 1991, these paintings were displayed for the first time at a special preview in the National Archives Rotunda. Royalties in excess of \$131,000 have been received from Somerset House Publishing through September 30, 1992, and will be used for preservation and other projects designated by the National Archives.

### **Museum Shop**

The National Archives Museum Shop set an annual sales record for the ninth consecutive year, with income of \$983,000. Given the general state of the economy, 1992 retail sales gains reflect further refinements in product selection and development, with particular emphasis on materials produced especially for the National Archives. Special areas of concentration for purchase and production during this period included the 50th anniversary of World War II, the Columbus Quincentennial, the Presidency, and the Presidential election.

Customized products and National Archives publications continue to receive wider national public exposure and sales as a result of mail-order marketing efforts. The *National Archives Gifts, 1991-1992*, catalog resulted in a total of 1,982 orders, and the previous *National Archives*



*Lewis B. Puller, Jr., author of *Fortunate Son*, (right) spoke and signed books at the National Archives on November 13, 1991, as part of the 10th anniversary observance of the establishment of the Vietnam Veterans Memorial. His Pulitzer Prize-winning autobiography tells the story of the healing, both physical and emotional, of a Vietnam veteran. The Office of Public Programs has sponsored author lectures and book signings since 1987. Forty-four authors spoke at the National Archives in fiscal year 1992. (Photograph by Cecilia Epstein)*

*Publications* catalog, which was reprinted this year, generated an additional 1,158 orders from buyers across the country.

The Museum Shop also continued to develop a higher degree of visibility here in Washington through special book programs—and radio and television coverage brought several of these events to a wider national audience. A total of 44 author lectures and book signings attracted more than 4,200 visitors during 1992. Among the notable speakers were former Kremlin official and adviser to Boris Yeltsin, Georgi Arbatov; Senator Albert Gore, Jr.; David McCullough; former Senator George McGovern; Senator Barbara Mikulski; Senator Paul Sarbanes; former Secretary of Defense and Secretary of Energy James Schlesinger; Gay Talese; and Jules Witcover.

### **Volunteer Services**

Volunteers within the Office of Public Programs extend the public service and outreach of the National Archives in Washington, DC, in many ways. More than 190 volunteers contributed 23,655 hours of service during the year.



*Vyacheslav M. Pleskunov, Director General of AROS Society, Ltd., Moscow, Russia (Archives of Russia), and Mary Ann Castellana, president of the National Archives Volunteer Association, sign the 2-year agreement establishing RAGAS, the Russian-American Genealogical Archival Service, on April 8, 1992. Left to right: Vladimir P. Tarasov, head of International Relations Department, Committee on Archival Affairs for the Government of Russia; V. M. Pleskunov; Mary Ann Castellana; and E. Donya Platoff, treasurer, RAGAS. (Photograph by Jerry Thompson)*

A total of 35,800 visitors, ranging from school children to constituents referred by congressional offices, received these services. Tourist visits to the Washington, DC, area facilities increased over last year. Some of the increase resulted from the opening of the 1920 census schedules on microfilm, which brought more researchers interested in genealogical information to the National Archives. The tour office scheduled tours for more than 3,200 groups of constituents for Members of Congress, and volunteers escorted guests of the President and Vice President, as well as employees and visitors from other agencies of the Federal Government.

Foreign visitors included dignitaries, archivists, and librarians from Russia, Africa, Japan, Sweden, Ukraine, Belarus, Canada, Venezuela, Australia, Germany, Korea, Norway, Spain, and Romania. Walk-in tours were provided for the first time this year, adding to the comfort and pleasure of visitors.

Through 208 school workshops at the National Archives in Washington, DC, and in nearly 200 school classrooms, docents provided enrichment programs for more than 10,000 students. The students saw behind-the-scenes activities, toured current exhibitions, and had an opportunity to participate in 1 of 12 workshops on topics reflecting issues and events in American history. Docents

also offered workshops on school programs to local teachers and administrators and outreach programs to community organizations.

In addition to services provided by docents, 21 volunteer information specialists serve on the information desk in the Exhibition Hall. Seven days a week, these volunteers are available to answer questions and distribute information about the National Archives and the Washington, DC, area.

In cooperation with the Office of the National Archives, 29 volunteers with special genealogical experience staff the Genealogical Orientation Room. During the year, they helped more than 11,800 visitors interested in pursuing genealogical research at the National Archives and assisted the Education Branch staff with genealogical workshops.

Preparations by staff for the move to Archives II continue with assistance from 62 staff aides on a variety of projects, ranging from the OSS records project and the NHPRC project for a documentary publication of the foreign relations of the United States, 1781-89, to assistance to the holdings maintenance and records relocation branches.

Volunteers Tom Miller, Maria Davidson, Herman Goldberg, and Donya Platoff were featured in the *National Archives Calendar of Events* during the year. Maria Davidson, a staff aide since 1986 who emigrated to the United States from Poland after surviving the Nazi occupation, participated in the White House ceremony to return to Poland records of its Ministry of Foreign Affairs for the years 1918 to 1940. She has assisted the archival staff in the preparation of these materials, translating the titles from Polish to English. The play *Rice of Strangers*, researched and written by volunteer George Loukides, was published in *Prologue*.

A protocol was signed in April 1992 between representatives of the National Archives Volunteer Association and the AROS Society, Ltd., Moscow, Russia, to establish RAGAS, the Russian-American Genealogical Archival Service. Frequent communication has been established through a compatible computer system to process requests by American researchers for genealogical information from the archives of the former Soviet Union. By the end of the year, more than 130 requests had been forwarded to Moscow.

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**Office of Public Programs Staff**

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**Assistant Archivist**

Linda N. Brown 202-501-5200

**Deputy Assistant Archivist**

Charles W. Bender 202-501-5200

**Volunteer and Tour Coordinator**

Patricia Eames 202-501-5205

**Director, National Audiovisual Center**

George H. Ziener 301-763-1872

**Director, Exhibits and Educational Programs Division**

Edith James 202-501-5210

**Director, Publications Division (Acting)**

Charles W. Bender 202-724-0084

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# Office of the Federal Register

The Office of the Federal Register edits and compiles the daily *Federal Register*; the *Weekly Compilation of Presidential Documents*; the “slip laws” passed by the Congress and signed by the President; the annual books of the *Code of Federal Regulations* (CFR), divided into four segments for quarterly revision and issuance; annual editions of *The United States Government Manual*, the *Public Papers of the Presidents*, and the *United States Statutes at Large*; periodic finding aids ranging from daily to annual; and various other publications carrying Government information, such as the *Privacy Act Compilation* and the *Guide to Record Retention Requirements in the CFR*.

## Services to the Federal Government

The Office of the Federal Register serves both the Federal Government and the public. For the Government, it is the central publication point for laws, Presidential documents, proposed and final regulations, and official notices. Publications are distributed to all three branches of the Federal Government. Each Member

of Congress, for instance, may receive up to five copies of the daily *Federal Register*.

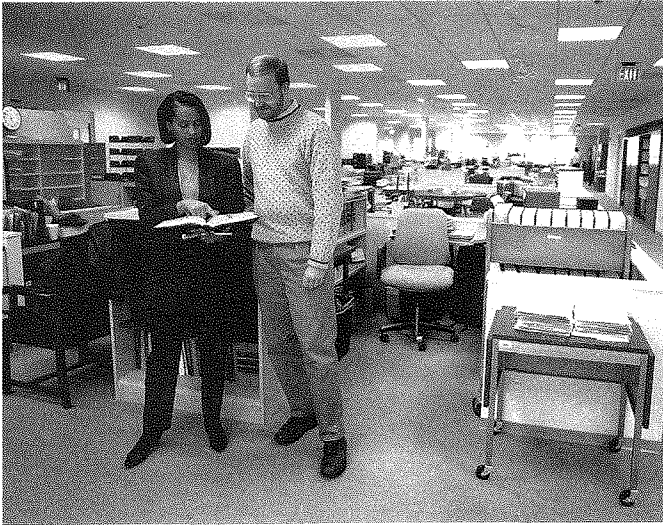
The Archivist has delegated to the Office of the Federal Register legal responsibility for receiving and reviewing State ratifications of proposed constitutional amendments. In May an amendment concerning compensation of Members of Congress was ratified as the 27th amendment to the Constitution. Proposed in 1789 as the second of 12 articles of the Bill of Rights, the 27th amendment requires that “an election of Representatives shall have intervened” before a law altering the compensation of Members of Congress may take effect. Although only seven States ratified the amendment during the 18th and 19th centuries, over the past decade the proposal gained widespread support in State legislatures. The Office of the Federal Register confirmed that the necessary 38 States had submitted facially sufficient ratification documents. The Archivist certified the adoption of the 27th amendment in a proclamation published in the *Federal Register* on May 19, 1992.

In July 1992 the Office of the Federal Register relocated its offices to 800 North Capitol Street NW. Now located directly across the street from the main plant of the Government Printing Office (GPO), the Office can expedite plans to modernize computer equipment and programs. In preparation for the move, the Office worked with GPO to install an expanded local area network of personal computers at the new location and advanced the schedule for converting publications and training staff to edit on personal computers. New indexing and document tracking software installed on the network early in the year, and implemented by the time of the move, facilitates index production and allows the Office to better track documents received and in process for publication. The Office anticipates that all of its publications will be edited at personal computers in 1993 and that the network will be linked directly to GPO computer systems for file transfer and printing. The upgrading of the computer systems also will permit direct electronic submission of data by Federal agencies.

The personal computer-based editing system enables *Federal Register* editors to review and edit machine-readable documents. The number of documents coded for typesetting and submitted on diskettes increased again in 1992. To further stimulate agency machine-readable submissions, the Archivist established an interagency task force to explore ways to simplify and facilitate agency preparation and submission of electronic documents. The task force first met early in the fiscal year and was



*The Federal Register's publication responsibilities cover a broad range of Government activity as represented in the variety of books shown in this photograph. Presidential documents; the laws and regulations of the United States; and the manual of programs, officials, and the structure of Federal agencies are all part of the Federal Register's publication program. (Photograph by Richard Snyder)*



*In July the Office of the Federal Register moved to office space located across the street from the main plant of the Government Printing Office (GPO), providing an opportunity to speed the modernization of the publication technology linking the National Archives and the GPO. Standing in the new office space, Gwen Henderson and Kent Giles, editors in the Presidential Documents and Legislative Division, review a volume of the United States Statutes at Large, published by the Office of the Federal Register. (Photograph by Richard Snyder)*

composed of staff members from the Office of the Federal Register, the GPO, and representatives from five Federal agencies that publish documents. The task force developed and evaluated a template for creating *Federal Register* documents using common word processing software. Use of the word-processing template and other methods of machine-readable submission will be monitored closely in fiscal year 1993.

At a June 1992 meeting, the Administrative Committee of the Federal Register (ACFR), in a resolution authorizing studies and specific projects in fiscal year 1993, addressed the issue of electronic dissemination of Federal Register system publications. Specific projects include establishing an Office of the Federal Register bulletin board for selected finding aids and the distribution of selected *Federal Register* documents by the Superintendent of Documents on diskette and on the GPO bulletin board. A very successful project was the production and sale of several hundred diskettes of the Medicare Physician Fee Schedules document issued by the Health Care Financing Administration.

The Office continued to assist agencies in improving

their document drafting and publication procedures. The assistance was particularly valuable at the end of year because of the significant increase in regulatory activity. In addition to one-on-one training sessions held with several Federal agency representatives throughout the year, the Office presented a special workshop on document drafting to the Rural Electrification Administration to help the agency prepare for electronic submissions to the *Federal Register*. The Department of the Interior also requested participation by Office staff in its own workshop on preparation of regulations.

During this year, members of the *Federal Register* production staff received honors for their continued editorial assistance from the Office of the Inspector General of the Health and Human Services Department, the Health Care Financing Administration, and the Patent and Trademark Office of the Department of Commerce.

### **Services to the Public**

More than 33,000 public subscribers, Federal agencies, the Congress, the courts, and depository libraries received the daily *Federal Register* during an extremely busy regulatory year. Even with a Presidential moratorium on regulatory activity, the number of *Federal Register* pages totaled 63,316, less than a 1-percent decrease from a very busy 1991.

More than 2 million individual CFR volumes were sold to the public, and another 846,000 copies were distributed throughout the Government. The 117,109 pages published in the fiscal year 1992 CFR are contained in 199 volumes.

Because the regulatory information published through the Federal Register system affects so many areas of American life, public workshops are presented by the Office throughout the country. The workshops help a wide spectrum of users make full use of the publications and finding aids.

Sixteen public workshops were held this year for 802 participants. Seven regular workshops were held in Washington, DC, and six more in other cities: St. Louis, Atlanta, Boston, Chicago, San Francisco, and Seattle. In addition, special workshops were conducted in conjunction with the GPO for Government depository librarians and for the General Accounting Office (GAO). The GAO workshop was presented live in Washington, DC, and simulcast to the GAO regional office in Seattle. The Office of the Federal Register also presented a specially adapted workshop for participants in the winter confer-

ence of the National Association of Secretaries of State in Austin, TX.

A *Guide to Record Retention Requirements*, revised as of January 1, 1992, was published during the year. The *Guide* informs the public on which records must be kept, who must keep them, and how long they must be kept.

The Office of the Federal Register published the five-volume 1991 *Privacy Act Compilation* during the year. The *Compilation*, covering calendar years 1990 and 1991, is a biennial publication.

The Office also published a revised *Document Drafting Handbook* during the year. Updated for the first time since 1985, this popular guide to regulation writing is an essential reference source used in the Federal Register training courses designed to improve agency drafting and publication procedures.

Among the most significant publications of the Office of the Federal Register is the *Weekly Compilation of Presidential Documents*, which chronicles the remarks, news conferences, messages, and letters of the President. Fifty-two issues were published during the year, as well as two hardcover books in the *Public Papers of the Presidents* series: the second book of 1990 and the first book of 1991 documenting George Bush's Presidency. All prepublication work was completed on President Bush's second book of 1991. More than 3,700 pages of slip laws were published. Also published were both the six-part set of the 1990 edition of the *United States Statutes at Large*, the most volumes and pages ever published in a single *Statutes* edition, and the three-part set of the 1991 edition of the *Statutes*.

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### ***Office of the Federal Register Staff***

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***Director***

Martha L. Girard 202-523-4534

***Deputy Director***

Richard L. Claypoole 202-523-4534

***Director, Automation Services  
and Development Staff***

Robert E. Jordan 202-523-4534

***Senior Attorney, Legal Services Staff***

Sandra M. Jablonski 202-523-4534

***Director, Executive  
Agencies Division***

Richard L. Claypoole 202-523-4534

***Director, Presidential Documents  
and Legislative Division***

Frances D. McDonald 202-523-4534

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# The National Historical Publications and Records Commission

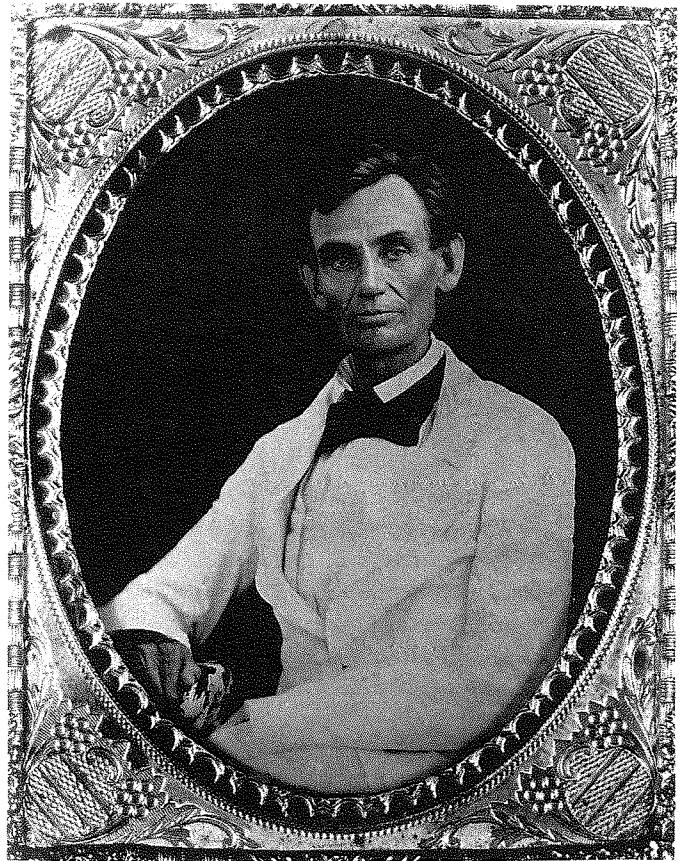
The National Historical Publications and Records Commission (NHPRC) encourages individuals and institutions outside the National Archives to preserve and publish American historical records. Composed of 15 members representing the President, the Congress, the Supreme Court, and Federal agencies as well as historical and archival organizations, the Commission helps archivists, editors, and historians advance historical study through documentary publication, preserve endangered historical documents, train archivists and editors, establish archival and records programs, and plan strategies to meet future documentary needs. In 1992 the Commission provided grants to projects across the country to advance this documentary work. It also completed a strategic plan to chart the Commission's activities in the 1990s and beyond.

At Commission-assisted editorial projects, scholars are gathering from scattered sources, and editing for publication, documents that are bringing to light new historical discoveries. At Princeton University, Professor Arthur Link and his editorial team completed work in 1992 on one of the nation's most prodigious scholarly enterprises—the publication of the 69-volume documentary edition tracing the life of Woodrow Wilson. Published by Princeton University Press, the series is an extraordinary contribution to understanding Wilson and his times, a scholarly work that will endure in usefulness for generations of students and teachers. From letters written by Wilson as a student at Davidson College to documents in his years as President—war messages, state papers, love letters, reminiscences—the Wilson series of documents, collected from individuals and institutions around the world, offers an unprecedented exploration into the life of an American leader.

At an old courthouse in Carlinville, IL, an NHPRC-supported project made a major discovery in 1992. Stashed away with legal documents concerning a case of fraud by railroad financiers in Macoupin County before the Civil War was a 43-page document in the hand of the lawyer representing the railroad interests—Abraham Lincoln. This court paper is the longest document known to exist in Lincoln's own handwriting. The researchers who uncovered it are from the Lincoln Legal Papers, a project of the Illinois Historic Preservation Agency at the Old State Capitol in Springfield. Directed by historian Cullom Davis, the project seeks to fill the final, large gap in documenting Lincoln's life and work—the need to collect the legal documents and papers of his 24-year law practice.

The search in county courthouses, regional archives, and other collections has already uncovered enough new material to reshape the contours of Lincoln scholarship.

At a reception at the United States Capitol on February 20, 1992, Mrs. Coretta Scott King, Senator Harris Wofford of Pennsylvania, and other guests celebrated the publication of the first volume of the Papers of Martin Luther King, Jr. Entitled *Called to Serve* and published by the University of California Press, the volume is edited by Professor Clayborne Carson and his staff at Stanford University. The King project, sponsored by the Martin Luther King, Jr., Center for Nonviolent Social Change in



*Abraham Lincoln poses for a photograph in Beardstown, IL, May 7, 1858, on the last day of a murder trial. Documents on Lincoln's law practice are being collected by the Lincoln Legal Papers project at the Old State Capitol. Sponsored by the Illinois Historic Preservation Agency, the NHPRC-supported project recently uncovered the longest document known to exist in Lincoln's own handwriting. (Photograph courtesy of the Illinois State Historical Library)*



An NHPRC grant to San Francisco State University is helping its Labor Archives and Research Center survey historical records and papers relating to labor issues in the Bay Area. A number of labor organizations and individuals have deposited their historical records, including turn-of-the-century photographs such as this, in which members of the Brotherhood of Teamsters Local 85 are shown in San Francisco on April 23, 1906, after the earthquake and fire. (Photograph courtesy of the Labor Archives and Research Center)

Atlanta, in cooperation with Stanford and Emory Universities, is engaged in a major effort to collect King materials from individuals and organizations around the world. Knowledge of much of African-American history has suffered in the past from a lack of documentary sources. In such NHPRC-supported editions as *The Booker T. Washington Papers*, *The Frederick Douglass Papers*, *Freedom: A Documentary History of Emancipation*, and the King Papers, new source materials are redressing that gap.

Through various projects and studies it has commissioned, the NHPRC has discovered that large bodies of important historical documents are being lost. Commission-supported State assessment studies have revealed severe problems of archival maintenance and public access to records in archives, historical societies, city and county governmental agencies, and other repositories. NHPRC grantees are saving jeopardized records, organizing them for use, and making them available through finding aids. NHPRC grantees are establishing

archival and records programs, issuing new plans and products, and collaborating with the States to solve records problems. Many of the Commission's projects are exploring ways to meet some of the more perplexing problems in records preservation.

With NHPRC assistance, the Center for History of Physics of the American Institute of Physics is engaged in a pioneering effort to learn how to document the activities of complex scientific collaborations for future historical studies. In recently completing its study of the field of high-energy physics and allied sciences, the center sought to learn about patterns and trends among creators and keepers of historically significant records. The center also completed guidelines for appraising the records of high-energy physics experiments. A second phase of the project is dedicated to the fields of space science and geophysics.

At the University of Pittsburgh, an NHPRC-supported project is launching a study to address certain questions regarding preservation of electronic records. The project's goals are to identify the archival requirements for elec-

tronic information systems and to evaluate alternative approaches; to identify attributes in organizations, business applications, and software applications that influence the success of achieving archival control over electronic records systems; and to suggest criteria to evaluate, and indicators to measure, the effectiveness of archival policies, methods, and programs in modern organizations.

Many records products in 1992 resulted from NHPRC grants—guides, inventories, surveys, indexes, and reports. These are a few: *Madison, Wisconsin, Television Newsfilm, 1968–1972: A Descriptive Guide and Index to the Holdings at the State Historical Society of Wisconsin*; *Guide to the Archives of the Albany Institute of History & Art*; *Finding Aid Arranged by County for Shorter College's Northwest Georgia Document Preservation Project*; *Crow Tribal Government and Little Big Horn College Records Survey: A Report to the Crow Tribe of Indians and Little Big Horn College*; and *Guide to Archives and Manuscript Collections in Selected Utah Repositories*. From chancery court records in Knox County, TN, to a 19th-century stereograph collection at the Minnesota Historical Society, collections of records from many historical periods and subjects and in several media are being preserved and made available through Commission-supported projects.

The Commission is planning for new initiatives in records preservation and new approaches to American historical research. In 1992 a much-anticipated report from The Historical Documents Study provided valuable information to the scholarly and archival communities on historical research in the United States. Commissioned by the NHPRC in cooperation with the American Council of Learned Societies, the study concluded that many researchers are haphazardly trained, cannot afford to travel to sources, rely on libraries that are ill prepared to bring sources to their attention, and face other obstacles that reduce the usefulness of documentary resources. Directed by Dr. Ann Gordon, the study called on researchers to work closely with the professions concerned with preserving and publishing the nation's documentary heritage. It also called on the NHPRC to strengthen its ties with librarians, genealogists, and other supporters of documentary publication and to continue to forge alliances with public and private agencies committed to preserving the documentary record.

In 1992 a 108-page report, *Documenting Diversity: A Report on the Conference on Documenting the Immigrant Experience in the United States of America*, detailed the findings of a conference sponsored by the History Committee of the Statue of Liberty—Ellis Island



*A reception at the U.S. Capitol marked the publication of the first volume of the National Historical Publications and Records Commission (NHPRC)-supported edition of the Papers of Martin Luther King, Jr. Mrs. Coretta Scott King talks with (from left) King Papers editor Clayborne Carson, NHPRC Chairman Don Wilson, and Senator Harris Wofford. (Photograph by Jerry Thompson)*

Foundation and the Immigration History Research Center at the University of Minnesota and funded by the NHPRC and the Alfred P. Sloan Foundation. The report concluded that documentation of the immigrant experience is inadequate, fragmentary, and scattered; that records are often intellectually inaccessible for research and physically at risk; and that a national strategy is urgently needed to locate, preserve, and make accessible those records. The report also recommended that the experiences of the immigrants be presented for scholarly and educational use through a variety of media, including a series of documentary volumes.

The education and training of documentary editors and archivists has long been a concern of the NHPRC, and the Commission carried on that work in 1992. With help from the Andrew W. Mellon Foundation, the Commission sponsored fellowships in archival administration and documentary editing and conducted its annual 2-week training institute in editing at the University of Wisconsin.

The Commission presented its fourth annual Distinguished Service Award in 1992 to Dr. Robert M. Warner, former Archivist of the United States and Chairman of the NHPRC. Current Archivist and Chairman Don Wilson praised Dr. Warner's service as archivist, teacher, and historian in a career that exemplified the Commission's goals of preserving and publishing America's documentary sources. Under Dr. Warner's chairmanship, the NHPRC began its path-breaking effort to help States assess records conditions and needs.

If 1992 was a year of accomplishment and achievement, it was also a signal year for the Commission in looking toward its future work. The NHPRC is charged by law to report to the President, the Congress, and the public on the condition of America's documentary records and what needs to be done to preserve and publish them. In 1992 the Commission completed a major new assess-

ment of past policies and current needs in the field, a strategic plan that identified priorities and goals. In its deliberations the Commission considered several themes: the need to inform the public about records conditions; the need to provide scholars, teachers, students, and the public with documentary editions covering the diversity of American historical figures and subjects; the need to help archivists, editors, and historians solve problems that impede preservation, publication, and use of historical records; and the need to collaborate with the States to preserve documentary resources. The culmination of more than a year's work, the plan provides the basis for the Commission's request to the White House and the Congress for reauthorization of its grant program in 1993. In preparing the plan, the Commission reviewed its past commitments, surveyed available information on present documentary needs, and consulted widely with historians, documentary editors, archivists, State historical records coordinators, and others in the field, incorporating their recommendations in the plan's final version.

As the Commission moves forward with its work in the nineties, it will focus on five coequal goals enumerated in the strategic plan: 1) to assure the Nation's people of published documentation of both common and diverse elements of their historical experience; 2) to assure the preservation of the Nation's documentary resources through State collaborative efforts; 3) to achieve progress in the preservation and use of original source materials; 4) to improve conditions for the creation and use of documentary editions; and 5) to generate public support for an accessible historical record.

In all of its work, the NHPRC maintains its commitment to protect a national documentary treasure that, if lost, cannot be replaced.

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## ***Commission Members 1992***

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### ***National Archives and Records Administration***

Dr. Don W. Wilson, Archivist of the United States,  
Chairman

### ***U.S. Supreme Court***

Justice Harry A. Blackmun, Associate Justice

### ***U.S. Senate***

Senator Paul S. Sarbanes of Maryland

### ***U.S. House of Representatives***

Honorable Philip R. Sharp of Indiana

### ***Department of State***

Dr. William Z. Slany, Director, Historical Office

### ***Department of Defense***

Dr. Alfred Goldberg, Historian, Office of the Secretary

### ***Library of Congress***

Dr. James Hutson, Chief, Manuscript Division

### ***Presidential Appointments***

Mr. Charles G. Palm, Deputy Director, Hoover Institution,  
Stanford University  
One Vacancy

### ***American Historical Association***

Dr. John Alexander Williams,  
Director, Center for Appalachian Studies,  
Appalachian State University

### ***Organization of American Historians***

Dr. Robin D. G. Kelley, Director, Center for  
Afro-American Studies, University of Michigan

### ***Society of American Archivists***

Mr. John Fleckner, Archivist, National Museum of  
American History, Smithsonian Institution

### ***American Association for State and Local History***

Mr. David H. Hooper, Arizona State Archivist

### ***Association for Documentary Editing***

Dr. Charles T. Cullen, President and Librarian,  
Newberry Library

### ***National Association of Government Archives and Records Administrators***

Dr. William S. Price, Jr., Director,  
North Carolina Department of Archives and History

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**Staff Expenses**

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Personnel	848,287
Travel of Commission members and staff	41,802
ADP Equipment	7,841
Other Operating Expenses	76,163
Total	974,093

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**Commission Staff**

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<b>Executive Director</b>	
Gerald W. George	202-501-5600
<b>Deputy Executive Director</b>	
Roger A. Bruns	202-501-5603
<b>Program Director</b>	
Nancy A. Sahli	202-501-5610

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**Publications and Records Grant Funding by State (Funds Dispersed in Fiscal Year 1992)**

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<b>Northeast</b>				<b>West</b>	
Connecticut	\$157,986	Nebraska	\$ 0	Alaska	\$ 67,200
Delaware	0	North Dakota	95,676	Arizona	106,263
Maine	5,000	Ohio	12,000	California	435,203
Maryland	261,096	Oklahoma	4,584	Colorado	72,646
Massachusetts	225,397	South Dakota	0	Hawaii	0
New Hampshire	93,517	Wisconsin	314,600	Idaho	0
New Jersey	135,910	<b>South</b>		Montana	32,202
New York	354,398	Alabama	\$ 0	Nevada	0
Pennsylvania	352,237	Arkansas	0	New Mexico	63,403
Rhode Island	171,075	Florida	263,080	Oregon	0
Vermont	0	Georgia	92,449	Utah	11,615
		Kentucky	12,000	Washington	0
<b>Midwest</b>		Louisiana	15,000	Wyoming	179,345
Illinois	\$120,100	Mississippi	15,168		
Indiana	0	North Carolina	243,309	<b>District of Columbia</b>	
Iowa	0	South Carolina	120,194	District of Columbia	353,491
Kansas	0	Tennessee	195,700		
Michigan	165,829	Texas	63,000	<b>National Projects</b>	<u>38,634</u>
Minnesota	82,670	Virginia	273,216		
Missouri	0	West Virginia	0	<b>TOTAL Grants</b>	<u>\$5,205,193</u>

## PART VI



## Administration

# Office of Management and Administration

The Office of Management and Administration provides nationwide administrative services to the agency, including the planning and administering of the financial, personnel, procurement, facilities, and information management programs. In addition, the Office acts as liaison with the Congress and with the Office of Management and Budget, and it 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.

## Financial Operations

Funding available to the National Archives in fiscal year 1992 by appropriation under Public Law 102-141 for direct operating expenses was \$146,743,000. In addition, \$5,583,000 was available for grants by the National Historical Publications and Records Commission, and \$7,193,000 was available for alterations at the Kennedy Library, including the design of improved access, additional archival storage, and general building repair items. This provided a total of \$159,519,000.

Under Public Law 102-141, Section 523(A), the National Archives fiscal year 1992 appropriation was reduced by \$75,000 for travel, motor pool, and transportation of things. This provided a reduced total of \$159,444,000.

Of the funds available, \$51,992,000 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 and the Office of Special and Regional Archives obligated \$53,929,000 to accession, preserve, describe, and make available to the general public, scholars, and Federal agencies the permanently valuable historical records of the Federal Government. The Office of Records Administration obligated \$3,218,000 to provide guidance and assistance 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 \$30,691,000 to operate the nine existing Presidential libraries and to retain and process the Nixon Presidential materials. The Office of Public Programs obligated \$3,922,000 for publication, exhibition, audiovisual, and public outreach activities. The Office of the Federal Register obligated \$5,242,000 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 \$2,410,000 to review Federal records for possible declassification. Also, the National Historical Publications and Records Commission obligated \$5,142,000 in grants and \$1,126,000 to administer the grants program.

The following table summarizes funds available and actually obligated in fiscal year 1992:

Fund	Availability	Obligated
Operating		
Expenses, Direct	\$146,668,000	\$146,168,000
Grants	5,583,000	5,142,000 <sup>1</sup>
Kennedy Library	<u>7,193,000</u>	<u>6,362,000<sup>2</sup></u>
TOTAL	\$159,444,000	\$157,672,000

<sup>1</sup> 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.

<sup>2</sup> In fiscal year 1985, \$5,200,000 of "no-year" funds were appropriated for improvements to the Kennedy Library. Four million dollars of the total were planned for improved archival storage and educational space, and the balance of \$1,200,000 was to improve access to the library. In fiscal years 1989 and 1991, an additional \$4,100,000 and \$8,000,000, respectively, were appropriated for continuation of construction. Of the total, \$16,462,000 has been obligated to date, including \$6,362,000 obligated in fiscal year 1992 for the building extension construction and related services.

During fiscal year 1992, the National Archives received \$25,457,000 in reimbursable income for services provided to the Trust Fund and other Federal agencies. The most significant reimbursable activity, in terms of payment received, was providing reference services on the records of other agencies that are stored in Federal records centers. During fiscal year 1992, \$22,803,000 was received for these services. The Offices of the National Archives and of Presidential Libraries and declassification activities provided the balance of \$2,654,000.

## Financial Subsystems

As required by OMB Circular A-127, the financial subsystems were evaluated. Reports of Assurance from the system managers indicated that the financial systems were in conformance with the objectives detailed in OMB's

guidelines. A report was sent to the President and the Congress indicating that the subsystems were in compliance with Office of Management and Budget and the General Accounting Office standards.

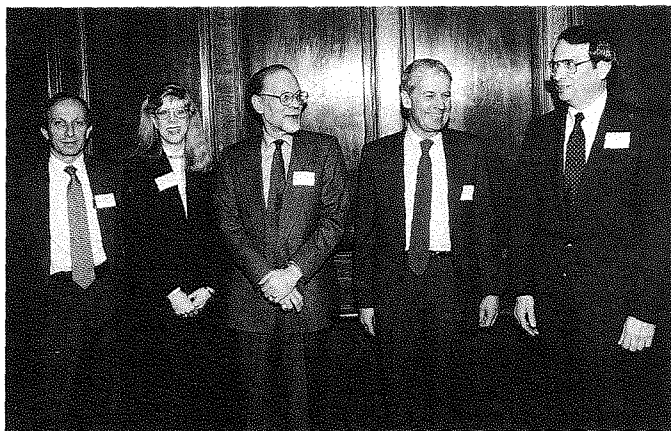
### **Other Financial Programs**

Income from credit card sales at various National Archives facilities rose nearly 50 percent in fiscal year 1992 from approximately \$1 million to \$1.5 million. One National Archives component, the Trust Fund Cashier's office, increased its income by more than 180 percent. By using credit cards to collect funds in the Presidential libraries, the National Archives Museum Shop, the National Audiovisual Center, the Federal records centers, and the Trust Fund Cashier's office, the National Archives has improved its application of Federal cash management practices and operations.

### **Automation**

The Office is responsible for the acquisition and management of information resources management technology for the National Archives. The Office operates a nationwide Office Automation Network (OAN), which includes word processing, electronic spreadsheet, electronic mail, data base management, data entry to external computer systems, and other applications available on personal computers and networks. Personal computers and networks of personal computers continue to replace older terminal-based systems, providing greater power, flexibility, and compatibility with future systems.

The Office continued the development of the Integrated Communications and Administrative Support System (ICASS) by awarding a contract in September for its implementation. Most of the new system will be implemented during fiscal year 1993, with full implementation scheduled for November 1993. The system will provide broader administrative support functions than the current Office Automation Network, including additional automation capabilities for the management of budget, finance, personnel, acquisitions, and facilities. ICASS also will form the core of a nationwide data communications platform linking all program and field offices and providing a single point of access to all reference data bases. The system will facilitate the transfer of data among the program data bases supporting the Offices of the National Archives, Special and Regional Archives, Presidential Libraries, Records Administration, and Federal Records Centers, as



*NARA's Seventh Annual Preservation Conference, "Designing for Preservation: Planning Archival Storage," was held on March 17, 1992. The conference focused on NARA's experience in designing and building a state-of-the-art archival facility, Archives II. Topics addressed included building design, environmental controls and fire protection in archival storage areas, and the use of compact shelving for safe storage. Speakers at the conference included (left to right) Marvin Sbenkler, Project Manager for Archives II, NARA; Michele Pacifico, Archives II Project Staff, NARA; Paul Banks, Research Scholar, School of Library Service, Columbia University; Richard Fryberger, Senior Planner, Harvard University; and James C. Megrornigle, Assistant Archivist for Management and Administration, NARA. (Photograph by Jerry Thompson)*

well as the administrative support functions of the system.

The Office ensures that systems currently operated or under development by program offices can share life-cycle information about records by implementing and administering a standard for the data elements common to two or more of those systems.

### **Facilities and Materiel Management**

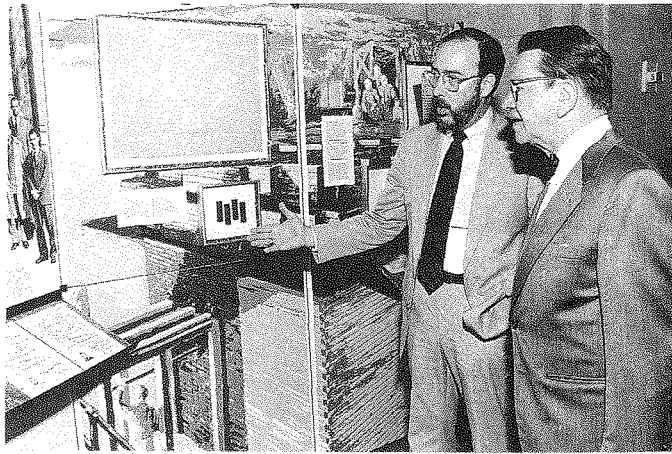
Preparation for the operation and maintenance of Archives II was a focal point for the Office during fiscal year 1992. Extensive background work was required to prepare the requests for proposals for the consolidated facilities management and security contracts.

Renovations to the National Archives Building continue to improve the facility and the working conditions for the staff. Included in the projects completed in 1992 were upgrades to various HVAC systems; renovations of the Microfilm Research Room, theater floor, and snack bar; and refurbishing of the vault mechanism under the Rotunda. Screening/scanning equipment and walk-through metal detection devices were installed to upgrade the security system. A state-of-the-art computerized system was put into place to ensure that effective night watch tours are being conducted.

A new tracking system for Government property was introduced to all National Archives facilities, and efforts are under way to automate the system tracking of personal property. The recycling program grew to include newspaper and corrugated cardboard collection.

The year ended in a flurry of election year activity as





*John Constance, Director of the Program Planning and Congressional Liaison Division, met with Senator Paul Simon of Illinois during the Senator's visit to the National Archives in September 1992. Senator Simon was here to conduct his own historical research. They are pictured here in front of an exhibit that was prepared by the National Archives—Great Lakes Region on the Manhattan Project's beginnings at the University of Chicago. (National Archives Photograph)*

staff members prepared to provide support for departing Members of Congress.

### ***Directives and Information Management***

During fiscal year 1992, the Office initiated a program to systematically review all existing National Archives regulations to ensure that the regulations reflect current policies and procedures. Records management regulations affecting Federal agencies will be reviewed on a 4-year cycle. Regulations affecting the public will be reviewed every 2 years. In fiscal year 1992 the review included National Archives regulations on the transfer of permanently valuable records to the National Archives, Federal agency declassification of National Archives holdings, Freedom of Information Act (FOIA) and Privacy Act procedures, and the locations of National Archives facilities and their hours of use.

The Office responds to FOIA initial requests for National Archives administrative records and performs the staff work for appeals of denials of access for any records in the legal custody of the National Archives. During the year the Office received 180 initial requests, up from 161 last year. Fifty percent of the initial requests resulted in full disclosure of the requested records. The number of requests that were denied for procedural reasons declined this year from 30 to 25 percent of the requests. The most frequently cited reason for noncompliance was the nonexistence or nonpossession of the requested record. The number of requests not complied with because the records were exempt from release increased this year from 15 to 25 percent of the requests. The most commonly cited exemption was (b)(6), to protect the personal privacy of individuals mentioned in the records. The number of appeals received increased dramatically, from 3 to 21.

However, the ratio between the number of appeals concerning accessioned records and National Archives administrative records remained the same: two to one.

The Office conducted the first of several planned files cleanup campaigns covering National Archives administrative records. A primary objective for the campaign in the Washington, DC, area was to avoid the needless shipment of disposable/retirable records to Archives II. National Archives components reported on the volume of files on hand, then cleaned up files during the cleanup month of March 1992. Washington, DC, area units reported 7,310 cubic feet on hand, with 476 cubic feet having been destroyed or retired. Field units reported 4,950 on hand, with 338 cubic feet having been destroyed or retired.

During fiscal year 1992, three newsletters were issued to provide information about the forthcoming move to Archives II. The newsletters are intended primarily for employees and seek to address their concerns about the move. Newsletters also provide updates on the construction of the building and on major procurements for it, such as those for computers, telephones, and furniture.

The Office conducted a survey of the transportation needs of National Archives employees who will relocate to Archives II. More than 84 percent of those moving responded to the survey. Results of the survey suggest that the majority of employees expect to use private means of transportation to get to work; the number of drivers may increase by 144 percent over the current number. The Office is working with transportation planners to accommodate the commuting needs of Archives II employees.

Work also began on a handbook for National Archives employees moving to the Archives II facility. The handbook will familiarize employees with the features of the new building as well as with interim administrative procedures and transportation options. The handbook will also contain information about nearby services in the community, such as banks and restaurants. The first edition of the handbook will be completed in mid-1993.

### ***Program Evaluation***

Office staff conducted management studies of several agency program functions, administered a contract for external studies, monitored legislation concerning the National Archives, carried out special projects, and assisted with preparations for the move to Archives II.

The Office conducted a study of blanket purchase agreements (BPAs) awarded by the agency in the

Washington, DC, area. The study team made specific recommendations for each of the 134 BPAs examined, ranging from better documentation to eliminating the BPA when use of a credit card or other payment method is more efficient. BPA policies and procedures were rewritten to ensure greater efficiency in the future management of these instruments.

Office staff also studied the process by which exhibition fabrication contracts are acquired by the Office of Public Programs. The staff examined how other Federal agencies acquire exhibition contracts and made recommendations for improving the procurement process. As a result, the lead time necessary for acquiring exhibition fabrication should be significantly shortened.

This year, contracted studies performed by Management Analysis, Incorporated (MAI), yielded good results. Several units in the Office of the National Archives and the Office of Federal Records Centers experienced their first full year of implementation of new standards. The General Reference Branch, which implemented new standards in its Civil Section, achieved a 25-percent increase in reference productivity. Units in the Office of Federal Records Centers also increased productivity as they implemented new standards. The study program continued with an MAI study of the New York Federal Records Center.

The Office also performed special projects of importance to the National Archives. The Office monitored agency preparations for release of the 1920 census microfilm on March 2, 1992, and the staff assisted with the development of a contract for the provision of public sale copies of the microfilm.

In the area of procurement, staff in the Office developed statements of work for support services to be provided in three areas of the Archives II facility: the cafeteria, the fitness center, and the child care facility. The Office also provided training for new contracting officers, contracting officers' technical representatives, and program staff involved in writing technical specifications for equipment to be purchased for Archives II. In addition, the Office completed a major revision of agency procurement policies and procedures by implementing a number of procedural improvements and incorporating changes in Federal Acquisition Regulations.

### **Congressional Liaison**

The Office directs the congressional relations activities of the National Archives. An important part of this responsibility during the past year was providing auto-

mated legislation tracking services for senior agency officials and for other units within the National Archives on a wide range of legislative initiatives in the 102d Congress relating to the agency. Office staff regularly attended congressional hearings, prepared synopses of those hearings for distribution to managers and staff, and developed summary reports of the major legislative initiatives affecting the National Archives.

Office staff assisted in preparing testimony and supporting material for the Archivist during the consideration of the John F. Kennedy Assassination Records Collection Act of 1992 (Public Law 102-526). The act will provide a mechanism for the review and release of documentary materials held by Federal sources, regardless of origin, pertaining to the assassination of President John F. Kennedy. Documents will be transferred from these sources to the National Archives, where the collection of materials will be preserved.

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### **Office of Management and Administration Staff**

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#### **Assistant Archivist**

James C. Megronigle 202-501-5100

#### **Deputy Assistant Archivist**

Adrienne C. Thomas 202-501-5100

#### **Director, Program Planning and Congressional Liaison Division**

John A. Constance 202-501-5110

#### **Director, Budget and Finance Division**

David M. Millane 202-501-6060

#### **Director, Personnel Services Division**

Wilma J. Kriviski 202-501-6102

#### **Director, Facilities and Materiel Management Division**

Gary E. Marino 202-501-5010

#### **Director, Acquisitions and Systems Management Division**

Stephen E. Hannestad 202-501-5115

#### **Secretary, National Archives**

#### **Trust Fund Board**

Sonia R. Rudo 202-501-5155

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# The National Archives Trust Fund

## Overview

The National Archives Trust Fund had a net operating loss of \$406,000 for fiscal year 1992. Although revenues substantially increased, the loss was due principally to a necessary adjustment of merchandise inventory accounts. After conducting physical inventories, appropriate values were assigned to merchandise on hand in the various program areas, including the Presidential libraries. Inventory values were reduced by approximately \$1.3 million, and as a result, the cost of goods sold increased substantially. Net income, after adding investment income, miscellaneous income, and adjustments to prior year operations, was nearly \$30,400.

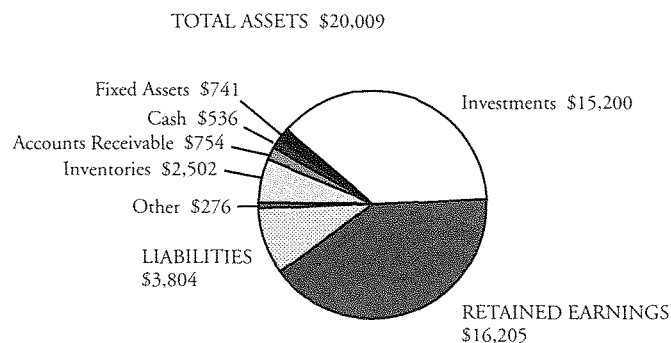
### Total Trust Fund Income/Expense (in thousands)

	1992	1991
Revenue	\$ 14,603	\$ 11,468
Cost of Goods and Services	<u>15,009</u>	<u>10,968</u>
Income/Loss from Operations	(406)	500
Total Other Income	558	973
Total Other Expenses	<u>122</u>	<u>342</u>
Net Income	<u>\$ 30</u>	<u>\$ 1,131</u>

### Financial Condition

Assets increased by more than \$1 million in fiscal year 1992 over the previous year. Liabilities increased by almost \$1 million. Retained earnings/capital increased by \$30,400.

### Trust Fund Financial Condition (in thousands)



## Income and Expenses

Gross sales increased by slightly more than \$3.1 million over fiscal year 1991, with all but one program area reporting higher sales for the year. The cost of goods and services rose more than \$4 million due to higher supply costs, increases in personnel costs in most Trust Fund program areas, and major downward adjustments to inventories held for sale.

### Reimbursement

The National Archives appropriated fund reimbursed the Trust Fund \$586,462 to cover its costs to produce electrostatic copies for administrative use. Total administrative copies produced increased almost 20 percent over fiscal year 1991.

### Payments Made

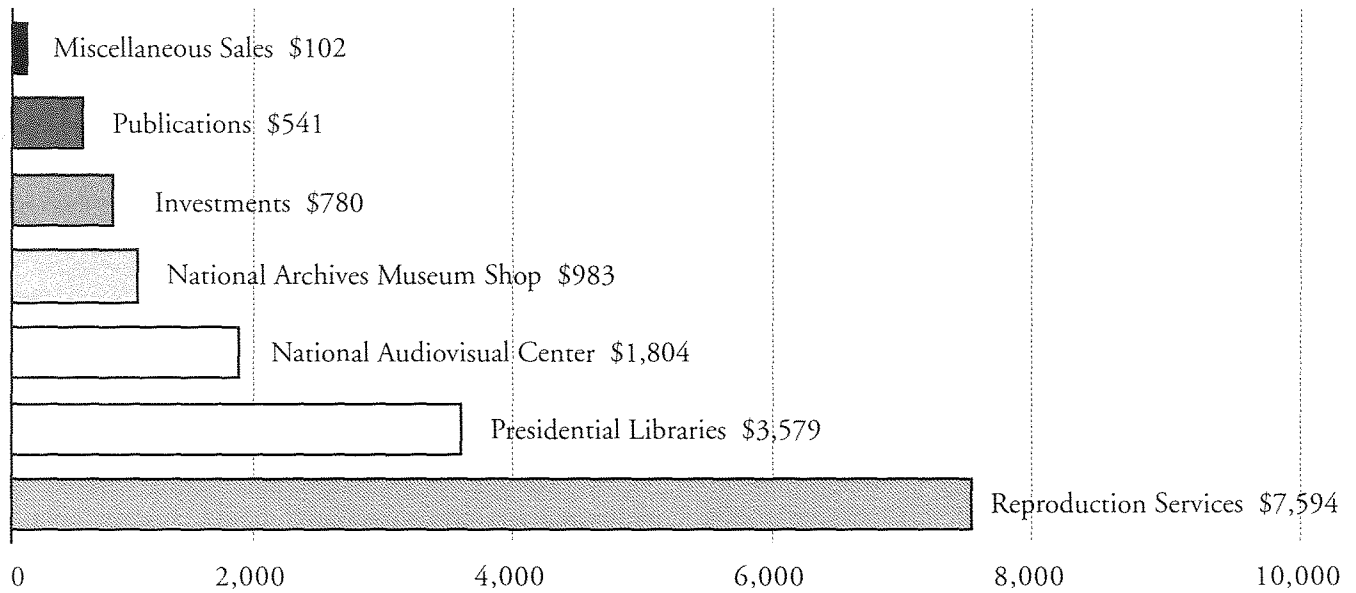
Payments were made to the National Archives and Records Administration appropriated fund for reimbursable services performed on behalf of the Trust Fund by appropriated fund staff in the following areas:

Payments Made	1992	1991
<b>Office of the National Archives</b>		
Reproduction laboratory services	\$ 928,105	\$ 930,053
Archival handling and reproduction services	576,671	398,382
<b>Office of Public Programs</b>		
National Audiovisual Center	172,359	173,314
Publication development and fulfillment services	431,752	385,180
<b>Office of Federal Records Centers</b>		
Reproduction services	515,259	515,598
<b>Office of Presidential Libraries</b>		
Services related to reproduction and museum sales	<u>6,679</u>	<u>10,636</u>
TOTAL	<u>\$2,630,825</u>	<u>\$2,413,163</u>

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**Operating and Investment Income** (in thousands)

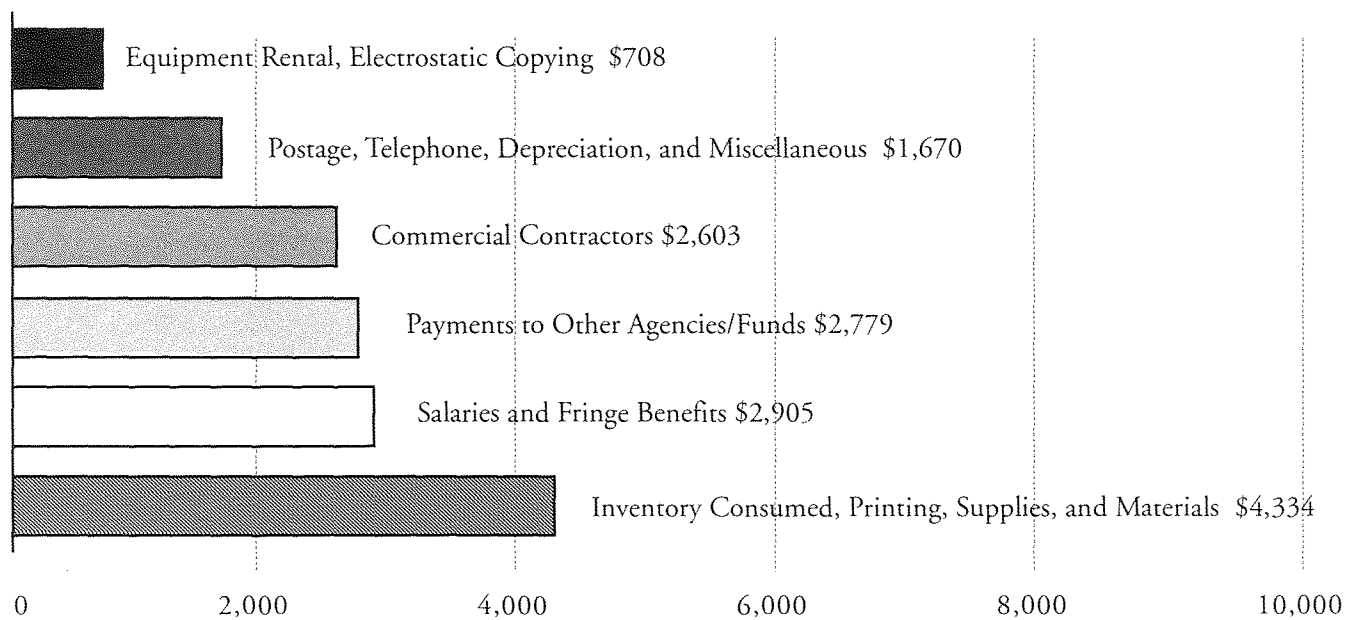
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**Operating Expenses by Type** (in thousands)

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# AMERICAN WOMEN AND THE U.S. ARMED FORCES

*A Guide to the Records of Military Agencies  
in the National Archives  
Relating to American Women*



National Archives and Records Administration

*In 1992 funds from the National Archives Trust Fund supported the printing and production costs for this important new guide. American Women and the U.S. Armed Forces describes and guides researchers to records in the National Archives and Presidential libraries that document the role of the U.S. military in the lives of American women. The Trust Fund enables the National Archives to publish books, catalogs, and a quarterly journal and to produce microfilm, audiovisual material, and other products for sale. (Photograph courtesy of the Office of Public Programs)*

## **Program Highlights**

### **Reproductions—Office of the National Archives**

Staff-produced reference copies ordered nationwide increased slightly in fiscal year 1992 to more than 2.2 million pages. However, use of self-service copier equipment in the Washington, DC, area increased 26 percent over fiscal year 1991. This increase was due in part to the release of the 1920 census on microfilm. Total electrostatic copier reproductions increased by almost 17 percent over fiscal year 1991.

Income from reproductions of records held in the form of photographs, motion pictures, and sound recordings

increased significantly during fiscal year 1992 to nearly \$1.2 million, from \$511,000 in fiscal year 1991. The increase reflects both the general interest in the anniversary of World War II and an increase in the quantity of broadcast-quality video reproductions sold.

### **Museum Shop—Office of Public Programs**

The National Archives Museum Shop set an annual sales record for the ninth consecutive year, with income of \$983,000. Fiscal year 1992 retail sales gains reflect further refinements in product selection and development, with particular emphasis on materials produced especially for the National Archives. Special areas of concentration for purchase and production during this period included the 50th anniversary of World War II, the Columbus Quincentennial, and the Presidential election.

Customized products and National Archives publications continue to receive wide national public exposure and increased sales as a result of mail order marketing efforts. The *National Archives Gifts, 1991–1992*, catalog resulted in a total of 1,982 orders, and the previous *National Archives Publications* catalog, which was reprinted this year, generated an additional 1,158 orders from buyers across the country.

The Museum Shop also continued to develop a higher degree of visibility here in Washington through special book programs. Radio and television coverage brought several of these events to a wider national audience.

### **Microform Publications—Office of Public Programs**

Microfilm sales increased dramatically in fiscal year 1992, largely as a result of the release of the 1920 census materials on microfilm, to \$2.8 million. At the same time, noncensus microfilm income increased by 34 percent over fiscal year 1991 levels.

Following the March 2, 1992, release of the 1920 census, 1,712 orders for more than 83,000 rolls and \$1.8 million were processed by National Archives staff.

### **Fee Publications and Products—Office of Public Programs**

Sales of fee publications and products also rose dramatically over fiscal year 1991 levels, to \$541,000. Volume sales of World War II commemorative publications contributed to the increase in income, as did a higher level of response to our gift catalog mailing.

**National Audiovisual Center—Office of Public Programs**

Revenue from the National Audiovisual Center declined by 9.8 percent in fiscal year 1992, from \$2 million in fiscal year 1991 to \$1.8 million in fiscal year 1992. The decline in revenue was due to a production delay in preparing a large order for the Department of Education (\$320,000) during the second half of fiscal year 1992. Revenue will be realized on these orders in fiscal year 1993.

**Presidential Libraries**

Museum sales were up at most of the Presidential libraries, as was attendance. Several significant events contributed to this, including the Hoover Library expansion and renovation project, the World War II commemorative events at several of the libraries, and increased special programming at nearly all of the libraries.

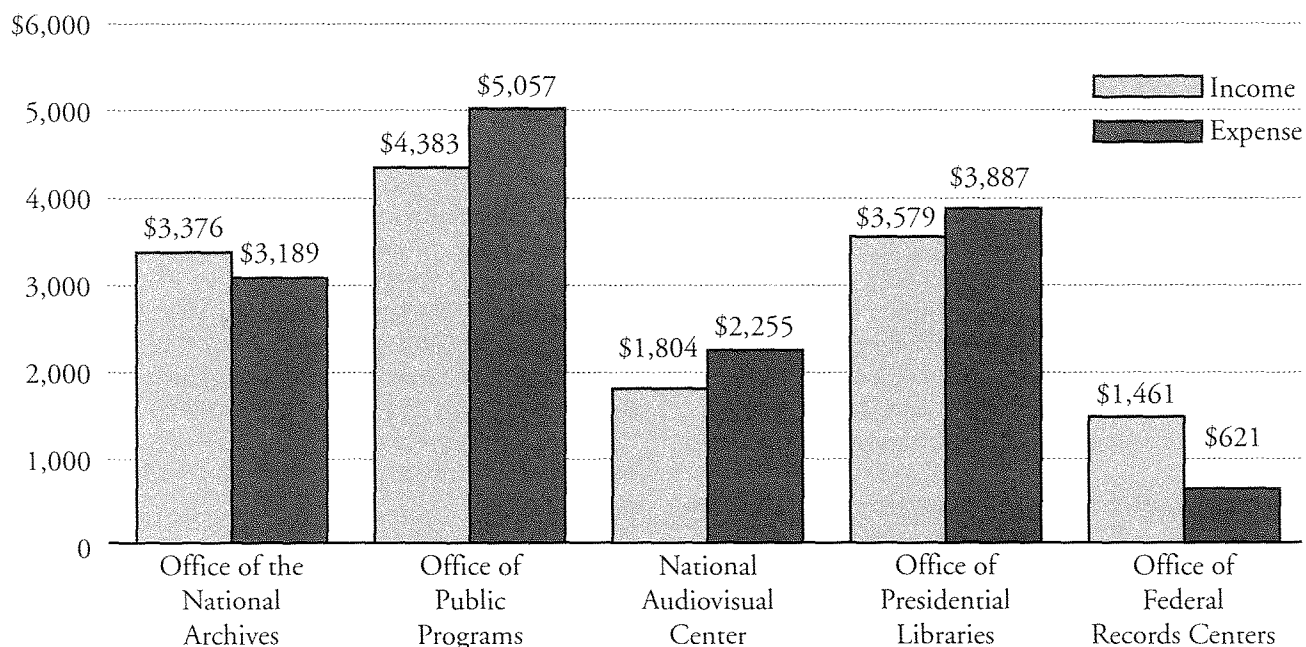
At the Hoover Library, attendance and sales jumped an

extraordinary 108 percent during the months following the August rededication of the building.

The Roosevelt Library also saw an increase in attendance and sales. This is the 10th succeeding year that sales in the museum store have increased. The exhibition "Joy Ride in a Paint-Box," a display of Sir Winston Churchill's paintings, was a major factor in the increase in attendance and sales.

The Truman Library experienced a 17 percent increase in gift shop revenue, reflecting a continuing upward trend since fiscal year 1989. The opening of a new museum gift shop, "The Buck Stop," in fiscal year 1991 as well as an expanded gift shop inventory and increased promotion of gift catalogs have contributed to this increase in revenue. Museum attendance also increased for the first time since 1984. The library's World War II 50th anniversary commemoration activities are primarily responsible for this increase. The opening of the World War II exhibition "Day of Infamy: War Comes to America" in December drew three times as many visitors as in December of the previous year.

**Operating Income/Expense by Organization** (in thousands)



Overall year-long attendance and income for the Eisenhower Library dropped after the outstanding Eisenhower Centennial celebration year. However, the Eisenhower Foundation and other outside contributors sponsored nearly \$35,000 worth of fiscal year 1992 programs, thereby reducing necessary expenditures from the Trust and Gift Funds.

Attendance and revenue at the Kennedy Library's museum grew by impressive margins this year, with a 6.7 percent increase in attendance and a 22.6 percent increase in gift shop revenue. The new pier adjacent to the library, boat service to it, and the visit of Mikhail Gorbachev to the library were just a few of the reasons for the library's increased activity.

The Ronald Reagan Library was dedicated on November 4, 1991. The archival research and reading room at the library was opened on November 12, 1991. A total of \$85,600 for reproduction fees was collected during the first 11 months of the library's operation. Income from admissions to the museum amounted to almost \$215,000.

Total library operating income was nearly \$3.6 million, consisting mainly of museum store sales and admissions of nearly \$2.9 million and reproduction services of approximately \$395,000. The net operating loss for all Presidential libraries in fiscal year 1992 was \$308,000. After adjusting for other income and expenses, the libraries showed a total net loss of \$239,000. The loss resulted from required adjustments to inventory and fixed asset accounts, which increased expenditures by approximately \$730,000.

### **Public Outreach**

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

The *Calendar of Events*, with a circulation of 28,000, provides information about lectures, workshops, courses, films, exhibition openings, special events, recent accessions, new publications, and other items concerning the National Archives.

*Prologue: Quarterly of the National Archives*, with a circulation of 3,500, is published to inform researchers and visitors about the documentary and audiovisual resources, exhibitions, programs, and publications of the National Archives.

Supplementary school units are marketed on behalf of the National Archives by Social Issues Resources Series,

Inc. Each unit, which consists of a teacher's guide and reproductions of textual and audiovisual material from the holdings of the National Archives, is packaged in a format appropriate for classroom or media center use.

### **Modern Archives Institute**

The "Modern Archives Institute: Introduction to Modern Archives Administration" training course was held in January and June of 1992. The Office of Public Programs and the Office of the National Archives assisted the Society of Colorado Archivists and the Denver Federal Records Center in jointly sponsoring the Modern Archives Institute held in Denver August 10–21, 1992. Other workshops, ranging from half-day genealogy programs to 2-week teacher workshops, reached 581 people. In fiscal year 1992, fees received for these courses and workshops were slightly more than \$36,000, with expenses of almost \$36,000.

### **National Archives Preservation Conference**

The seventh National Archives Preservation Conference was held on March 17, 1992. More than 110 people attended the conference. Registration fees totaling more than \$2,800 were collected to cover expenses.

### **Investment Program**

Fiscal year 1992 was the seventh year in which ASB Capital Management, Inc., acted as the Trust Fund's investment portfolio manager. As of the end of fiscal year 1992, ASB was investing \$12.1 million: \$10.7 million from the Trust Fund and \$1.4 million from the Gift Fund. The average rate of return for the fiscal year was 5.3 percent, down from 6.8 percent earned in 1991.

At the end of fiscal year 1992, the Trust Fund held \$4.5 million and the Gift Fund held \$845,000 in U.S. Treasury Bills, yielding 3.1 percent and varying in maturities from 4 to 6 months. The Trust Fund increased its investments in U.S. Treasury securities to assure that sufficient amounts were on deposit in the Treasury to fund all Trust Fund obligations.

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**Trust Fund Income Statement****For Period Ended September 30**

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	1992	1991
Revenue:		
Reproduction service	\$ 7,988,695	\$ 5,278,003
Over-the-counter sales	2,439,920	2,291,861
Publications	540,979	386,534
NAC sales and rentals	1,804,248	2,001,252
Admissions	1,478,128	1,309,095
Other income	350,790	201,136
TOTAL revenue	<u>14,602,760</u>	<u>11,467,881</u>
Cost:		
Cost of goods and services	15,009,390	10,968,418
Income from operations	<u>(406,630)</u>	<u>499,463</u>
Other income:		
Prior year income	(373,324)	(24,450)
Interest income	779,963	876,602
Other	152,253	120,830
TOTAL other income	<u>558,892</u>	<u>972,982</u>
Other expenses:		
Prior year expense	121,900	39,783
Other	0	302,222
TOTAL other expenses	<u>121,900</u>	<u>342,005</u>
Net income	<u>\$ 30,362</u>	<u>\$ 1,130,440</u>

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*The accompanying notes are an integral part of this statement.*



**Trust Fund Balance Sheet**

For Period Ended September 30

<b>ASSETS</b>	<b>1992</b>	<b>1991</b>
Current assets:		
Cash in U.S. Treasury	\$ 356,162	\$ 534,558
Cash in transit	179,918	116,010
Securities	15,199,567	12,974,919
Accounts receivable, net of allowance for uncollectible accounts of \$80,608 for fiscal year 1992 and \$164,536 for fiscal year 1991	754,223	687,013
Advances to employees	900	50
Inventories, net of reserve for obsolescence of \$885,920 for fiscal year 1992	2,502,411	3,198,998
Prepaid expenses and deferred charges	<u>275,505</u>	<u>194,403</u>
TOTAL current assets	19,268,686	17,705,951
Noncurrent assets:		
Property and equipment, at cost less accumulated depreciation of \$1,301,034 for fiscal year 1992 and \$3,633,411 for fiscal year 1991	<u>740,795</u>	<u>1,274,296</u>
TOTAL assets	<u>\$20,009,481</u>	<u>\$18,980,247</u>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	\$ 767,168	\$ 833,338
Advances from other agencies	2,125	96,479
Deferred revenue	<u>2,147,696</u>	<u>1,741,443</u>
TOTAL current liabilities	2,916,989	2,671,260
Long-term liabilities:		
Deferred revenue	714,712	0
Annual leave liability	<u>172,100</u>	<u>133,669</u>
TOTAL long-term liabilities	<u>886,812</u>	<u>133,669</u>
TOTAL liabilities	3,803,801	2,804,929
<b>INVESTMENT OF U.S. GOVERNMENT</b>		
Retained earnings and donated capital	<u>16,205,680</u>	<u>16,175,318</u>
Total investment of U.S. Government	<u>16,205,680</u>	<u>16,175,318</u>
Total liabilities and investment of U.S. Government	<u>\$20,009,481</u>	<u>\$18,980,247</u>

*The accompanying notes are an integral part of this statement.*

**Statement of Changes in Financial Condition****For Period Ended September 30**

	1992	1991
Sources of working capital:		
From operations:		
Net income	\$ 30,362	\$ 1,130,440
Add items not affecting working capital:		
Depreciation and amortization	379,802	155,298
Adjustments to property and equipment	258,047	0
Working capital inflow from operations	<u>668,211</u>	<u>1,285,738</u>
From other sources:		
Increase in annual leave liability	38,431	0
Increase in deferred revenue	714,712	0
Working capital inflow from other sources	<u>753,143</u>	<u>0</u>
Working capital inflow from all sources	<u>1,421,354</u>	<u>1,285,738</u>
Uses of working capital:		
Purchase of operational assets	104,348	324,228
Reduction of annual leave liability	0	14,787
Reduction of deferred credits	0	461,966
Total working capital used for all purposes	<u>104,348</u>	<u>800,981</u>
Increase in working capital	<u>\$1,317,006</u>	<u>\$ 484,757</u>

*The accompanying notes are an integral part of this statement.*

**Schedule of Changes in Working Capital****Effect on Working Capital**

	1992	1991
Current assets:		
Cash in U.S. Treasury	\$ (178,396)	\$ 353,853
Cash in transit	63,908	116,010
Securities	2,224,648	1,122,979
Accounts receivable	67,210	(38,532)
Inventories	(696,587)	253,254
Advances to others	850	(10,829)
Prepaid expenses/deferred charges	81,102	(833)
Current liabilities:		
Accounts payable	66,170	(217,571)
Advances from other agencies/funds	94,354	(16,234)
Deferred income	(406,253)	(1,077,340)
Increase in working capital	<u>\$1,317,006</u>	<u>\$ 484,757</u>

*The accompanying notes are an integral part of this statement.*

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

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

**Investment Valuation:** 1) U.S. Government securities held by the Trust Fund are stated at cost adjusted for accretion of discount; 2) securities held by the investment banker are stated at cost adjusted for accretion of interest.

**Inventory Valuation:** Inventories of merchandise held for sale are valued at cost and applied on the first-in, first-out (FIFO) basis. Physical inventory counts, taken at all locations, are performed at the end of each fiscal year, and appropriate adjustments are made. Inventories of supplies are expensed at the time of receipt.

**Fixed Assets Valuation and Depreciation:** Fixed assets are shown at original acquisition cost less accumulated depreciation. The capitalized cost of these assets is allocated over the estimated useful life by the straight-line method. Currently, all administrative and operating equipment is estimated to have a useful life of 5 years. In fiscal year 1992, a physical count of the fixed property was performed, and appropriate adjustments were made to reflect the accurate asset balances.

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

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

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

	1992	1991
Payables:		
General	\$462,375	\$390,108
Estimated year-end accruals	143,961	83,253
Payroll	125,082	202,747
Disbursements in transit	<u>35,750</u>	<u>157,230</u>
Totals	<u>\$767,168</u>	<u>\$833,338</u>

**Adjustment to Prior Years Operations:** There were no items included in adjustments to prior years operations that met the criteria for extraordinary item classification.

## **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. New donations of almost \$316,000 were received during fiscal year 1992. Gifts received in support of cultural and archival projects not identified with specific program areas included over \$15,000 from the U.S. National Commission on Libraries and Information Science to provide travel support for U.S. and foreign delegations to the International Congress on Archives meetings.

Although the major areas of activity in the National Archives Gift Fund continue to be the Presidential libraries and the National Historical Publications and Records Commission (NHPRC), the Office of the National Archives was the beneficiary of gifts in support of the development of records finding aids and volunteer activities. The highlights of fiscal year 1992 follow.

### **Office of the National Archives**

The Office of the National Archives received more than \$77,000 in gifts and donations during fiscal year 1992, of which over \$30,000 was in support of the activities of the Regional Archives System. The largest single gift to the Regional Archives System was nearly \$1,900 received by the National Archives-Pacific Northwest Region from the

Seattle Genealogical Society to purchase census indexes for the period 1850-70.

In Washington, DC, the Office of the National Archives received nearly \$16,800 from the R.J. Taylor Foundation to film the Records of the General Accounting Office, Claims of the State of Georgia relating to the Revolutionary War and the War of 1812, as well as to distribute copies of the Southern Claims Commission records to Georgia regional libraries. It also received \$24,000 from Thomas Jefferson University for the salary of a conservator to treat the Thomas Jefferson messages to the House of Representatives.

### **Presidential Libraries**

Total donations to Presidential libraries in fiscal year 1992 amounted to over \$201,000. The Churchill exhibition and a World War II exhibition contributed to the more than \$55,000 in donations received at the Roosevelt Library. The Johnson Library accepted gifts of over \$22,000, principally from the Johnson Foundation. Several gifts from the Reagan Foundation brought total donations at the Reagan Library to more than \$84,000 in its first year of operation.

### **National Historical Publications and Records Commission**

During fiscal year 1992, two foundation grants were received by the NHPRC. Among the grants administered by NHPRC during fiscal year 1992 were the projects shown below.

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### **NHPRC Grant Donors and Recipients**

<b>PROJECTS</b>	<b>DONORS</b>	<b>RECIPIENTS</b>
Black Abolitionists Papers	The Skaggs Foundation \$15,000	Florida State University
Margaret Sanger Papers	The Joe & Emily Lowe Foundation, Inc. \$1,500	New York University

**Gift Fund Statement of Availability***As of September 30*

	<b>1992</b>	<b>1991</b>
Balances available October 1	\$ 2,308,639	\$ 2,653,733
Increases of availability:		
Grants and donations	315,515	748,000
Interest on securities	120,930	173,915
Total available	<u>2,745,084</u>	<u>3,575,648</u>
Decreases of availability:		
Travel and transportation	47,585	45,681
Supplies and materials	46,394	355,811
Equipment rental	667	85
Printing and reproduction	44,503	66,311
Payments to commercial contractors	208,229	467,198
Payments to other agencies or funds	164,140	227,709
Adjustment to retained earnings	0	101,330
Total decrease	<u>511,518</u>	<u>1,264,125</u>
Adjustments to prior years operations	(200)	\$ 2,884
Ending balances available	<u>\$ 2,233,766</u>	<u>\$ 2,308,639</u>

**Gift Fund Balance Sheet***For Period Ended September 30*

	<b>1992</b>	<b>1991</b>
<b>ASSETS</b>		
Current assets:		
Cash in U.S. Treasury	\$ 40,656	\$ 124,975
Cash in transit	24,274	985
Securities	2,208,098	2,217,290
Advances to employees	953	0
TOTAL assets	<u>\$ 2,273,981</u>	<u>\$ 2,343,250</u>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	\$ 40,215	\$ 34,611
TOTAL liabilities	<u>40,215</u>	<u>34,611</u>
<b>FUND</b>		
Fund balance available	<u>2,233,766</u>	<u>2,308,639</u>
TOTAL liabilities and fund balance	<u>\$ 2,273,981</u>	<u>\$ 2,343,250</u>

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**Statement of Changes In Financial Position****For Period Ended September 30**

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	1992	1991
Source of funds:		
Excess (deficit) of revenue over expenses:		
Funds provided by operations	\$ (390,388)	\$ (992,176)
Grants and donations	315,515	748,000
Adjustments	<u>0</u>	<u>(100,918)*</u>
	<u>(74,873)</u>	<u>(345,094)</u>
Application of funds:		
Working capital	<u>\$ (74,873)</u>	<u>\$ (345,094)</u>

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\*Adjustments made as a result of the transfer of Modern Archives Institute activities from the Gift Fund to the Trust Fund.

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**Schedule of Changes In Working Capital****Effect on Working Capital**

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	1992	1991
Current assets:		
Cash in U.S. Treasury	\$ (84,319)	\$ 108,554
Cash in transit	23,289	985
Securities	(9,192)	(429,886)
Accounts receivable	0	(2,102)
Advances to employees	953	(446)
Current liabilities:		
Accounts payable	<u>(5,604)</u>	<u>(22,199)</u>
Increase (decrease) in working capital	<u>\$ (74,873)</u>	<u>\$ (345,094)</u>

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**GIFTS RECEIVED**

<b>Office</b>	<b>Donor</b>	<b>Amount</b>	<b>Total</b>
General Cultural & Archival Gifts	Phi Beta Kappa Society	\$ 1,000	\$ 17,990
	National Commission on Libraries & Information Science*	15,120	
	Miscellaneous Gifts	1,870	
NHPRC	Joe & Emily Lowe Foundation	1,500	19,133
	The Scaggs Foundation	15,000	
	Miscellaneous Gifts	2,633	
Carter Library	German Consulate General [Atlanta]	1,650	10,369
	Siemens Energy and Automation	1,650	
	Lufthansa	1,650	
	Coca-Cola Company	1,650	
	Mrs. Deen Day Smith	1,750	
	Miscellaneous Gifts	2,019	
Eisenhower Library	Eisenhower Foundation *	4,600	7,362
	Miscellaneous Gifts	2,762	
Ford Library	Ford Foundation	2,425	5,653
	Miscellaneous Gifts	3,228	
Hoover Library	Miscellaneous Gifts	2,830	2,830
Johnson Library	Johnson Foundation *	22,679	23,187
	Miscellaneous Gifts	508	
Kennedy Library	Political Forum Luncheon Proceeds	1,020	7,020
	United Auto Workers	2,042	
	Sony Corporation	1,500	
	Waring Jones	1,610	
	Miscellaneous Gifts	848	
Roosevelt Library	James J. McCann Foundation	5,000	55,001
	C.H. Dyson	5,000	
	National Geographic	25,000	
	A.L. Mailman Family Foundation	3,750	
	Forbes Magazine	5,000	
	Receipts: Finest Hour/ Churchill Exhibit	3,633	
	Pamela Harriman	1,000	
	United Way of Dutchess County	3,500	
	Miscellaneous Gifts	3,118	

Reagan Library	Reagan Foundation * Motion Pictures Fund The Orthodox Institute Prudential Real Estate Maritz Travel Miscellaneous Gifts	70,283 1,000 1,000 1,000 1,000 9,780	84,063
Truman Library	Rev. Kohmyo Miyoshi Miscellaneous Gifts	1,000 4,816	5,816
Office of the National Archives	R.J. Taylor Foundation * Federation of Genealogical Societies * Thomas Jefferson University Miscellaneous Gifts	16,761 4,912 24,000 1,227	46,900
Regional Archives System	New England—Miscellaneous Northeast—Miscellaneous Mid Atlantic—Miscellaneous Southeast—Miscellaneous Great Lakes—Miscellaneous Central Plains—Miscellaneous Southwest—Miscellaneous Rocky Mountain—Miscellaneous Pacific Southwest— Miscellaneous Pacific Sierra—Miscellaneous Pacific Northwest—Seattle Genealogical Society Pacific Northwest— Miscellaneous	1,878 79 762 6,297 6,853 172 685 1,475  2,725  1,819 1,923  5,523	30,191
TOTAL DONATIONS		\$315,515	\$315,515

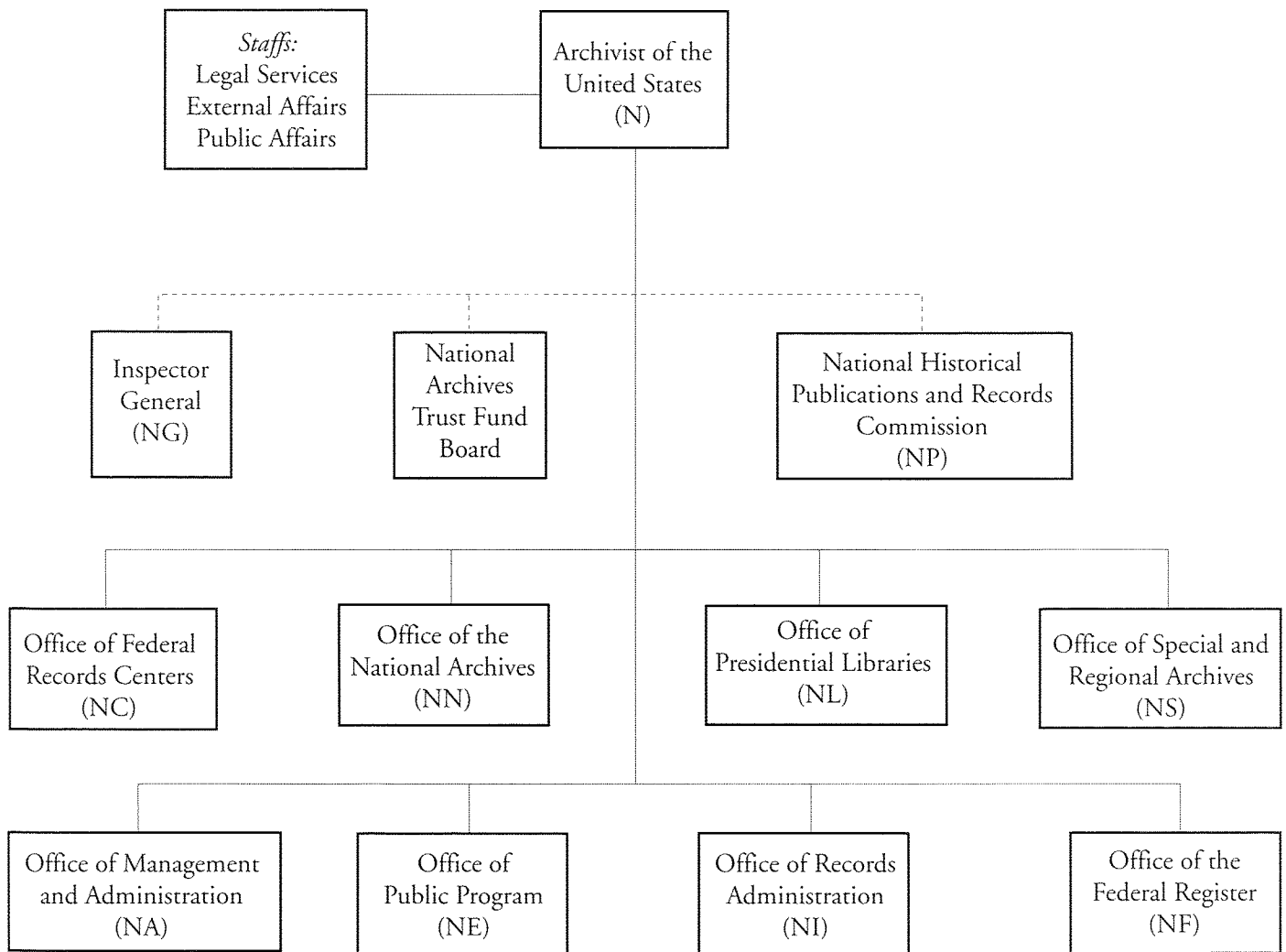
*\*Amount shown represents multiple gifts from this donor.*



**NATFB PROCUREMENTS OVER \$20,000**

NATFB-733 <i>[extended]</i>	THE SHERIDAN PRESS Printing and binding of <i>Prologue, Quarterly of the National Archives</i>	\$45,449
NATFB-772	CUSTOM PRINT, INC. Printing and finishing of the <i>National Archives Calendar of Events</i>	\$32,928
NATFB-775	COLORFILM CORPORATION Video duplication and packaging for <i>Office of Affirmative Recruiting and Employment (OPM)</i>	\$24,425
NATFB-789	STEPHENSON, INC. Printing and binding of the <i>World War II Resources</i> catalog	\$24,783
NATFB-796	OMNIGRAPHICS Reprinting and binding of 5,000 <i>DRAW!</i> exhibit catalogs	\$33,937
NATFB-804	SMITH LITHOGRAPH CORPORATION Printing and binding of 150,000 <i>National Archives 1992-93 Gifts</i> catalogs	\$33,853
NATFB-807	SUNRISE PLASTICS Production of 11,310 video albums of the Department of Education's <i>Drug Program Straight Talk</i>	\$23,638
NATFB-808	BLACKBOURN Production of 11,310 video albums of the Department of Education's <i>Drug Program Hablando En Serio</i>	\$23,638

## Organization Chart for the National Archives



# Appendix B

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## *Personnel on Board*

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*All Funds  
As of September 30, 1992*

Programs	<i>Washington, DC Area</i>			<i>Field Offices</i>			<i>Nationwide Total</i>		
	Perm	Other	Total	Perm	Other	Total	Perm	Other	Total
Records Centers	165	49	214	655	800	1,455	820	849	1,669
Archives & Related	567	96	663	96	23	119	663	119	782
Public Programs	94	5	99	0	0	0	94	5	99
Records Administration	44	2	46	0	0	0	44	2	46
Presidential Libraries	75	3	78	225	67	292	300	70	370
Federal Register	69	0	69	0	0	0	69	0	69
Records Declassification	58	3	61	13	0	13	71	3	74
National Historical Publications & Records Commission	15	0	15	0	0	0	15	0	15
<b>TOTAL</b>	<u>1,087</u>	<u>158</u>	<u>1,245</u>	<u>989</u>	<u>890</u>	<u>1,879</u>	<u>2,076</u>	<u>1,048</u>	<u>3,124</u>

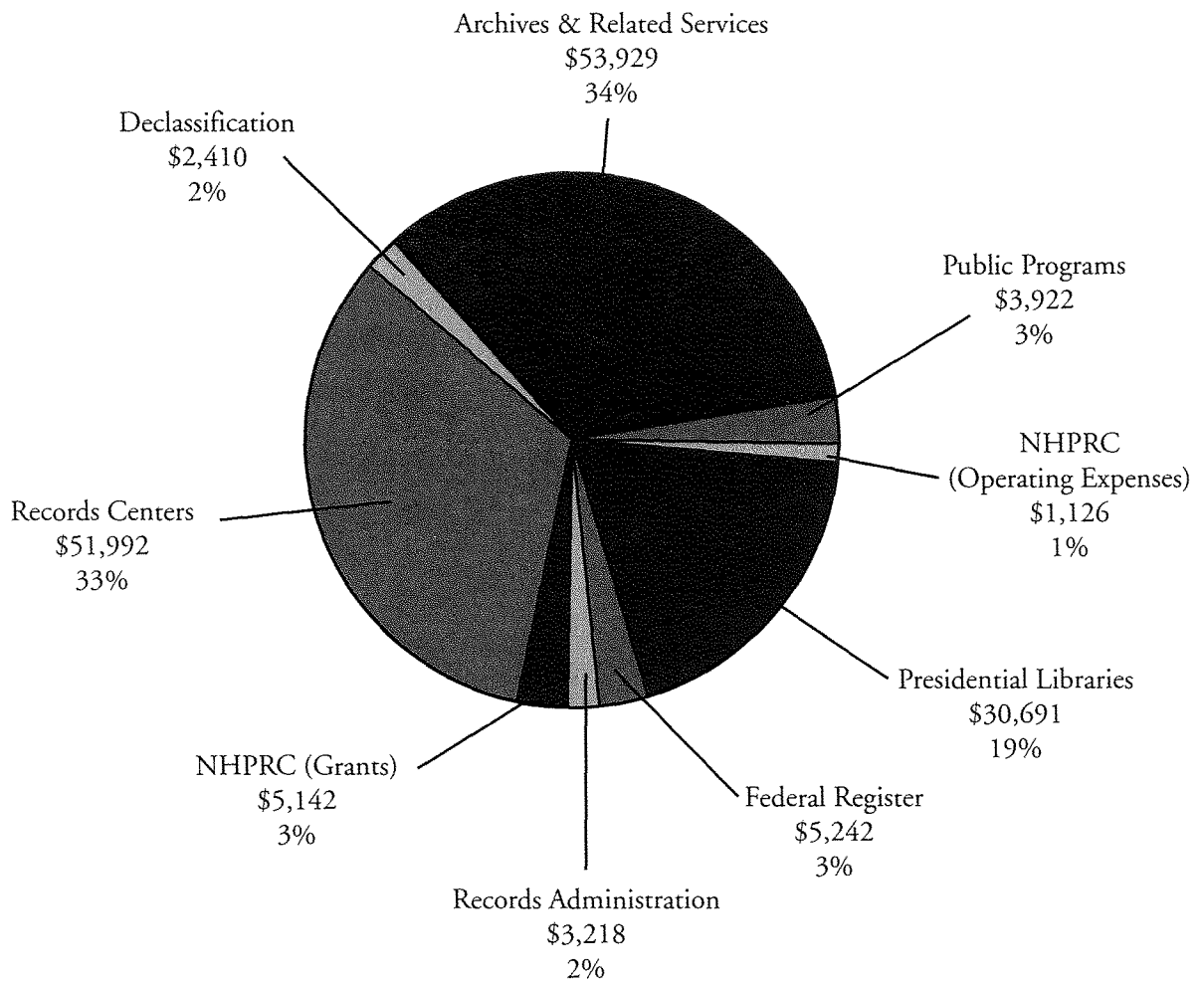
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*Obligations by Program Area (in thousands)*

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TOTAL: \$157,672



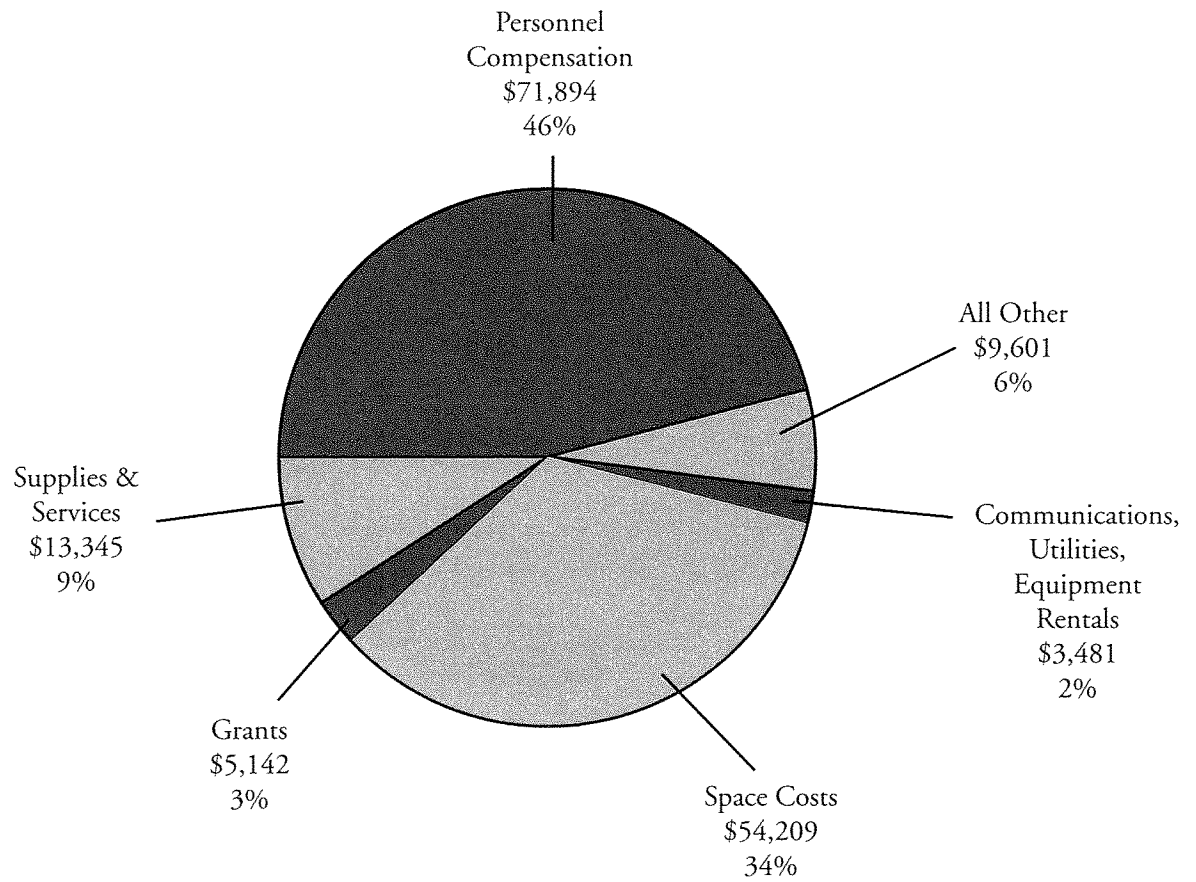
# Appendix D

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## Obligations by Major Elements *(in thousands)*

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TOTAL: \$157,672



# Appendix E

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## ***Obligations by Object Classification***

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### *Direct Operating Expenses (in thousands)*

Full-Time Permanent Employees' Salaries .....	\$ 54,856
Other Than Full-Time Permanent Employees' Salaries .....	4,043
Other Personnel Compensation .....	1,157
Total Personnel Compensation .....	<u>60,056</u>
Personnel Benefits .....	11,700
Benefits for Former Personnel .....	138
Travel and Transportation of Persons .....	606
Motor Pool Travel .....	121
Transportation of Things .....	135
Rent .....	31,536
Communications, Utilities, and Equipment Rentals .....	3,481
Printing and Reproduction .....	2,090
National Archives Building Operations .....	5,362
Presidential Libraries' Operations and Maintenance .....	9,926
Kennedy Library Alterations .....	6,362
Preservation Contractual Services .....	807
Other Services:	
Commercial Contracts .....	7,631
ADP Studies and ADP Maintenance Services .....	1,128
Accounting and Payroll Services .....	895
Supplies and Materials .....	4,000
ADP Equipment .....	546
Other Equipment .....	5,754
Land and Structures .....	210
Grants, Subsidies, and Contributions .....	5,142
Insurance Claims and Indemnities .....	<u>46</u>
 TOTAL, Direct Obligations .....	 <u>\$ 157,672</u>

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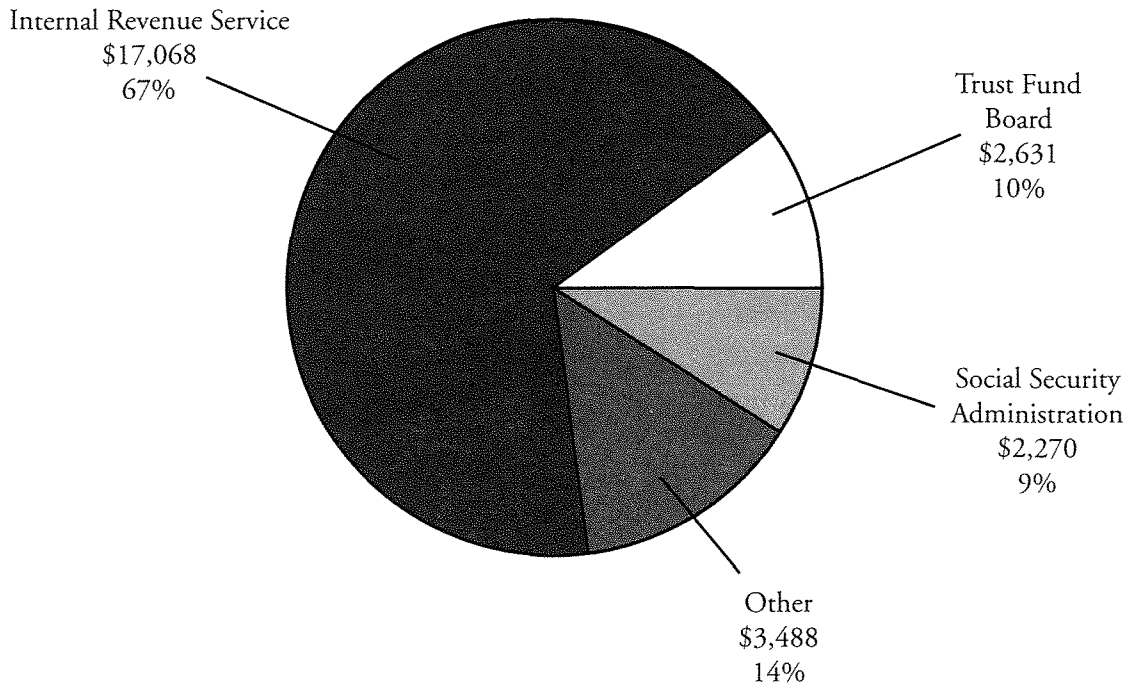
# Appendix F

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## *Customer Reimbursements (in thousands)*

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TOTAL: \$25,457

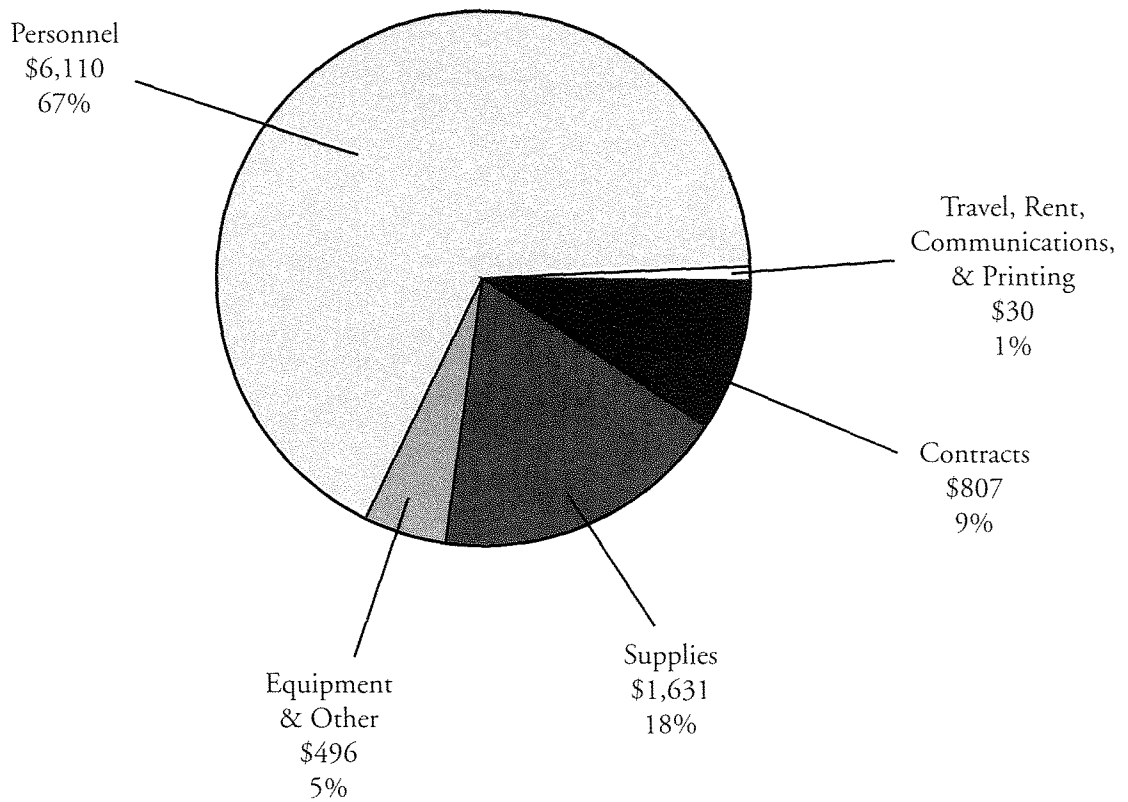


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**Preservation Obligations** (in thousands)

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TOTAL: \$9,074





# Appendix H

## Archival Holdings by Unit

Total Holdings (Cubic Feet)

<i>Unit</i>	<i>Balance 9/30/91</i>	<i>FY 1992 Net Change</i>	<i>Balance 9/30/92</i>
<b>Washington, DC, Area</b>			
Textual Projects	1,101,538	+ 9,712	1,111,250
Cartographic and Architectural Branch	52,056	+ 980	53,036
Motion Picture, Sound, and Video Branch	37,522	+ 761	38,283
Still Picture Branch	17,279	+ 562	17,993
Center for Legislative Archives	83,563	+ 813	84,376
Center for Electronic Records	<u>347</u>	<u>+ 1</u>	<u>348</u>
DC Area Totals	<u>1,292,457</u>	<u>+ 13,133</u>	<u>1,305,286</u>
<b>Regional Archives</b>			
New England Region	18,317	+ 376	18,693
Northeast Region	55,350	0	55,350
Mid Atlantic Region	40,937	+ 522	41,459
Southeast Region	52,264	+ 2,020	54,284
Great Lakes Region	57,191	+ 3,163	60,354
Central Plains Region	33,944	+ 1,092	35,036
Southwest Region	60,721	+ 2,399	63,120
Rocky Mountain Region	15,135	+ 4,082	19,217
Pacific Southwest Region	19,875	+ 1,418	21,293
Pacific Sierra Region	30,454	+ 1,234	31,688
Pacific Northwest Region	31,177	- 3,254	27,923
Alaska Region	<u>0</u>	<u>+ 5,503</u>	<u>5,503</u>
Regional Archives Total	<u>415,365</u>	<u>+ 18,555</u>	<u>433,920</u>
NATIONWIDE TOTALS	1,707,670	+ 31,688	1,739,206

# Appendix I

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## *Archival Holdings of Nontextual Records by Number of Items*

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<i>Unit</i>	<i>Balance 9/30/91</i>	<i>FY 1992 Net Change</i>	<i>Balance 9/30/92</i>
Textual Records Units (also hold these nonpaper records)			
Artifacts	1,849	0	1,849
16mm microfilm	134,332	+ 3,691	138,023
35mm microfilm	126,446	+ 2,759	129,205
Microfiche	5,102	+ 1,744	6,846
Other microforms	41,250	+ 689	41,939
Film strips	530	+ 17	547
Cartographic and Architectural Branch			
Aerial photographs	9,002,812	+ 149,297	9,152,109
Maps & charts	2,172,047	+ 5,799	2,177,846
Architectural & Engineering plans	2,131,584	+ 62,333	2,193,917
Motion Picture, Sound and Video Branch			
Motion pictures	112,274	+ 5,527	117,801
Sound recordings	172,223	+ 1,706	173,929
Video recordings	27,899	+ 1,297	29,196
Still Picture Branch			
Still pictures	6,966,409	+ 442,797	7,409,206
Center for Electronic Records			
Computer data sets	<u>5,425</u>	+ <u>10</u>	<u>5,435</u>
Total Nontextual Items	<u>20,900,182</u>	+ <u>677,666</u>	<u>21,577,848</u>

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# Appendix J

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## *Use of the National Archives*

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	<i>Researchers Microfilm</i>	<i>Researchers Nonmicrofilm</i>	<i>Oral Inquiries</i>	<i>Written Inquiries</i>
<b>Washington, DC, Area</b>				
Textual Records	76,342	46,326	160,531	284,037
Nontextual Records	<u>442</u>	<u>12,906</u>	<u>48,722</u>	<u>19,398</u>
DC Area Totals	<u>76,784</u>	<u>59,232</u>	<u>209,253</u>	<u>303,435</u>
<b>Regional Archives</b>				
New England Region	12,718	2,093	3,818	2,794
Northeast Region	8,343	1,089	30,820	9,544
Mid-Atlantic Region	12,958	854	5,328	5,201
Southeast Region	12,219	952	9,562	5,703
Great Lakes Region	12,652	242	10,863	4,920
Central Plains Region	9,872	465	15,723	1,195
Southwest Region	11,877	190	7,271	3,605
Rocky Mountain Region	14,554	322	2,343	520
Pacific Southwest Region	22,676	359	11,085	818
Pacific Sierra Region	17,541	1,031	6,514	1,304
Pacific Northwest Region	16,857	932	7,672	1,349
Alaska Region	<u>3,519</u>	<u>303</u>	<u>5,137</u>	<u>409</u>
Regional Archives Total	<u>155,786</u>	<u>8,832</u>	<u>116,136</u>	<u>37,362</u>
NATIONWIDE TOTALS	232,570	68,064	325,389	340,797

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# Appendix K

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## *Use of Presidential Libraries*

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	<i>Researcher Daily Visits</i>	<i>Written and Oral Inquiries</i>	<i>Museum Visitors</i>
Hoover	520	1,891	75,704
Roosevelt	1,968	3,839	168,514
Truman	1,772	13,653	139,230
Eisenhower	1,211	2,835	93,287
Kennedy	2,555	10,690	213,996
Johnson	2,525	9,480	388,529
Nixon	958	3,222	0
Ford	981	1,476	88,419
Carter	768	6,060	86,383
Reagan	<u>151</u>	<u>2,760</u>	<u>280,219</u>
TOTAL	<u>13,409</u>	<u>55,906</u>	<u>1,534,281</u>

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# Appendix L

## *Holdings of Presidential Libraries by Unit*

<i>Accessions Holdings</i>	<i>Hoover</i>	<i>Roosevelt</i>	<i>Truman</i>	<i>Eisenhower</i>	<i>Kennedy</i>
<b>Papers (Pages)</b>					
Personal	7,022,620	16,626,454	14,042,024	21,072,508	28,682,496
Federal	148,822	710,000	713,600	693,300	645,967
Presidential	0	0	0	0	0
<b>Microforms (Rolls/Cards)</b>					
Personal	717	657	3,221	965	20,447
Federal	663	13	120	0	2,223
Presidential	0	0	1	0	0
<b>Audiovisual</b>					
Still Pictures (Images)	40,869	134,259	90,912	205,426	143,433
Film (Feet)	155,591	308,676	330,774	617,825	7,162,122
Videotape (Hours)	135	28	109	150	1,226
Audiotape (Hours)	468	1,024	281	1,073	7,296
Audio Discs (Hours)	78	1,108	436	277	724
<b>Oral History</b>					
Pages	11,833	3,120	52,485	30,995	52,289
Hours	0	84	1,464	776	2,258
<b>Museum Objects</b>					
	5,477	23,691	25,530	31,644	16,654
<b>Printed Materials</b>					
Books	24,294	44,128	38,114	23,660	73,833
Serials	23,620	26,564	66,948	24,509	12,203
Microfilm	1,489	2,493	1,476	5,166	4,584
Other	1,559	81,410	93,826	24,364	12,965

<i>Johnson</i>	<i>Nixon</i>	<i>Ford</i>	<i>Carter</i>	<i>Reagan</i>	<i>Total</i>
32,090,459	784,000	18,919,929	27,115,230	3,400,500	169,756,220
2,848,756	912,000	699,000	324,000	200,000	7,894,445
0	44,414,000	0	0	42,202,500	86,616,500
174	0	23	0	0	26,204
3,312	0	0	0	0	6,331
0	5,312	0	0	6,000	11,313
615,720	435,000	317,038	1,500,198	1,560,245	5,043,100
824,777	2,200,000	781,106	1,120,080	157,750	13,658,701
7,747	3,900	1,402	1,434	18,038	34,169
13,229	1,490	1,509	2,000	12,500	40,869
808	0	52	0	760	4,243
57,460	2,200	954	3,606	78	215,020
2,477	228	32	548	0	7,866
37,101	21,750	8,184	40,000	75,000	285,031
16,541	9,022	9,400	2,349	15,438	256,779
4,539	0	216	3,355	38,564	200,518
4,411	0	7,355	6,728	4,577	38,279
24,731	0	2,612	7,420	13,500	262,387

# Appendix M

## Actual Costs: Presidential Libraries (in thousands)

	<i>Program Costs</i>	<i>Operations &amp; Maintenance Costs</i>	<i>Repair &amp; Alteration Costs</i> <sup>1</sup>	<i>Recurring &amp; Nonrecurring Reimbursables</i> <sup>2</sup>	<i>Common Distributable</i> <sup>3</sup>	<i>Rent</i> <sup>4</sup>	<i>Total Costs</i> <sup>5</sup>
Hoover	\$ 727	\$ 427	\$ 20	\$ 0	\$ 0	\$ 7	\$ 1,181
Roosevelt	750	768	302	0	0	0	1,820
Truman	922	861	50	0	0	0	1,833
Eisenhower	904	972	30	0	0	0	1,906
Kennedy	1,221	1,582	6,382	0	0	27	9,212
Johnson	1,138	1,096	12	0	0	0	2,246
Nixon	841	0	0	41	0	81	963
Ford	916	1,133	12	0	0	0	2,061
Carter	820	886	0	0	0	0	1,706
Reagan	928	1,744	11	0	0	0	2,683
Central Office Planning & Direction, & White House Liaison	<u>1,057</u>	<u>299</u>	<u>0</u>	<u>0</u>	<u>417</u>	<u>390</u>	<u>2,163</u>
<b>TOTALS</b>	<u>\$10,224</u>	<u>\$9,768</u>	<u>\$6,819</u>	<u>\$41</u>	<u>\$417</u>	<u>\$505</u>	<u>\$27,774</u>
Less:							
National Archives Operations & Maintenance		<u>-299</u>					
<b>TOTAL</b>		<u>\$9,469</u>					

<sup>1</sup> Repair and alteration costs include \$6,362K for Kennedy Library from the 114X account. (Excludes \$7K recovery of prior year obligations not reflected in fiscal year 1992 end-of-year NEAR reports.)

<sup>2</sup> Building services in addition to rent.

<sup>3</sup> Proportional share of central office support services.

<sup>4</sup> No actual rent cost for Reagan because of credit for vacating the space.

<sup>5</sup> Does not include \$2,917K share of allocated administrative costs.

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## *Publications of the Office of the Federal Register*

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### ***Federal Register***

250 issues  
63,316 pages

### ***Code of Federal Regulations***

199 books  
117,109 pages

### ***The United States Government Manual***

1992/93  
935 pages

### ***Weekly Compilation of Presidential Documents***

52 issues  
3,205 pages

### ***Guide to Record Retention Requirements in the CFR***

Revised as of January 1, 1992  
485 pages

### ***Privacy Act Compilation***

Revised as of January 1, 1992  
5 volumes  
3,879 pages

### ***Public Papers of the Presidents***

#### **George Bush 1990**

Vol. II  
986 pages

#### **George Bush 1991**

Vol. I  
861 pages

### ***Slip Laws***

3,762 pages

### ***United States Statutes at Large 1990***

6 books  
5,472 pages

### ***United States Statutes at Large 1991***

3 books  
2,779 pages

### ***Finding Aids***

29 issues  
4,237 pages



# Appendix O

## Archival Publications

### General Information Leaflets

Information for Prospective Researchers About the Still Picture Branch of the National Archives (General Information Leaflet 38, 1992)

### Guides

American Women and the U.S. Armed Forces: A Guide to the Records of Military Agencies in the National Archives Relating to American Women, compiled by Charlotte Palmer Seeley, revised by Virginia C. Purdy and Robert Gruber (Washington: 1992)

Records of the General Plenipotentiary for the Serbian Economy, 1941-1945. Guide to German Records Microfilmed at Alexandria, VA, No. 89 (1991).

Miscellaneous German Records Collection, Part IV. Guide to German Records Microfilmed at Alexandria, VA, No. 90 (1991)

### Microfilm Publications Completed in Fiscal Year 1992

<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>
M1651	243	Twentieth Air Force Damage Assessment Cards, 1945 (1 roll)
M1652	243	U.S. Strategic Bombing Survey (Pacific): Intelligence Library, 1932-47 (118 rolls)
M1653	243	Japanese Air Target Analyses, Objective Folders, and Aerial Photographs, 1942-45 (7 rolls)
M1654	243	Interrogation of Japanese Leaders and Responses to Questionnaires, 1945-46 (9 rolls)
M1655	243	Reports and Other Records, 19282-47 (507 rolls)
M1658	217	Southern Claims Commission Approved Claims, 1871-1889: Georgia (761 fiche) DP [Published with the assistance of The R.J. Taylor, Jr., Foundation]
M1267	233	Transcribed Reports of the Committees of the U.S. House of Representatives, 1789-1841 (15 rolls) DP
M1268	233	Transcribed Reports and Communications Transmitted by the Executive Branch to the U.S. House of Representatives, 1789-1819 (15 rolls) DP
M1473	75	Bureau of Indian Affairs Records Created by the Santa Fe Indian School (38 rolls) DP
M1486	261	Records of Imperial Russian Consulates in the United States, 1862-1922 (180 rolls) DP
M1531	65	Index to Federal Bureau of Investigation, Class 61—Treason or Misprision of Treason, 1921-1931 (15 rolls) DP
M1650	75	Applications from the Bureau of Indian Affairs, Muskogee Area Office, Relating to Enrollment in the Five Civilized Tribes Under the Act of 1896 (54 rolls) DP
M1660	331	Copies of Judgments of the International Military Tribunal for the Far East, 1948 (7 rolls)
M1661	331	Transcripts from the Case of the United States of America vs. Soemu Toyoda and Hiroshi Tamura, 1946-48 (4 rolls)
M1662	331	Studies, Reports, and Other Reference Documents of the Allied Operational and Occupation Headquarters, World War II, Supreme Commander Allied Powers, International Prosecution Section, 1944-48 (44 rolls)
M1663	331	International Prosecution Section Staff: Historical Files Relating to Cases Tried Before the International Military Tribunal for the Far East, 1945-48 (66 rolls)
M1664	331	Miscellaneous Records of the Allied Operational and Occupation Headquarters, World War II, Supreme Commander Allied Powers, International Prosecution Section, 1945-48 (9 rolls)

<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>	<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>
M1665	331	Prosecution and Defense Summations for Cases Tried Before the International Military Tribunal for the Far East, 1948 (21 rolls)	M1683	331	Numerical Case Files Relating to Particular Incidents and Suspected War Criminals, International Prosecution Section, 1945-47 (73 rolls)
M1666	331	Narrative Summary and Transcripts of Court Proceedings for Cases Tried Before the International Military Tribunal for the Far East, 1946-1948 (64 rolls)	M1684	331	International Prosecution Section Records Relating to Witnesses for the Prosecution and the Defense, 1946-47 (21 rolls)
M1667	331	Transcripts of Proceedings in Chambers for Cases Tried Before the International Military Tribunal for the Far East, 1946-1948 (1 roll)	M1685	331	Indexes of Exhibits of the Prosecution and of the Defense, Introduced as Evidence Before the International Military Tribunal for the Far East, 1945-47 (2 rolls)
M1668	331	Records of the Chief Prosecutor Relating to Preparation for and Conduct of Cases Tried by the International Prosecution Section Before the International Military Tribunal for the Far East, 1946-1948 (18 rolls)	M1686	331	Exhibits of the Prosecution and of the Defense, Introduced as Evidence Before the International Military Tribunal for the Far East, 1945-47 (17 rolls)
M1669	331	Records of the International Prosecution Section: Prosecution's Opening Statements, Summary of Evidence, and Copies of Indictments, 1946 (2 rolls)	M1687	331	Index to Court Exhibits in English and Japanese, International Prosecution Section, 1945-47 (1 roll)
M1679	331	War Crimes Trial Documents Collected by the International Prosecution Section for Use Before the International Military Tribunal for the Far East, 1945-47 (1 roll)	M1688	331	Court Exhibits in English and Japanese, International Prosecution Section, 1945-47 (48 rolls)
M1680	331	Documents Assembled by the International Prosecution Section for Use as Exhibits Before the International Military Tribunal for the Far East, 1945-47 (34 rolls)	M1689	331	Indexes to Numerical Evidentiary Documents Assembled as Evidence by the Prosecution for Use as Evidence Before the International Military Tribunal for the Far East, 1945-47 (8 rolls)
M1681	331	Reports, Orders, Studies and Other Background Documents Gathered by the International Prosecution Section, 1945-47 (9 rolls)	M1690	331	Numerical Evidentiary Documents Assembled as Evidence by the Prosecution for Use as Evidence Before the International Military Tribunal for the Far East, 1945-47 (477 rolls)
M1682	331	Index to Numerical Case Files Relating to Particular Incidents and Suspected War Criminals, International Prosecution Section, 1945-47 (4 rolls)	M1691	331	Indexes to Documents Presented as Evidence by the Defense and Defense Documents Rejected as Evidence Before the International Military Tribunal for the Far East, 1945-47 (2 rolls)
			M1692	331	Documents Presented as Evidence by the Defense Before the International Military Tribunal for the Far East, 1945-47 (19 rolls)

<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>	<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>
M1693	331	Defense Documents Rejected as Evidence Before the International Military Tribunal for the Far East, 1946-47 (16 rolls)	M1705	233	Unbound Records of the U.S. House of Representatives, Fifth Congress, 1797-1799 (1 roll) DP
M1694	331	Alphabetical Series of Defense Documents Presented for Evidence and Rejected by the International Military Tribunal for the Far East, 1947 (3 rolls)	M1707	233	Unbound Records of the U.S. House of Representatives, Sixth Congress, 1799-1801 (4 rolls) DP
M1695	331	Index to Names of Witnesses and Suspected War Crimes Perpetrators Who Appeared Before the International Military Tribunal for the Far East, 1945-47 (1 roll)	M1720	243	Land-Based Navy and Marine Corps Aircraft Action Reports, 1944-45 (36 rolls)
M1696	331	Indexes to Files Showing the Receipt and Distribution of Defense Documents and the Receipt of Affidavits from Prisoners of War and Other Sources, 1946-48 (2 rolls)	M1721	243	Damage Assessment Reports, 1945 (17 rolls)
M1697	331	Analyses of the Documentary Evidence Introduced as Evidence by the Prosecution Before the International Military Tribunal for the Far East, 1946-48 (6 rolls)	M1722	331	Records Pertaining to Rules and Procedures Governing the Conduct of Japanese War Crimes Trials, Atrocities Committed Against Chinese Laborers, and Background Investigations of Major Japanese War Criminals (17 rolls)
M1698	331	Indexes to Court Documents Including Orders, Rules of Procedure, and Copies of the Indictment and Motions of the Defense, 1946-48 (1 roll)	M1723	331	Miscellaneous Documents Relating to Japan's Economic, Industrial, Military, and Diplomatic Activities. Used as Background Materials by the International Prosecution section, 1929-45 (7 rolls)
M1699	331	Court Documents Including Orders, Rules of Procedure, and Copies of the Indictment and Motions of the Defense, 1946-48 (3 rolls)	M1724	331	Nuremberg Transcripts Used as Reference Documents by the International Prosecution Section for the International Military Tribunal for the Far East, 1945-47 (8 rolls)
M1700	331	Indexes and Lists of Witnesses for the Defense and for the Prosecution Before the International Military Tribunal for the Far East, 1946-48 (1 roll)	M1725	331	Supreme Commander for the Allied Powers: Report on the Summation of U.S. Army Military and Non-Military Activities in the Far East, 1945-47 (3 rolls)
M1701	331	Numeric Records of the Prosecution Attorneys Relating to the Prosecution's Evidence Before the Military Tribunal of the Far East, 1946-48 (4 rolls)	M1726	331	Records of Trials and Clemency Petitions for Accused Japanese War Criminals Tried at Yokohama, Japan, by a Military Commission Appointed by the Commanding General, Eighth Army, 1946-48 (59 rolls)
M1704	46	Unbound Records of the U.S. Senate, Fifth Congress, 1797-1799 (5 rolls) DP			

<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>
M1727	331	Records of Trials of Accused Japanese War Criminals Tried at Manila, Philippines, by a Military Commission Convened by the Commanding General of the United States Army in the Western Pacific, 1945-47 (34 rolls)
M1728	331	Records of the Trial of Accused War Criminal Hiroshi Tamaura, Tried by a Military Tribunal Appointed by the Supreme Commander of the Allied Powers, Tokyo, Japan, 1948-49 (3 rolls)
M1729	331	Records of the Trial of Accused War Criminal Soemu Toyoda, Tried by a Military Tribunal Appointed by the Supreme Commander of the Allied Powers, Tokyo, Japan, 1948-49 (7 rolls)
M1730	331	Miscellaneous Documents Relating to the Japanese Attack on Pearl Harbor and Other Japanese Military Activities, 1941-45 (1 roll)
M1731	331	Photostatic Copies of Newspaper Articles Relating to Japanese War Crimes and War Crime Trials, 1943-48 (1 roll)
M1732	331	Miscellaneous International Prosecution Documents Used as Background in Preparation for the International Military Tribunal for the Far East, 1940-48 (19 rolls)
M1733	331	Photographs of Japanese Soldiers and of Allied Prisoners of War, 1942-45 (1 roll)
M1738	331	Miscellaneous Documents Relating to the Atomic Bombing of Japan, Allied and Japanese Military Operations in the Pacific, and Japanese Reports on the Chinese Communist Party (3 rolls)

**Microfilm Publications Completed with the Assistance of the Genealogical Society of Utah**

<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>
M1285	21	Soundex Index to Naturalization Petitions for the United States District and Circuit Courts, Northern District of Illinois, and Immigration and Naturalization Service District 9, 1840-1950 (179 rolls) 5NN DP
M1509	163	World War I Selective Service System Draft Registration Cards (rolls LA1-LA69, Louisiana) 7NN
M1614	200	Naturalization Records of the Superior Court of Los Angeles County, California, 1876-1915 (28 rolls) 9NNL
M1674	21	Soundex Index to Petitions for Naturalization Filed in Federal, State, and Local Courts in New York, 1792-1906 (294 rolls) 2NN
M1676	21	Alphabetical Index to Petitions for Naturalization of the U.S. District Court for the Southern District of New York, 1824-1941 (102 rolls) 2NN
M1677	21	Alphabetical Index to Petitions for Naturalization of the U.S. District Court for the Western District of New York, 1906-66 (20 rolls) 2NN

# Appendix P

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## Holdings of Federal Records Centers

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