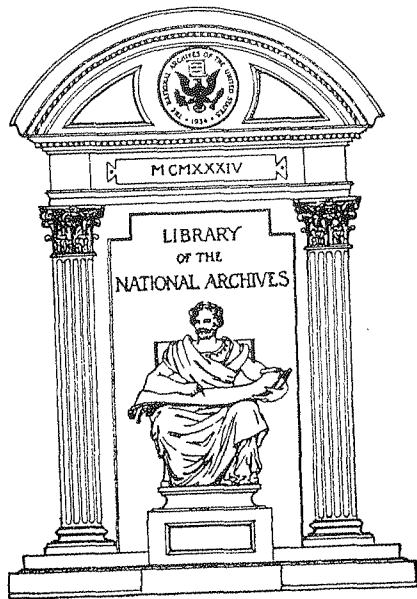


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1995

THE  
NATIONAL  
ARCHIVES



A  
SPIRIT OF  
CHANGE



## 1995 REPORT

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347th Infantry at Camp Dix,  
1918. National Archives, 165-  
PP-Portfolio #1-1.

On the cover, left to right: 1. A pioneer family in Loup Valley, Nebraska.  
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Woman's Party, who participated in the picketing demonstration in front  
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seen from Apollo 8.

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TO MEET  
NEW  
CHALLENGES

THE NATIONAL  
ARCHIVES AND  
RECORDS  
ADMINISTRATION:

ESTABLISHING  
STRATEGIC  
DIRECTIONS

The National Archives and Records Administration (NARA) has embarked on a mission of change. Within months of his appointment as the new Archivist of the United States in June 1995, John W. Carlin launched a campaign to reshape the agency. Carlin issued a vision, mission, and values statement called "Strategic Directions for the National Archives and Records Administration." The statement is intended to be a guidepost for the agency as it moves forward to develop and implement a new strategic plan.

NARA's role, the statement makes clear, is to document the rights of citizens, the actions of federal officials, and the national experience. NARA is a public trust upon which our democracy depends and as such must be an advocate for openness and accountability in government. NARA must ensure that the essential evidence of government is created, maintained for as long as it is needed, and available to citizens regardless of its location or format.

Incorporating these concepts into the operations of NARA, Carlin defined the mission of the agency as follows: "NARA ensures, for the Citizen and the Public Servant, for the President and the Congress and the Courts, ready access to essential evidence."

Carlin made it clear that NARA cannot continue to operate as it has in the past. "Right now we don't have enough funds to see that government agencies keep the records they should, and we wouldn't have sufficient funds to process all those records if they did come to us. We don't have adequate funds to preserve all the records we already have. And for want of funds, we already have reduced our reference services. Unless millions of dollars magically appear to meet our needs for adequate space, we will continue this downward spiral with less and less to spend on services and employees."

With space and facility demands draining resources from other areas of the budget, NARA needs to make better use of new technologies. The agency must also be willing, the Archivist said, to experiment, to take risks, and to work in new ways. "The status quo," he said, "is not an option."

Change will be, in part, technological. The same computer technologies that are generating all the new records that create challenges for NARA are also opening up new possibilities for controlling records, storing them in less space, preserving them electronically, and providing nationwide access to them.

The Archivist also emphasized the extraordinary importance of communication in the new NARA. "Each of us," he said, "will have to be willing to propose ideas, dialogue with others, develop trust, and act openly, honestly, and with integrity. The vision is not just a piece of paper to put on the shelf but something that you live."

In following its mission, NARA must determine what evidence is essential; must ensure that government creates such evidence; must make it easy for users to get access to that evidence, regardless of where it is, or where they are, for as long as that evidence is needed; must find technologies, techniques, and partnerships world-wide that can help improve our service and hold down our costs; and must enable NARA's staff continuously to expand their capabilities to make the changes necessary to realize our vision.

Carlin said, "We will be working toward the day when any citizen, anywhere, and anyone in federal service, in any branch, will be able, quickly, to locate evidence that will help her or him assert a personal right, evaluate a federal activity, or trace a national historical development."

ALIC

JOHN W. CARLIN:

EIGHTH ARCHIVIST  
OF THE  
UNITED STATES

In a private ceremony in Topeka, Kansas, on June 1, 1995, John W. Carlin, former governor of Kansas, was sworn in as the eighth Archivist of the United States. In nominating Carlin, President Clinton said, "John Carlin will provide necessary leadership in terms of managing the institution, providing fiscal responsibility, and performing the important cultural and historical responsibilities. He is an experienced leader with proven commitment to preservation, access and use of government records. I am confident his sharp communication skills as well as his experience working with Congress and balancing budgets will provide the skilled management the Archives needs during these challenging times."

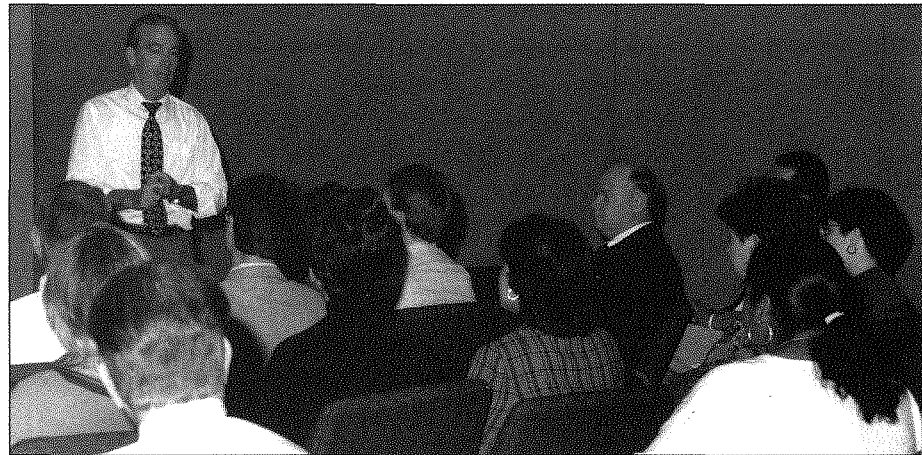
Mr. Carlin served as Kansas governor from 1979 to 1987. He was the first governor to serve eight years as a result of two consecutive four-year terms. During those terms, he held positions as Chairman of the National Governors' Association and Chairman of the Midwestern Governors' Conference.

Following his service as Governor, he was Vice Chairman of the Board of Midwest Superconductivity Inc. a high technology research and development company in Kansas. He also served as a Representative in the Kansas State House from 1971 to 1979, where he was elected Speaker of the House.

Both as a legislator and governor, Carlin was one of the leaders in an initiative to construct a state of the art Kansas Museum of History. He has served on the Board of the Directors of the Kansas Historical Society and the National Archives Foundation Board.

**"I will do my best to honor the principles outlined in the documents the Archives displays. Openness in government is the symbol of a democracy, and I will protect both the symbol and the practice."** (From testimony of John W. Carlin before the Senate Committee on Governmental Affairs, May 23, 1995)

*Archivist of the  
United States John  
W. Carlin meets  
with staff  
of the National  
Archives' Center  
for Electronic  
Records (Photo by  
Mike Carter)*



AN AGENDA  
FOR CHANGEBY JOHN W. CARLIN,  
ARCHIVIST OF THE  
UNITED STATES

The National Archives and Records Administration has to make fundamental changes in the way it functions and in the culture in which it operates. We must change or we will become irrelevant, nothing more than a series of warehouses filled with musty relics of government.

I am thrilled to have the quality work force I have. I know that we have the talent to get the job done. There may be a few exceptions where we need special expertise or where people need to be retrained to do different jobs, but overall we have the talent we need. We just need to work better and smarter than we are now.

I assure you I intend to stay here to provide the leadership and direction to see this process through. It is important that we develop the plan, implement the plan, and institutionalize the cultural changes we are beginning. I want to leave this agency knowing that the environment for change here is real and has become a routine part of the way we operate. I have been told that it will be impossible to make the changes we have talked about here at NARA, that it is impossible to change the culture of the federal bureaucracy. I believe we can change. The National Archives and Records Administration is an agency with a truly noble purpose. We are not just any government agency. We will have an impact on whether this country is a democracy at the end of the next century. I believe there is a direct correlation between the long-term decline in public trust in the government and the perceived unwillingness of government to be open and honest with its citizens. By making our mission of ready access to essential evidence a reality we will play a dramatic role in ensuring that government remains open and accountable.

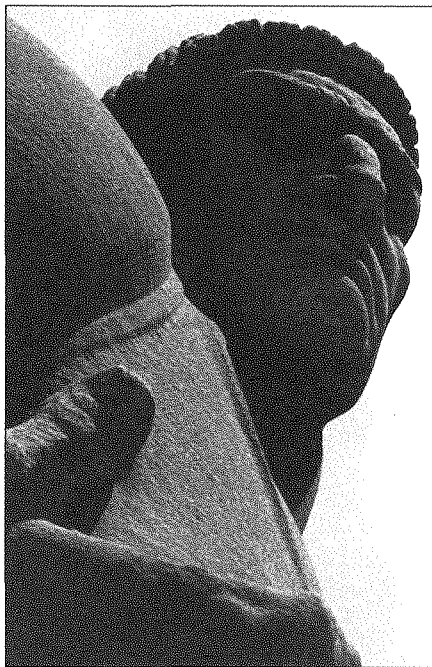
In addition, we have a special group of people who work for this agency. They understand the importance and significance of our mission and are committed to the work.

The bottom line is we do have the people and the talent to fundamentally change the National Archives and Records Administration. There is too much at stake for us not to change. We will continue to fight for access and be an advocate for openness and accountability in government. We will work to meet the challenges of access and dissemination in this information age. We will push to be recognized as a source of information, a public trust that American democracy can't do without. By making maximum use of all of the talent and resources available to us within NARA and without, we will be ready for the 21st century and all the challenges it will bring.



*The National Archives in Washington. View from Constitution Avenue.*

STRATEGIC  
DIRECTIONS  
FOR THE  
NATIONAL  
ARCHIVES AND  
RECORDS  
ADMINISTRATION



*Statue in front of National  
Archives in Washington.*

## Strategic Directions for the National Archives and Records Administration

### *VISION*

The National Archives is not a dusty hoard of ancient history. It is a public trust on which our democracy depends. It enables people to inspect for themselves the record of what government has done. It enables officials and agencies to review their actions and helps citizens hold them accountable. It ensures continuing access to essential evidence that documents—

- the rights of American citizens;
- the actions of federal officials;
- the national experience.

To be effective, we at NARA must do the following:

- determine what evidence is essential for such documentation;
- ensure that government creates such evidence;
- make it easy for users to access that evidence regardless of where it is, where they are, for as long as needed;
- find technologies, techniques, and partners world-wide that can help improve service and hold down cost;
- help staff members continuously expand their capability to make the changes necessary to realize the vision.

### *MISSION*

NARA ensures, for the Citizen and the Public Servant, for the President and the Congress and the Courts, ready access to essential evidence.

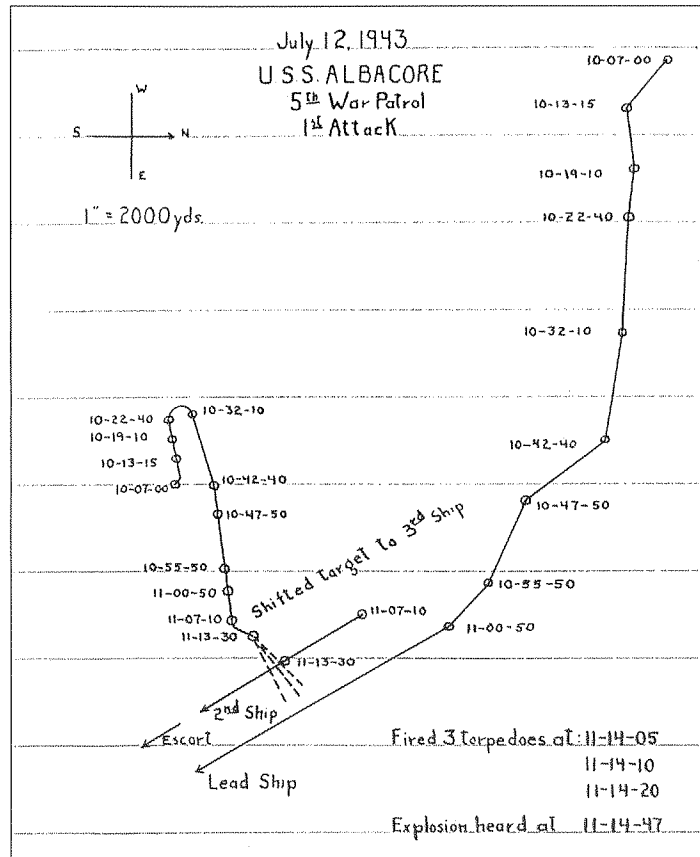
### *VALUES*

To succeed in our mission, all of us within NARA need to value the following—

- risk-taking: experiment, take chances, try new ways, learn from mistakes, be open to change;
- communication: propose ideas, dialogue with others, develop trust, and act openly, honestly, and with integrity;
- commitment: be responsible, accountable, and always willing to learn;
- loyalty: support the mission, help fellow workers, proceed as a team, and recognize that our government and our people truly need our service.

As part of its commemoration of the 50th anniversary of World War II, the National Archives and Records Administration proposed to complete the declassification of all remaining World War II-era records in its holdings. In November, 1994, President Clinton signed an Executive Order calling for the bulk declassification of almost 44 million pages of security-classified records in the National Archives. The action represents a significant step in fulfilling the National Archives goal.

The Executive Order covers approximately 21 million pages of records from World War II and 23 million pages of selected records from the postwar period through the Vietnam War era.



This bulk declassification represents approximately 14 percent of the National Archives holdings of classified material and is the largest single group of classified materials ever declassified by NARA. A statement released by the White House Office of the Press Secretary emphasized the Administration's own commitment to "address the backlog of some 325 million pages of records now stored at the National Archives, and hundreds of millions more held in agencies throughout the Executive branch."

The release of these materials in a bulk declassification action is a sign, some archivists and historians agree, that progress is being made toward resolving an increasingly burdensome archival challenge-to deal with the backlog of classified materials.

The accumulation of security-classified records in the Federal government has grown beyond the ability of declassifiers to manage using traditional page-by-page declassification methods. Jessica Mathews, senior fellow at the Council on Foreign Relations, said recently that, because newly-classified documents are accumulating at a faster pace than declassification, "The widening gap between classified material and actual security . . . corrodes respect for the system inside government, jeopardizing secrets that do need to be protected."

Twenty-two years ago President Richard Nixon promised "immediate and systematic declassification" of Vietnam War documents. The current declassification action still leaves closed many records with ongoing security concerns. The Executive Order is a major break from the tradition of page-by-page declassification. Agencies continue to have legitimate

Track Chart/Time Plot of Submarine  
USS Albacore, July 12, 1943.

READY  
ACCESS TO  
ESSENTIAL  
EVIDENCE

OPENING  
LONG-SECRET  
RECORDS

national security concerns, but they have agreed in this action that the passage of time and the changed international climate make such bulk declassification possible.

The bulk declassification effort was coordinated by Michael Kurtz, Assistant Archivist for the Office of the National Archives, and Jeanne Schauble, Director of the Records Declassification Division. Based on knowledge gained through previous declassification review and based on reference work on the records themselves, National Archives staff proposed various series of records that appeared to be suitable for declassification. They purposely did not recommend records known to contain significant amounts of information concerning intelligence sources and methods, atomic energy information or other potentially sensitive subjects. The suggested list of records was referred to interested agencies for evaluation. Certain records that the agencies felt still required page-by-page review were then removed from the list.

Some of the materials made available date to the spring of 1917, when the United States was entering World War I. Subjects range from various military strategies to such once-sensitive techniques as making invisible ink.

The World War II documents include hundreds of thousands of index cards from the files of the Office of Strategic Services, the wartime intelligence group; 1.7 million pages on bombing runs of the Army Air Forces, and 9.5 million pages from the European command and the Mediterranean theater of operations. They include records from the Army Air Forces (RG 18) and Allied Operational and Occupation Headquarters, WWII (RG 331).

The post-war records are largely civil records and military headquarters files. They include approximately six million pages of papers from the Vietnam War. The vast majority of material covered by this order are now available for research in the Washington, DC area.

In a subsequent declassification action, President Clinton signed Executive Order 12958 on April 14, 1995. This Order revamps the entire classification/declassification system for national security information. Included in the Order for the first time is the concept of automatic declassification based on the age of the document. The bulk declassification of World War II records was an important step in getting the concept of automatic declassification accepted in the new order.

The new Order requires that the backlog of classified records over 25 years old be eliminated over the next five years. Any records not reviewed and specifically exempted from declassification at that time will be automatically declassified. The National Archives has been working in concert with classifying agencies to plan for the implementation of the Order. In the National Archives and Presidential Libraries alone approximately 460 million pages are subject to the order. Before these materials are automatically declassified, we must locate those documents that still cannot be released. This will be a major undertaking requiring coordination and cooperation of all agencies, but it should result in much improved access to the historical records of the Cold War Era.



ON THE HIGHWAY:  
NARA ONLINE

It is almost impossible to pick up a newspaper or magazine without finding a reference to the “information superhighway” and the possibilities of easy information access in the future. The Federal government has been actively exploring ways in which agencies may be able to use information networks to conduct their business more efficiently or to deliver information more broadly to the public. The National Performance Review, for example, called for innovative use of new technologies by agencies in order to meet its target of a government “that works better and costs less.” A recent report from the Office of Technology Assessment, “Making Government Work: Electronic Delivery of Federal Services,” stressed how information networks can be important and effective tools for agencies striving to meet customer needs, and work is under way to develop locator systems and citizen kiosks that can be used to learn more about the government and its activities.

NARANET

To develop and enhance accessibility to electronic information and services, the Policy and Information Resources Management Services unit (PIRM) in 1995 completed installation of NARANET, a nationwide Wide Area Network (WAN) that links all NARA facilities and staff together electronically. NARANET provides:

- Electronic mail access to virtually all NARA staff members
- Interconnected local area networks using common hardware and operating systems at almost all NARA facilities
- A common suite of desktop software applications (word processing, spreadsheet, Internet access, etc.) available to all connected workstations.

NARANET will serve as the base infrastructure upon which NARA will build future applications for both program and administrative offices.

An example of the type of application that will be made available over NARANET is the NARA Audiovisual

Information Locator (NAIL). NAIL is a networked, multi-user database containing bibliographic descriptions and physical holdings information for still picture series and for films, videos and sound recordings. It functions both as a primary data collection tool for audiovisual staff and as a search-and-retrieval tool for staff and the public alike. For the first time at NARA, descriptions from different NARA units have been brought together into one system. As a consequence, NAIL serves as a prototype for an agency-wide descriptive system as well as a functioning tool for NARA staff.

THE INTERNET

Because ready access to records and information is a key component of the mission of the National Archives and Records Administration, the agency has been exploring the use of the Internet, both as a resource tool for its staff and as a possible means of information dissemination. Several important steps have been taken to provide integrated on-line public access and other services using new technology nationwide. The information available on CLIO, the NARA “gopher” (a common Internet information server protocol) begun in 1994, continued to grow, as did its use. Currently the server is accessed more than five hundred times an hour, day and night. Work on a World Wide Web (WWW) “home page” (a complementary Internet protocol) has begun, and NARA has also begun a collaborative project with the University of Nebraska Press to develop the Gallery of the Open Frontier, an enriched digital library of photographs and other images from NARA’s holdings relating to the history of the American West.

ELECTRONIC ACCESS STUDY

The efforts to become an information provider have required relatively little investment of NARA resources. To realize fully NARA’s potential as a network information resource, however, will require more substantial investment. Before investing large amounts of resources into the creation of

network information sources, the agency decided to conduct a study of how best to make government information found in archives accessible over networks. The purpose of the study, funded under legislation introduced by Nebraska Senator Bob Kerrey (D-Nebraska), was to determine how to integrate NARA's vast collections into the Internet and other systems in such a way as to ensure that needed information is made available to individual citizens and public entities in a useful and easily retrievable form.

In 1994, NARA signed an interagency agreement with the National Institute of Standards and Technology (NIST) to conduct the Electronic Access Study. NIST is one of the lead agencies in the design of the National Information Infrastructure, the planned information superhighway. A team headed by Judi Moline of NIST's Computer Systems Laboratory began a two-part study focussing on the information needs of customers and NARA's technical ability to meet those needs. From NARA, Lynn Lady Bellardo and Peter B. Hirtle of PIRM were assigned to direct the project, assisted by an advisory committee of representatives from many NARA offices.

For the first part of the study, the NIST team developed a methodology for surveying NARA's users and potential users regarding their needs for information about NARA holdings. In addition, the survey methodology sought to identify when, where, and how such information would be needed by customer groups.

NIST elected to follow a multi-phased approach to generating useful data to address the questions. First, questions were posed over the Internet to selected news groups. The answers received from this posting were used to refine the questions used in the next phase of the process: discussions with small groups of users and potential users. Because it would be impossible to identify and meet with users on a national basis in the short time-frame for the project, it was decided to limit the study at this time to the state of

Nebraska. Nebraska has several features that made it ideal for this phase of the project. First, while the state is small enough to make a state-wide survey possible, it has features that make it reflective of the larger nation as a whole. It is both urban and rural; has a strong university system; a high literacy rate; and a strong interest in the information infrastructure. There is at present no NARA facility in Nebraska, meaning that users there must approach NARA from a distance.

While the study found some differences between identified user communities, the overall conclusion of the report is that people in Nebraska are eager for electronic access to government information and records. People specifically want to know about the National Archives and its services, what information is available from the National Archives nationwide, and they want to be able to access that information by searching for subjects, events, personal names and titles, and place names and geographical areas. Once they find the information they want, the users want to download digital copies of documents, or at least be able to place an order for paper copies electronically.

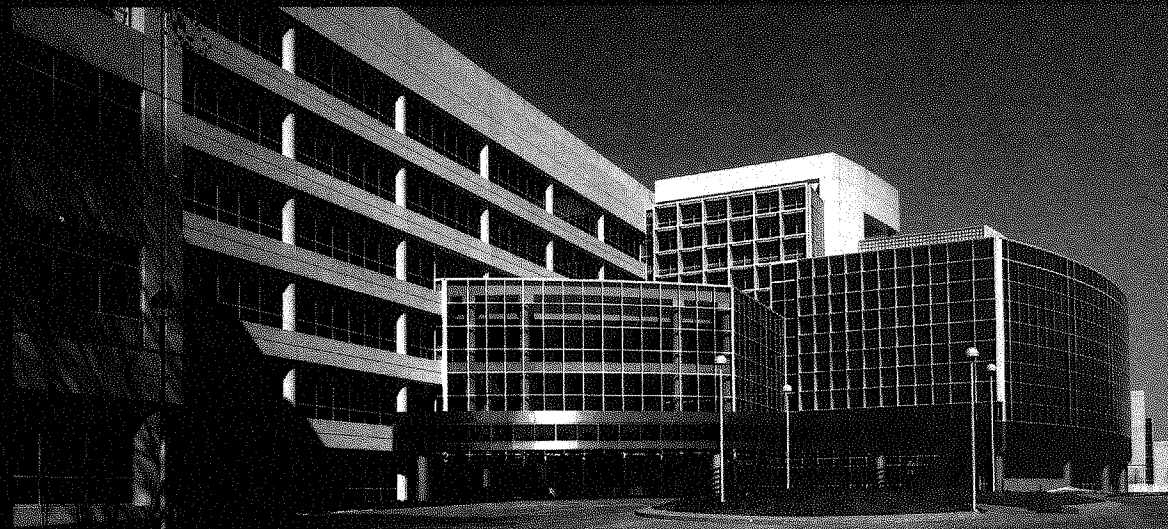
#### FUTURE PLANS

To meet the customer needs identified in this survey, NARA will need to do three things. First, NARA will need to upgrade its public access server. In addition, in order to provide information about NARA holdings nationwide, NARA needs to build an integrated locator system containing descriptions and indexes of its holdings. This second element is considered crucial. While citizens in Nebraska recognized that it would be impossible to digitize and provide automated access to the billions of pages housed in NARA, they did seek a means of discovering what NARA holds so that they can then order copies of the documents. Finally, while acknowledging that all of NARA's holdings cannot be digitized, NIST has recommended that NARA undertake an aggressive program of digitizing and making available over

networks some of the documents found in NARA facilities. Core holdings that are good candidates for digitization include milestone documents, selected photographs and posters, and a selected series of research holdings.

NARA has begun to develop a strategy to meet the needs of citizens for government information delivered electronically. The budget for FY 1996 includes money to develop the integrated locator system and to experiment with digitizing up to 200,000 documents for inclusion on the server. NARA is also exploring mechanisms other than direct government funding (such as partnerships with other public and private organizations) to accelerate the rate at which primary material can be made available electronically.

NARA's mission is to ensure ready access to essential evidence for all citizens. NARA must make it easy for its users to access documentation on the rights of American citizens, the actions of federal officials, and the national experience regardless of the location of the documentation or the people using it. With careful planning, new electronic technologies will help make NARA more accessible to an ever growing world of users. Electronic access will not meet all of the public's information needs, but it will go a long way toward improving public access to NARA's vast array of information and services.



*Main entrance to the National Archives at College Park, Maryland. The building, which opened in January 1994, is the largest and most technologically advanced archives facility in the world. (Photo by Earl MacDonald, National Archives)*

## THE PAPER PRESERVATION BATTLE

Although we are in the age of electronic records and although the information superhighway is stretching its web around the world, there will always be paper records in government offices in the foreseeable future. The National Archives and Records Administration is the custodian of billions of pieces of paper. And the mountain is growing. For the National Archives, therefore, the permanence of paper used by Federal agencies is of vital interest.

From the earliest days of the Federal government, from the days of the ratification debate over the Constitution all the way through the 19th and early 20th centuries, the paper produced by government officials was usually of high quality. During the World War II it all changed. In 1943, the U.S. Bureau of the Budget (BOB), anxious to conserve wartime resources, ordered government agencies to use low-quality paper. The war-time paper specification required "Sulphite stock" and prohibited the best letterhead paper from exceeding 25 percent rag content. Prior to this order, almost all government paper had a minimum of 25 percent rag.

The sulphite stock turned out by paper manufacturers in the 1940's was made by a process that treated wood at elevated temperatures and pressures with excess sulphurous acid and calcium bisulfite. The process produced acidic paper with a high content of lignin, a wood substance that is chemically unstable, especially in light. The results can be seen today on archival shelves—millions of yellowed and brittle documents disintegrating in their own chemicals. The problems posed by acid-burning materials to the archival community are daunting.

What are the weapons in the paper war? Since alkaline paper will outlast acidic paper, librarians and archivists have long promoted the use of the former, though it was relatively expensive. Also, they have searched for a viable mass process to deacidify acidic paper. Recently, manufacturers have responded to environmental laws and changing costs of materials and have re-engineered their mills to use alkaline pro-

cessing chemicals and calcium carbonate filler, producing inexpensive alkaline paper in the normal course of manufacturing. This is a significant victory. A recent survey of paper manufacturers, conducted by Abbey Publications, Inc., found that 28 manufacturers with 387 papers met the standard for permanent paper of the American National Standards Institute (ANSI/NISO Z39.48-1992), requiring a pH 7.5 to 10.0; an alkaline reserve of two percent calcium carbonate or equivalent, with no more than one percent lignin content (by fiber weight); and an adequate tear resistance. The survey thus confirmed the progress being made in the preservation war. If government agencies used permanent paper meeting the ANSI standards, the kinds of archival problems posed by the acid-filled paper could be avoided. But this war, like most wars, has myriad complications.

About the time paper mills began to produce alkaline paper, the Federal government began a campaign to recycle paper and to require Federal agencies to use paper containing postconsumer waste. This was a laudable environmental goal but one fraught with consequences for archival preservation. If the availability of inexpensive alkaline paper has helped the Federal government meet the objectives of the Joint Resolution to Establish a National Policy on Permanent Paper (Public Law 101-423, signed into law 12 October 1990), a new executive order of October 20, 1993 (Federal Acquisition, Recycling, and Waste Prevention, Executive Order #12873) complicates matters. It mandates the purchase of paper containing recycled postconsumer waste. The Archivist of the United States, the Public Printer, and the Librarian of Congress are promoting the implementation of P.L. 101-423. But how does Executive Order #12873 affect that implementation?

Newsprint is chemically untreated acidic groundwood paper containing much lignin. Newspapers will quickly yellow when exposed to sunlight, and, although it is uncertain to what extent lignin contributes to the deterioration of

newsprint apart from the acidity of the paper, many archivists, librarians, and scientists see yellowing as a sign of deterioration. The permanent paper standard is silent on the inclusion of recycled paper and gives no guidance on acceptable yellowing. Can paper that contains lignin in postconsumer waste meet paper quality standards? If it can, does the paper retain the longevity characteristics of the standard; that is, the ability of the paper to last at least several hundred years without significant deterioration under normal use and storage conditions in libraries and archives? And, over time, will the supply of post-consumer waste contain more groundwood paper and destroy the recycling program?

It is possible to produce paper containing postconsumer waste and to satisfy the specifications of ANSI Z39.48-1992. The job, however, will not be easy. Paper chemists emphasized the standard's requirements of lignin removal and tear resistance. The post-consumer wastepaper supply, eventually, will contain previously recycled paper, perhaps for the third or fourth time. Several participants predicted that after a period of time recycled paper containing postconsumer waste will then fail the strength test of ANSI Z39.48-1992. Strength is a predictor of longevity.

There are three manufacturing practices that contribute to the weakness of recycled paper containing postconsumer waste: 1) repulping paper fibers reduces the length of fibers and thus decreases the strength of paper; 2) drying and re-wetting pulp for re-shipment between recyclers and manufacturers reduces the bonding strength among fibers; and 3) the necessity to remove groundwood lignin by harsh bleaching further weakens the fibers and bonding. A change of these practices may help manufacturers produce a stronger recycled paper, but the consumer must tolerate a less bright sheet of paper and a degree of eventual yellowing. If deterioration is not concomitant with yellowing, archivists and librarians might be willing to accept such paper. Both the American Society for Testing and Materials (ASTM) and the consortium of Paper Research

Institutions of Canada (Paprican), are promoting research into these matters.

A recent forum hosted by the Federal Environmental Executive discussed the paper preservation problem and drew participants from ten paper manufacturing companies, four recycling companies, the EPA, GSA, the U.S. Department of Agriculture, GPO, and other government agencies.

Manufacturers pointed out that groundwood papers mixed with white papers degrade the recycle stock. The recyclers agreed that the presence of groundwood papers in the collected papers brought all papers down to the groundwood level of low value. The best use of groundwood-containing paper is newsprint. Government paper recyclers warned that the waste paper business would suffer unless there is an intense campaign to educate the Federal worker to separate waste papers: groundwood papers into the newspaper bin and white paper only into the white paper bin. One manufacturer, however, has developed a patented process to produce 100 percent recycled paper containing more than one-half groundwood and is marketing it widely throughout the Federal government as a low-cost copy paper. In appearance it is in between white paper and newsprint. Currently, Federal employees are using it as white paper, sometimes for permanent records, and they are depositing it into the recycle bins for white paper instead of the bins for old newspapers.

The Joint Committee on Printing is considering additional guidance to Federal agencies on the use of groundwood-containing paper. NARA plans to issue guidance on the selection of paper to meet retention requirements of Federal records. The Federal Environmental Executive plans to refine recycling procedures. The war goes on.

## THE FEDERAL REGISTER

### A LINK TO DEMOCRATIC VALUES

In a ceremony held in the Rotunda of the National Archives on October 6, 1995, the Office of the Federal Register (OFR) celebrated two milestones of open government and the rule of law by commemorating the 50th year of the Administrative Procedure Act (APA) and the 60th year of publishing the Federal Register. Director of the Federal Register Richard Claypoole welcomed Clark Byse and Walter Gellhorn, two administrative law pioneers, along with members of the American Bar Association to an unveiling of the original APA. In his remarks, Mr. Claypoole noted that it was particularly appropriate to mark these anniversaries at the National Archives since the Federal Register and the APA rulemaking documents contained within it serve as a daily link to the democratic values established by the Charters of Freedom on display in the rotunda.

Together, the Federal Register Act (FRA) and the APA amount to little more than ten pages in the statutes books, yet these few provisions redefined American democratic government in the twentieth century. The daily Federal Register, which first rolled off the presses of the Government Printing Office (GPO) on March 14, 1936, provides citizens with access to essential information in Presidential documents, proposed and final rules, and administrative notices issued by more than 450 agencies. After ten years of congressional debate and deliberation, APA rulemaking was grafted onto the Federal Register system as a mechanism for holding the government accountable by requiring notice of proposed

regulations, by providing citizens with an opportunity to participate in policy making through submission of comments and data, and by requiring agencies to respond to comments and justify final decisions. As the OFR looks to the future in the new era created by the GPO Access legislation of 1994, the online Federal Register and other OFR information services on GPO Access should strengthen the democratic process that connects the American people to their government.

### A LINEAGE TO ENGLISH COMMON LAW

Like many other aspects of American legal practice, the Federal Register and the APA have a lineage that can be traced back to English common law traditions. Legal historians cite the Magna Charta of 1215, which curtailed the authority of British monarchs to regulate industry and commerce by royal proclamation without the consent of Parliament, as the point at which administrative law was first used to secure constitutional liberties. The earliest forerunner of the Federal Register appeared in the early 17th century when Charles II granted a license for a journal containing items of official intelligence, which came to be known as the London Gazette. By the early twentieth century, most of the British commonwealth nations, France, Germany and much of Latin America had developed systems for publishing executive records similar to Britain's.

Although Presidents of the United States and Cabinet secretaries had been issuing proclamations, orders and departmental regulations since the earliest days of the Republic,

the United States had no organized system for the central filing and publication of such documents. For a few years during World War I, President Wilson's administration established a periodical called the Official Bulletin to dispatch emergency orders regulating the wartime economy. But not long after the war ended the newspaper was dissolved, partially in response to congressional concerns that the paper could become an instrument of partisan opinion or propaganda.

#### AN FDR INITIATIVE

In 1933, as the economic crisis of the Great Depression deepened and confidence in government continued to wane, President Franklin Roosevelt returned to an idea he had first advocated in 1914 in his position as Assistant Secretary of the Navy: directing the National Emergency Council to consider whether an official publication for government documents should be established. The New Deal "alphabet soup" agencies had proliferated scores of new regulations that were generally inaccessible to the public, except for Washington insiders skilled in navigating the bureaucratic maze. At about the same time, the American Bar Association decided to study the issue, in recognition of the fact that the Constitutional right to due process of law demands openness and accountability of govern-

ment under the watchful eye of an informed populace.

Notwithstanding these developments, the issue didn't take hold until an episode of considerable embarrassment to the Government occurred in the case of Panama Refining Co. v. Ryan, better known as the "Hot Oil Case." In July 1933, President Roosevelt began to issue a series of Executive orders regulating interstate transport of oil among the 48 states. The regulatory scheme was so complex that no one noticed a drafting error in the final order issued in September 1933, which had the effect of revoking the original order. Panama Refining sued the Government and when the issue reached the Supreme Court in 1934, the oil company's attorney complained to the Court that he had been forced to prepare his case using a tattered, unofficial copy of the regulations. The Court ordered Justice Department attorneys to produce the original document but despite an exhaustive search, the government was unable to locate the original. Just before the Court was to issue its decision, the Justice Department produced a photostat and sent it up to the Court. But upon examination, Chief Justice Charles Evans Hughes found that the final Executive order had nullified the first. Chief Justice Hughes dismissed the case with

a volley of caustic comments on the virtue and competence of a government that had brought a case against its citizens based on a provision of law that did not exist.

#### TO ENSURE EQUAL ACCESS TO GOVERNMENT INFORMATION

In the aftermath of this incident, the Congress passed the Federal Register Act of July 26, 1935. The Federal Register brought order to the administrative process by providing a uniform system for filing and publishing documents and ensuring the American public equal access to government information and evidentiary material. However, the right of individual citizens to routinely participate in agency decision making was not fully implemented until 1946, when the Administrative Procedure Act was woven into the Federal Register system. The idea that citizens should be able to participate directly in the development of a regulation by exchanging information with agency officials may seem unexceptional to most Americans now. But visitors from foreign governments are often startled by the notion that citizens have the right to intervene in the workings of the bureaucracy and actually have their views considered as part of the decision making process.

#### THE FEDERAL REGISTER AND ONLINE TECHNOLOGY

In the past few years, the OFR has accelerated its strategic development plans to keep pace with information technology and improve the rulemaking process. The ability of the OFR, agencies, and citizens rapidly to exchange data with each other will expand public access to the essential evidence of Government and enhance opportunities for citizen participation in the democratic process.

In the fall of 1992, the OFR began to expand access to its publications by building a low-budget, free electronic bulletin board called FRENED (Federal Register Electronic News Delivery) which lists documents currently on file for public inspection and the table of contents of the next day's issue. The OFR continues to operate an improved version of FRENED, but now customers can also obtain the full text of the Federal Register on GPO Access, updated as of 6 A.M. each morning.

The online Register and other GPO Access services are rapidly becoming the central legal information source for the nation. In the first twelve months of 1995, GPO recorded more than one million searches for information resulting in more than three million documents being downloaded from the Federal Register data base. In May 1995, OFR/GPO added Adobe Acrobat software to enable users to download and print true page images of the Federal Register in the familiar three column format. The OFR is also reexamining



the format of its publications to improve service to customers. In December 1995, the OFR utilized the power of its computerized tracking system to create a "Reminders" section in the daily Federal Register. This tracking service alerts readers to the effective dates of new rules and due dates for comments on documents published in past issues.

The next item on the OFR's strategic agenda is a project to convert the mass of information in the 205-volume Code of Federal Regulations into an online data base with full search and retrieval, on-demand printing of selected parts, and more current updating. To improve service to the publishing agencies, the OFR has begun work on a pilot to receive Federal Register documents electronically, using digital signature and encryption software.

On December 1, 1995, the GPO/OFR partnership announced that congressional funding of the Federal depository library program makes it possible to provide free electronic access immediately to all users of Federal Register publications on GPO Access. For those who lack computers or computer skills, some 600 depository libraries around the country will continue to offer free access and assistance. The OFR believes that this funding commitment and enhanced Federal Register information services will open new lines of communication between citizens and government, giving the American people the practical means to participate in their democracy and fulfill the vision of the Federal Register Act and the APA pioneers of more than sixty years ago.



*Moving into a New  
Records Age. A  
view of the east  
end of the  
National Archives  
at College Park.  
(Photo by Earl  
MacDonald,  
National Archives)*

ROOTS CONTINUED:  
THE NATIONAL  
ARCHIVES AND  
GENEALOGICAL  
RESEARCH

Eighteen years ago, Americans of all ages and backgrounds were captivated by the life of Kunta Kinte and the lives of other ancestors of Alex Haley. We watched their struggles from slavery through freedom; we shared their personal bonds and cheered the survival of the family against monumental challenges. In 1964 Haley visited the National Archives and discovered in the Alamance County, North Carolina census records of 1870 information that confirmed much of his family's oral history traditions. "Rolls of microfilm were delivered," he wrote. "I began turning film through the machine, feeling a mounting sense of intrigue while viewing an endless parade of names..." Here were

dian of many of the country's basic documents for genealogical research, felt the impact immediately. The microfilm reading room experienced long waiting lines. Hundreds of thousands of written inquiries rained in from all over the country. Public interest in family research continued to rise.

The National Archives has custody of millions of records relating to persons who have had dealings with the Federal government. For genealogical researchers, therefore, the National Archives is a very valuable resource institution. Census schedules, land records, passport applications, personnel records, claims for pensions and bounty lands, military service records, immigration and naturalization records and



*The Rotunda of the  
National Archives  
in Washington.*

names Haley had heard in the stories of his grandmother. "It was simply so uncanny sitting staring at those names actually right there in official U.S. Government records." The discovery set the determined author on a 13-year quest for his African origins.

Haley's book *Roots*, published in 1976, and the subsequent television series a year later helped inspire a burgeoning national interest in genealogy. The National Archives, custo-

ship passenger lists—the records in the National Archives are replete with information that can aid almost any researcher tracing family history.

Today, the national interest in genealogical research and family history is extraordinary—national, state and local genealogical associations and societies; genealogical research institutions; genealogical courses in colleges and universities;

workshops and seminars; a growing industry in electronic access and automated finding aids; publications ranging from genealogical dictionaries to map guides; action groups supporting efforts on behalf of document preservation and access; individuals all across the country sharing information.

Thousands have become highly-skilled researchers, keen experts on the intricacies and interrelationships of records systems. The research brings individuals closer to their past.

Sue Lee, who has been researching her family history in California, finds an 1888 tintype of her husband's great-grandfather, taken at age 14, among records on Chinese immigration at the National Archives—Pacific Sierra Region in San Bruno, near San Francisco. Dennis Wong, another researcher, finds a letter from his grandfather that provides the names of a number of his relatives who arrived from China generations ago; he also finds a map sketched by an aunt that outlined the Chinese village from which the family immigrated. Sue Lee and Dennis Wong use a variety of records at the regional Archives site including immigration files, passenger arrival and departure lists, and certificates of identify issued by Federal immigration authorities.

In Anchorage, at the National Archives—Alaska Region, members of the Native Aleut-Russian community use Federal records relating to the Pribilof Island sealing industry to trace the lives of their own families. The sealers had worked for Federal monies and, therefore, various records of their service are in the custody of the National Archives.

Using records at the National Archives central office in Washington, a researcher named Marion Wolfert painstakingly reconstructs faded manifests and lists of passengers bound from

Bremen to New York from 1868 to 1871. The resulting publication is a great boon for many other genealogists working on German immigration.

At the National Archives bureaucratic red tape of the past can become markers connecting us to family and genealogical roots. Sifting through passenger lists and bounty land records can be detective work both enlightening and enriching. Thousands of individuals each year are beginning the research journey. This work reveals something good about our society, about the strength of family attachment and the importance of discovering our heritage. The National Archives is proud to be a part of it.

NAMES	Births	Marriages	Deaths
ALTIE O Degroot	October 15th 1789		March 20th 1802
HENRY L Degroot	February 6th 1789		April 28th 1797
SUSAN P Degroot	February 20th 1789		
SARAH L Degroot	December 6th 1789	April 26th 1804	June 27 1825
WILLM O Degroot	October 23rd 1789		
HENRY Degroot	Aug 20th 1789		Feb. 21 1835
ANN Degroot	August 1st 1791	August 15th 1835	
ELIZ Degroot	March 19th 1792	March 1st 1824	
JOHN Degroot	March 27th 1797		

*Family register of William and Ann Latourette Degroot, ca. 1804. National Archives, File of William Degroot, NJ, W417.*

“TOUCHING ALL  
THE BASES”

USING  
AUDIOVISUAL  
RECORDS FOR  
BASEBALL  
RESEARCH

What does the National Archives have to do with baseball? “Not much,” most researchers might respond. And they’d be substantially correct. After all, organized baseball is a private enterprise and the National Archives is a *public* institution—the official custodian for records of the Federal government. Yet the National Archives contains numerous documents on a variety of baseball-related subjects. That this is the case belies the notion of a great dichotomy between public and private sector activities. Two reasons for this are: 1) an expansive involvement of the Federal government in American life; and 2) the robust cultural contributions of baseball in American society. In 1995, with controversy and historical interest surrounding major league baseball, many historians and other interested researchers found records about the game in the holdings of the National Archives.

Certainly, the groups of “baseball records” to be found in the National Archives—many related to the game’s players, fans, employment conditions, business practices, and hoary traditions—did not arrive by accident. The paper records, photographs, and film would not have been amassed, maintained, and preserved by the Federal government otherwise. Their presence instead suggests that governmental entities historically taking any sustained interest in the sport must have done so for what they regarded as solid bureaucratic purposes. Therefore, prospective researchers need to think hard about what those justifications might be for official agency involvement.

Because our understanding and appreciation of the game as a cultural phenomenon is necessarily visual, many of its most compelling documents are also visual. We will, in this article, focus on baseball photographs, film, and videotape in the records of the National Archives.

The Records of the Office of the Chief Signal Officer (Record Group 111) and the Records of the Department of the Navy (RG 80) offer good examples of baseball records that researchers might overlook unless they have thought sufficiently about the ways in which their subject area might intersect with the exercise of key governmental functions such as the conduct of military affairs.

Both of the record groups cited provide rich baseball images dating from roughly the World War I era to the mid-1950’s. In addition to the predictable shots of service men playing baseball at mainland installations, there are numerous others of games abroad in such exotic locales as Cuba, Guadalcanal, and China. There, enlisted men and high-ranking officers alike competed with or watched players of greater skill perform. Many were major leaguers: the Navy’s Pee Wee Reese and the Army’s Joe Dimaggio in Hawaii; Moe Ginsberg and Joe Garagiola in the Philippines; Babe Ruth and Lou Gehrig at an exhibition game at West Point in 1927, the year Ruth hit 60 home runs.

In the Records of the Office of War Information (Record Group 208), three different series contain fascinating baseball photos: 1) a “FS” series of shots taken to accompany overseas-intended F(eature) S(stories) on significant baseball teams and events, all intended to show a foreign audience how deeply rooted was this uniquely American institution; 2) a “PU” series, portraits of baseball and entertainment figures; and 3) a “LU” or L(ife) in the U(nited States) series with shots of prominent Americans playing the sport. One such subject was Shakespearean actor and singer Paul Robeson, one-time football All-American at Rutgers, shown taking some cuts in a white shirt, suspenders, and dress shoes.

In 1953, the United States Information Agency was established to perform many of the functions previously exercised

by the OWI. In the files of the USIA, including The New York Times Paris Bureau photographic files purchased by the agency, are riveting portraits including an early photo of a young first baseman at Flatbush's old Ebbetts Field in 1947, the only year Jackie Robinson played that position regularly; and a photo taken at the North Pole of a heavily-dressed crew of the submarine USS Seadragon putting in some cold playing time.

A review of two other agencies' photo files indicates that each sought to capitalize on the popularity of big league

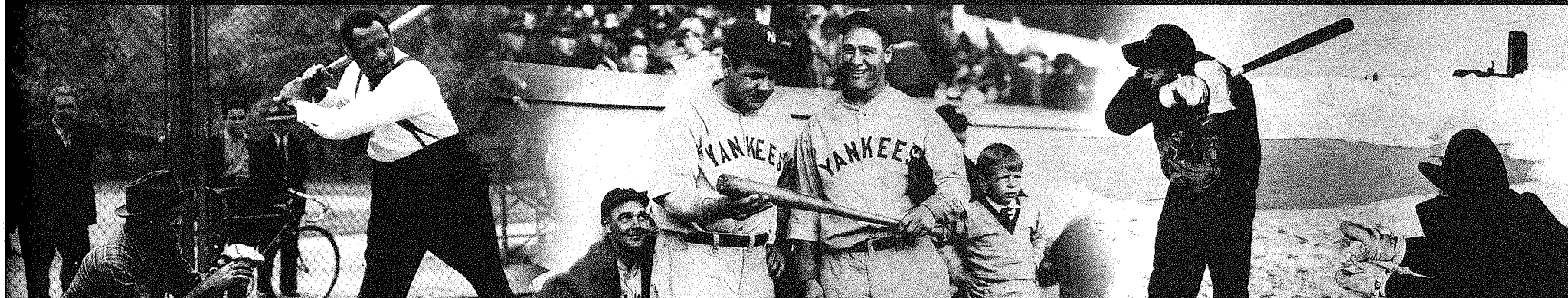
baseball. The U.S. Treasury Department (Record Group 56) in the 1940's and 1950's commonly publicized prominent entertainers and athletes, including such well-known ballplayers as Ted Williams and Ralph Kiner, to promote U.S. Savings Bonds.

An outstanding source of information about baseball tradition and the role of 20th century presidents is the collection of Abbie Rowe photographs located in the Records of the National Park Service (Record Group 79). These Park Service images, shot from the 1930's into the 1960's, show suc-

cessive Presidents throwing out first balls on opening days. An example of a case in which researchers can use both textual and non-textual records is found in the Records of the Federal Trade Commission (Record Group 122, docket 8463). These records pertain to a 1962 FTC restraint-of-trade action and subsequent appeal. The legal action resulted from one bubblegum company's allegation that another unfairly controlled what was evolving into the very lucrative baseball picture card market. Colorful advertising posters, player endorsement contracts, prize lists, a marketing survey, sales

promotions, advertising mock-ups, and thirty years of baseball cards constitute much of the evidence submitted by both sides.

These visually alluring promotional items, supplemented by thousands of pages of hearing testimony and specialized legal documents, show how one well-organized and resourceful corporation got an initial jump on its competition and thereafter maintained its position. The items also demonstrate how baseball and business developed a specialized, symbiotic, and mutually profitable relationship.



*l. Paul Robeson of the "Othello" team waits for a pitch, c. 1942. National Archives, 208-LU-42-0-1.*

*c. Babe Ruth and Lou Gehrig pose together on a visit to West Point, New York, May 6, 1927. National Archives, 111-SC-90389.*

*r. Crew members of the USS Seadragon play the first baseball game at the North Pole. National Archives, 306-PS-60-16763.*

A noteworthy example of how researchers can trace government documentation of different media through the life of a baseball figure is the case of Jackie Robinson. The circumstances of his entry into baseball as well as his brilliant playing career made Robinson an exceedingly high profile figure, an individual who also engaged in extracurricular civic, political, and philanthropic interests. Those activities attracted extensive coverage from various news media. Some of this attention is reflected in donated footage from Paramount, Movietone, and Universal News. (Records of the National Archives Gift Collection). Other evidence of Robinson's growing prominence in popular society is available in the USIA collections. There, images taken of Robinson over more than a twenty-year period continue to inform us of his progress through public life. Use of audiovisual records in conjunction with relevant textual counterparts gives a fuller portrait of a man who built upon original status as a pioneer and symbol of racial advance to become a unique role model and public icon. At National Archives facilities nationwide, many other baseball records in a variety of media are available: the so-called "green light" letter from President Franklin Roosevelt to Commissioner of Baseball Kennesaw Mountain Landis in early 1942 assuring Landis that the sport should continue during the war; a political cartoonist's pen-and-ink drawing depicting harried

president Theodore Roosevelt trying to field Congressional amendments; a sketch from the 1908 field surveyor's notes for the new baseball stadium in Washington; an inventor's patent drawing for a proposed new catcher's gear, a contraption that looked more dangerous for the player than a possible tipped ball.

Numerous too are the civil suits filed in Federal district courts around the country involving disgruntled souvenir vendors, players' agents, and even players from the House of David baseball team who complained about bearded imposters passing themselves off as the real thing! There are also records of the several formal hearings before Congressional Committees, and unlikely photographs of Native Americans and interned Japanese Americans playing baseball.

It takes determination, strategy, consistent followthrough, and luck to mine baseball material from the treasure troves of archival records; it takes the same qualities, therefore, that it takes to play the game itself. But the would-be investigator should keep in mind what long-time baseball executive, Branch Rickey, had to say about luck. Credited with building the first farm club, pioneering the use of pitching machines and protective helmets, and with scouting and introducing black players to the majors, Rickey was fond of observing, "Luck is only the residue of design."

In May 1995, the National Archives' Mid Atlantic Region opened to an enthusiastic audience a gallery exhibition of photographs taken by American astronauts entitled, *Astronaut As Photographer: A Personal View of the Universe*. The previous month, the Mid Atlantic Region opened "The Final Frontier," a small kiosk lobby display on the aeronautical history of NASA's Langley Research Center. The material on display in both exhibitions visually and dramatically illustrated the richness and uniqueness of the Region's collection.

In 1993, the National Archives' Mid Atlantic Region accessioned approximately 347 cubic feet of records of the NASA's Langley Research Center (Record Group 255). The Langley Research Center, located in Hampton, Virginia, has held a honored place in aviation and aeronautic history throughout its long and distinguished existence.

The history of the Langley Research Center begins with the dawning of the aviation age and continues to this day. Before Langley became one of NASA's premier research facilities, the

## ACROSS THE NATION: A SHARED COMMITMENT



*l. Model SST mounted prior to test in "Full-Scale Wind Tunnel" at Langley Research Center. National Archives' Mid Atlantic Region, NASA.*

*c. The earth as seen from Apollo 8. National Archives' Mid Atlantic Region, 306-AP-A8F-68-4053.*

*r. Astronaut Thomas Stafford; photo taken by fellow-astronaut Eugene Cernan, Gemini 9. National Archives' Mid Atlantic Region, 306-AP-12E-S-66-38021*

center was administered under the auspices of the National Advisory Committee for Aeronautics (NACA). NACA was created by an Act of Congress in 1915 to improve American aeronautical research. In 1918 the Langley Research Center (named for Samuel P. Langley, former Secretary of the Smithsonian Institution and an avid aeronautic researcher) was built to provide NACA with a facility for aeronautic research and development. Langley played a major role in the fields of aerodynamic stability and control research; structural integrity; propulsion efficiency; and drag reduction. In 1958, NACA was changed by an Act of Congress to the National Aeronautics and Space Administration (NASA).

## DOCUMENTING THE FINAL FRONTIER: THE MID ATLANTIC REGION'S NASA RECORDS

Many of the revolutionary changes in aviation came from the Langley Research Center. Langley's design improvements ranged from flight testing on the Spirit of St. Louis, the plane Charles Lindbergh flew during his solo trans-Atlantic flight in 1927, to developing the rendezvous and locking devices for the Lunar Module in the Apollo space program. Today, Langley is still very much involved in aerospace research. Throughout its existence, Langley Research Center has encouraged its engineers, designers, and scientists to expand the boundaries of aeronautics. This commitment to excellence has made America the world leader in aviation.

The records of the Langley Research Center consist of Administrative and Research Files (some of which have been recently declassified) from 1918 to 1978. These files consist of documents, photographs, and rolls of microfilm generally arranged by filing code number. These records range from highly technical reports of experimental aircraft flight tests sent to and from Langley to routine correspondence sent to Langley from other NASA installations.

These records offer researchers valuable technical data on a wide range of aeronautical subjects such as wind tunnel testing, aircraft design, and technical problems encountered during flight testing. The files also offer researchers a glimpse of NASA's leadership, as well as notable individuals in the field of aeronautics such as Neil Armstrong and Chuck Yeager. The records provide researchers an inside look at the premier aerospace facility during the Golden Age of jet-powered aviation during the 1940's, 1950's, and 1960's.

In addition to storing and preserving records in its care, the National Archives' Mid Atlantic Region provides educational programs and exhibitions to highlight the importance and uniqueness of the records, and make them more accessible to researchers and the public. Working closely with

Langley's Office of Public Affairs and the center's staff archivist, as well as with NASA's History Office, chief Curator of the exhibit Shawn A. Aubitz and Archives Technician Matthew DiBiase were given invaluable assistance in developing the exhibition on Langley. The result was *The Final Frontier*, an exhibition that used various topical themes to illustrate the rich aeronautic history of Langley and clearly demonstrates the research potential of the records.

Consisting of document facsimiles, photographic reproductions, and artifacts from the files of the National Archives-Mid Atlantic Region, the exhibition attracted thousands of viewers and spurred dozens of reference inquiries. Interspersed among the Administrative and Research Files of Langley are numerous photographs. Some of the photographs document experiments and test programs conducted at Langley. Other images were designed to be released to the press to illustrate Langley's importance in aeronautic research. The most interesting photographs, however, are images taken by American astronauts while in orbit to document orbital experiments and docking techniques developed at Langley. These images inspired the other unique exhibit, *Astronaut as Photographer*.

The central factor determining the theme for a long-term exhibition was the desire to develop a retrospective display which, while illustrating Langley's contributions to space flight, would also offer a unique perspective. The Mid Atlantic Region felt the exhibit had to be different from all the other current shows, many of which were commemorating the 25th anniversary of man setting foot on the Moon. The resulting exhibition documented America's contribution to space flight and science through photographs taken by the astronauts themselves.



Only a select few men and women have been granted the opportunity to travel into space. Fewer still have walked in space or on the moon itself. Through various themes such as portraiture, earth studies, working in space, and views of the earth, *Astronaut As Photographer* not only illustrated the importance of space photography in understanding our universe, but the images have also allowed generations of people to share in the missions the astronauts performed.

What made the exhibition even more personal and unique was that former and current astronauts participated in the process of identifying and selecting the images they photographed and also agreed to sign their names to the mat board and photographs. Many other astronauts wrote, sometimes directly on the mat board, informative and often touching captions to the photographs.

Astronauts photographed such milestones in space exploration history as the first walk in space and the first walk on the moon. Other photographs documented experiments, the deployment of satellites and instrument platforms such as the Hubble telescope, or the testing of space hardware. Images captured the difficulty of docking and maneuvering while in space flight.

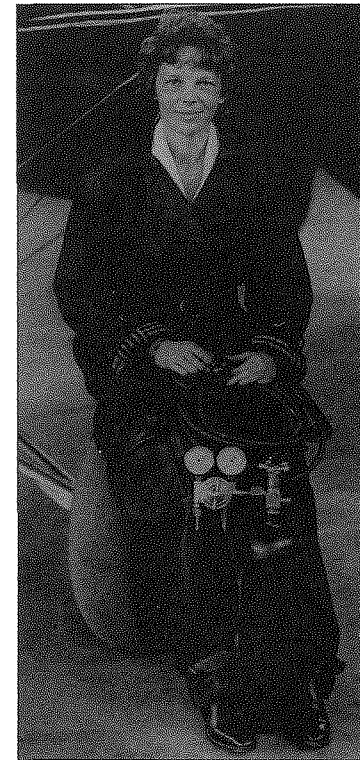
The fragility of our home planet is also vividly captured on film. Geologic faults, weather patterns and environmental destruction appear clear and indisputable from space. The loneliness and discomfort of space flight is seen in the portraits of astronauts taken by fellow crew-mates. And a world so close yet so far away, the moon, is dramatically revealed through photographs of the men who walked on or flew around it.

Photographs taken by astronauts also have immeasurable scientific value. Photographs from space are used not only to document specific scientific experiments and space exploration, but the data acquired by NASA can also assist scientists con-

cerned with geology, meteorology, the environment, forestry, agriculture, and urban planning.

The long-term effects of astronaut photography, and the space program as a whole, have been to increase our understanding of outer space as well as our home planet. The space program has, over time and through photography, exposed the world to the geological and biological changes the earth has undergone. The scientific observations of the earth from NASA spacecraft have made us more aware of the fragility of our environment.

Astronauts have visually captured a brilliant, stark, surrealistic, and close-up view of the universe. Their photographs are among the enduring legacies that NASA has given to the world. The documentary evidence of the accomplishments and continued importance of NASA's Langley Research Center would not be available to researchers and the public without the National Archives' Mid Atlantic Region. The exhibitions of photographs and documents also illustrated the critical role played by the National Archives and its regions in preserving that documentary heritage.



*Aviator Amelia  
Earhart. National  
Archives, 306-NT-  
172-254.*

“LITTLE HOUSE”  
LEGACY:

THE PAPERS OF LAURA  
INGALLS WILDER  
AT THE HOOVER  
PRESIDENTIAL LIBRARY

All of this nation’s Presidential libraries are engaged in active efforts to acquire new manuscript collections to supplement their holdings. For the most part, these collections are the papers of officials who worked with the Presidents whose names are on the libraries. But not always.

The papers of Laura Ingalls Wilder, the author of the classic “Little House on the Prairie” books, are housed at the Herbert Hoover Presidential Library. Almost every week of the year at least one researcher will ask how this priceless collection ended up in West Branch.



*A pioneer family in Loup Valley, Nebraska, ca. 1886. (National Archives, 69-N-13606C). This nineteenth century covered wagon is one of the photographs that has been made available by the National Archives in digitized form.*

The story is a mixture of diligence and luck. When Senior Archivist Dwight Miller set out to find the papers of Herbert Hoover’s first biographer, Rose Wilder Lane, he had no thought of acquiring the papers of her mother. It was only after Miller had secured the Rose Wilder Lane’s papers for the Hoover Library, that Lane’s heir, Roger MacBride, mentioned the other collection. “Would you be interested in

taking Laura’s papers, as well?” MacBride asked. After an examination of the files, Miller said “Of course!” and both collections became part of the holdings of the Hoover Library.

In truth, the papers of mother and daughter are intertwined and when the two collections were processed it was clear that Laura’s papers were a series within the Rose Wilder Lane papers. Yet the interest in Laura and her work has overshadowed that of her daughter and, not surprisingly, the Laura Ingalls Wilder series is among the most heavily used series in the Library’s holdings.

It is unfortunate that Rose has been overlooked because of the emphasis placed on the “Little House” books. Rose’s papers document her success as an author of books and magazine articles and the 30 linear feet of correspondence, diaries, book drafts, and other writings are rich in personal perspective and introspection.

Most important, the papers reveal Rose’s important role as the editor of the popular books written by her mother. Laura Ingalls Wilder had only limited writing experience when she embarked on the series of books that captivate young readers to the present day. Quite logically, Laura turned to Rose, a more experienced writer, for assistance with the series.

Laura started with a modest plan to write a single volume entitled “Pioneer Girl”. With Rose’s help, she submitted a proposal to Harper Brothers to write a series of books about her childhood in frontier communities across the Midwest. Such a project was ambitious and Laura turned to her daughter for advice and support. Beginning in the early 1930’s, Laura and Rose worked together to shape Laura’s memories into books that would appeal to young readers. That the books enjoy an ever increasing popularity is evidence of their success.

This is not to say that the collaboration of these two women was without conflict. The three linear feet of corre-

spendence, notes, resource materials and book drafts that constitute the “Laura Ingalls Wilder Series” in the Lane papers document the dynamic tension of the creative process itself. Laura submitted drafts of her work to Rose with a certain trepidation. Rose edited the manuscripts and, as she said, ran them “through my own typewriter.” Sensitive about the quality of her writing, Laura at times objected to the changes that Rose made and said on occasion that the stories were no longer hers. Rose responded emphatically that the stories were and would always be the work of Laura Ingalls Wilder.

The Laura Ingalls Wilder Series is a documentary testament to their exceptional relationship. That the Hoover Library has so much evidence of the process that created the Little House series is a reflection of a rural mother and her cosmopolitan daughter. For the most part their collaboration was face to face across the kitchen table, but in a few instances they carried on their work by mail and we are fortunate, indeed, that this correspondence has survived.

Over the course of more than a dozen years — from the writing of *Little House in the Big Woods* in the early 1930’s to the publication of *These Happy Golden Years* in 1943 — Laura and Rose captured the essence of life in frontier America in nine classic volumes. Laura’s stories continue to fascinate millions of young people across the country and around the world.

The story of the extraordinary literary partnership between mother and daughter continues to unfold for the many teachers, scholars, and devotees who travel to the Hoover Library in West Branch. Each year, researchers of all ages review the plainly-written letters exchanged by mother and daughter and struggle with the book drafts composed in pencil on lined school tablets. There is a certain magic in these documents that draws people to West Branch as sure as readers are drawn to the books.



*Laura Ingalls Wilder autographs her books for young fans in 1952. (Courtesy: Hoover Library)*

MATERIALS ON  
JACQUELINE KENNEDY  
ONASSIS  
MAKE NEWS AT  
KENNEDY  
LIBRARY



*Jacqueline Kennedy. The  
John F. Kennedy Library,  
AR6659-P.*

MAJOR GIFT FROM THE ESTATE OF  
JACQUELINE KENNEDY ONASSIS

Through the generosity of Caroline and John Kennedy, the Kennedy Library recently received a major gift from the estate of Jacqueline Kennedy Onassis. The donation includes documents, photographs, paintings and drawings, and books and personal artifacts.

Among the paintings are a charcoal sketch of John F. Kennedy by Elaine de Kooning, renderings of the Blue Room and Green Room for the White House restoration supervised by Jacqueline Kennedy, and an oil study for the White House portrait of Jacqueline Kennedy by Aaron Shikler.

Papers documenting Jacqueline Kennedy's years in the White House and immediately thereafter have been donated, including the President's personal copy of the Nuclear Test Ban Treaty, and correspondence, handwritten notes, and documents relating to the renovation of the White House.

Of special note among the personal artifacts are a pair of trompe d'oeil doors from her dressing room in the White House and her wedding dress.

Several thousand photographs document the Kennedy redecoration of the White House rooms, the establishment of the Rose Garden, acquisition of objects for the White House Collection, and Jacqueline Kennedy's activities and trips as First Lady.

Highlights among the printed materials are a copy of the 1962 publication "The Jerusalem Windows" by Marc Chagall, inscribed to President Kennedy by Chagall with an original ink and watercolor drawing of the artist at work.

THEODORE WHITE PAPERS  
ON FAMOUS INTERVIEW OPENED

On the morning of Friday, November 29, 1963, one week after President John F. Kennedy's assassination, Jacqueline Kennedy, at home in Hyannis Port, contacted Life magazine journalist and friend Theodore White. White, a native of Boston, became close to Kennedy when he chronicled the 1960 presidential campaign in his best-selling book *The Making of a President, 1960*. She wanted to talk with him that night about her husband and about his death.

White quickly traveled from New York to Mrs. Kennedy's Massachusetts home. The interview he conducted that evening played an extremely important role in creating the imagery that people associate with the Kennedy administration. It was in that interview that Mrs. Kennedy described the President's love for the song from the musical *Camelot*.

Mrs. Kennedy also talked to him about her life with President Kennedy, about the events in Dallas, about her plans for herself and hopes for her children and about the Kennedy years and their place in history. White's *Life* essay, entitled "For President Kennedy: An Epilogue," was published later that week.

White, who died in 1980, donated papers, including those relating to the article, to the Kennedy Library in 1969 but specified they could not be released until one year after Mrs. Kennedy's death. The papers include White's original interview notes, the typed manuscript of his essay with editorial notes by Mrs. Kennedy, and four typewritten pages of his recollections of the interview. White's notes include his impressions of Mrs. Kennedy's composure and calm in a time of great trial. They were opened for research use in May 1995.

GETTING CLOSER  
TO HISTORY:  
STUDENTS AND  
HISTORICAL  
DOCUMENTS

It is fascinating to watch young people looking at exhibits at the National Archives and Records Administration or to see them examining historical documents in workshops. Those names that they've heard about from distant times are made suddenly much more personal. Did George Washington actually hold that piece of paper, write those words, work that sealing wax? Why didn't John F. Kennedy write more legibly? Look at those drawings by Thomas Edison and those World War II battle reports! The inquisitive pointing starts; the questions come.

The National Archives and Records Administration has a profound interest and responsibility to help the nation's parents, educators, media, and others provide access to the nation's most significant historical materials and to encourage the use of primary sources in the teaching of history, from elementary school to college. For this reason, NARA has much interest in the ongoing national debate over teaching emphases and strategies, especially when the debate touches on the use of documentary sources.

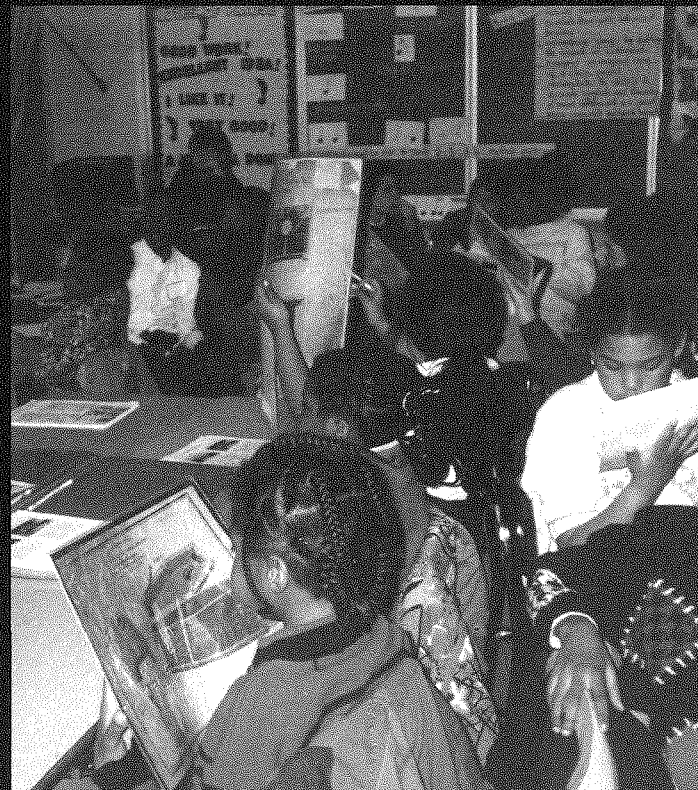
#### TEACHING WITH DOCUMENTS

In October 1994, the initial publication of the *National Standards for United States History*, developed by the National Center for History in the Schools at UCLA, set off a firestorm of controversy. As critics and defenders of the Standards fired strategic volleys, one area remained insulated from attack: the importance of using historical records. The Standards emphasized the importance of this factor in trying to achieve historical understanding:

**Historical research, including the ability to formulate historical questions from encounters with historical**

**documents, artifacts, photos, visits to historical sites, and eyewitness accounts; to determine the historical time and context in which the artifact, document, or other record was created; to judge its credibility and authority; and to constructing a sound historical narrative or argument concerning it.**

In October 1995, the American Historical Association's newsletter, *Perspectives*, featured a "Teaching Innovations Forum," in which teachers representing different levels from secondary to graduate were given the opportunity to define what "thinking historically" means and to explain what approaches they use in the classroom to make it happen. Their responses were encouraging:



*Third graders at The Brent School in Washington, DC working with copies of patent documents from the National Archives. They are assisted by NARA archivists and education specialists.*

Carol Pixton, Polytechnic School, Pasadena, California:  
“... most important, we should always give first place to primary source documents. However difficult or idiosyncratic, documents are the teaching historian’s most valuable ally.”

Peter Frederick, Wabash College, Crawfordsville, Indiana:  
“... students experience a variety of sources used in recovering the past: personal writing, political documents, material culture, quantitative data, and visual sources.”

#### EDUCATIONAL PROGRAMS AT THE NATIONAL ARCHIVES

In the National Archives and Records Administration, the Office of Public Programs produces documentary teaching materials, offers training for educators in research and curriculum development, and conducts workshops for students to analyze archival documents. For almost 20 years, the Education Branch has made historical documents available for classrooms across the country in collaboration with the National Council for the Social Studies, Social Issues Resources Series, Inc., *Cobblestone*, *The Mini Page*, Kendall/Hunt Publishing Company, and others. To assist teachers in developing their own document-based teaching units, the Education Branch offers **Primarily Teaching**, an 8-day summer workshop in archival research and pedagogical instruction in how to use documents as teaching tools.

The volunteers of the Office of Public Programs work directly with students in both NARA and school-based workshops which examine the documentary history of topics ranging from the Constitution to immigration.

Other educational programs like these are offered throughout NARA by the Presidential libraries, the regional archives, and the Center for Legislative Archives. Included among the programs are the following: the Harry S. Truman Library has collected special files of document reproductions on 50 Truman topics for teachers and students to use in learning about archival research; the National Archives—Pacific Northwest Region in Seattle and the National Archives—Great Lakes Region in Chicago offer summer workshops for teachers; the Herbert Hoover Library conducts annual “history camps” for high school students, a “First Museum Experience” program for pre-schoolers, and a traveling trunk of historical artifacts that goes to area elementary schools; and the John F. Kennedy Library publishes packets of documentary materials for classroom use. In a new outreach program, NARA’s Center for Legislative Archives is developing teaching materials in partnership with the private sector. One product has been published to date and two others are in progress.

In all of these activities, NARA reaffirms that the records in its custody are not there merely to line shelves. For all Americans, especially for students, the documents are there to take us closer to our history and culture.

In a letter written in 1794, Secretary of War Henry Knox cautioned General Israel Chapin that it was “of very great importance that the six Nations should not be misled into hostilities against us from any pretext whatever. You are therefore upon all occasions to endeavor to conciliate them to the United States and in order to assist you in so desirable a purpose, the goods of which the list is herein enclosed are forwarded . . . No operation whatever . . . is of a more delicate nature than the distribution of Indian goods and of course nothing ought to be more obvious than almost perfect integrity in such transactions. The purity of the agent’s character ought to be unsullied as a virgin’s and like hers a spot or a speck may ruin it for ever. Proofs in either case will not be required—strong presumption arising from collateral circumstances will be sufficient to injure, if not destroy, so fragile a quality as reputation.”

A copy of this important outgoing letter once resided in the files of the War Department, where officials, fearing an imminent attack from the British in Canada, were intent on making allies of the Indians in the area. Now the only surviving copy is the original letter, received by General Chapin, preserved in the New York State Library in Albany.

In 1800 a fire in the War Department office destroyed the official files, and since then researchers have found it a challenging and discouraging task to document the Department’s early years. Many scholars who might otherwise have consulted this record as a part of their effort to write the military, political, diplomatic, or social history have simply not been able to do so. Too often their examination of that record was limited to

a few dozen War Department documents of the period printed in the *American State Papers*.

But recently a few industrious scholars have discovered many copies of Department documents scattered in repositories all over the country. Recipient copies of documents sent from the Department, and file copies of documents sent *to* the Department, have been found in over a thousand collections in over a hundred repositories. Related record groups at the National Archives contain some of those documents. As many as 20,000 documents that would logically have been a part of the War Department’s files have been identified by Theodore J. Crackel, who heads an ambitious new project, supported by the National Historical Publications and Records Commission (NHPRC), to bring these documents together in a CD-ROM edition. These early records will not only shed new light on the field of military history but also on diplomatic and social history, as well as other areas including ethnic and gender studies. Between 1784 and 1800 the new nation’s diplomatic conflicts with the British in the north, the Spanish in the south, and the French in the west became inextricably involved with national policies on Native Americans, on the expanding frontier, and on the expansion of the army and creation of a navy. Social scientists and legal scholars will be interested in the publication of these documents because the War Department of that era,

AN NHPRC  
PROJECT  
RECONSTRUCTS  
THE RECORD:  
THE WAR  
DEPARTMENT  
PAPERS,  
1784-1800

with little law to guide it, had to translate constitutional provisions into executive policy. Likewise, the social history of the nation—as settlers pushed westward—is deeply entangled with military affairs on the frontier. The documentary record of those encounters will be available in the papers to be published by this project.

In the past, the focus of research in the military history of this period has largely been on the three campaigns against the Indians in the old Northwest Territory (1790, 1791, and 1794), the use of the militia to suppress the Whiskey Rebellion (1794), and the expansion of the army in 1798-99 in anticipation of war with France. This project will open up a wealth of other material to researchers, including new material on Fries Rebellion (1799), logistics in the field, recruiting, commissioning, promotions, the administration and direction of the army, administration of the territories, politics in the army, the lives of soldiers and those who accompanied them, and the lives of those touched by the military.

Letters from officers on the frontier document not only the conflicts between settlers, Indians, and the federal government, but frequently offer fascinating insights into the evolution of local government in those areas.

At the project's offices at East Stroudsburg University in eastern Pennsylvania, Dr. Crackel and his associate editor, Kathryn M. Willis, are organizing the document copies and expect to complete the CD-ROM edition in 1998. Supported by a variety of private and public sources, including the NHPRC, this will be one of the first documentary projects to be published on CD-ROM. Although technology has made great strides in the two centuries since Henry Knox wrote his letter to Israel Chapin, the problem of preserving the documents of our nation's heritage remain as pressing as ever.



*On July 19, 1995 President Clinton delivered at the National Archives a major address on affirmative action. In remarking on the setting chosen for the occasion, the President said:*

There could be no better place for this discussion than the National Archives, for within these walls are America's bedrocks of our common ground—the Declaration of Independence, the Constitution, and the Bill of Rights. No paper is as lasting as the words these documents contain. So we put them in these special cases to protect the parchment from the elements. No building is as solid as the principles these documents embody, but we sure tried to build one with these metal doors 11 inches thick to keep them safe, for these

documents are America's only crown jewels. But the best place of all to hold these words and these principles is the one place in which they can never fade and never grow old—in the stronger chambers of our hearts . . .

Emancipation, women's suffrage, civil rights, voting rights, equal rights, the struggle for the rights of the disabled—all these and other struggles are milestones on America's often rocky, but fundamentally righteous journey to close the gap between the ideals enshrined in these treasures here in the National Archives and the reality of our daily lives . . .

PRESIDENT  
CLINTON  
AT THE  
NATIONAL  
ARCHIVES



*President Clinton at the National Archives, July 19, 1995. Photo by Steve Crowley, The New York Times.*

## THE ARCHIVES IN 1995: OFFICE PERSPECTIVES

### OFFICE OF THE ARCHIVIST OF THE UNITED STATES

Archivist of the United States John W. Carlin has set the Agency on a firm course to establish itself as a multi-faceted institution to formulate national policy for creating, managing, preserving, and making accessible to the public the government's valuable historical documentary evidence. The National Archives has launched a far-reaching effort to define the agency's mission and values and to map a strategic directions initiative to carry NARA into the new century. Carlin has pledged to institute organizational and cultural changes at the National Archives that will enable the agency to fight for ready access to essential evidence, to be an advocate for openness and accountability, and to meet the challenges of the information age.

There are several individual staff operations under the Office of the Archivist:

**The Congressional Affairs Staff** is the liaison between NARA and congressional committees, members of Congress and congressional staffs. The staff's duties include tracing pending legislation, attending hearings, maintaining communications with congressional staffs, and coordinating the agency's legislative program.

**The Inspector General** conducts independent audits and investigations of programs and operations administered or financed by NARA.

**The Public Affairs Staff** serves as a clearinghouse of information for NARA, communicating to the agency's diverse constituencies through a variety of means—publications, press releases, public service announcements, contacts with the press and media, and special programs and activities. The staff publishes a National Archives calendar, announcing the agency's public programs and activities; it publishes for the research community *The Record*, a newsletter now reaching over 10,000 readers.

**Professional Development and Training (PDT)** was established in late 1994 to consolidate and expand the internal and external "common-needs" professional development and training opportunities available to NARA employees nationwide. During its first year of existence, PDT has begun to determine the needs of NARA employees, to explore and evaluate the courses and programs that will address these needs, and to plan the future professional development and training activities of the agency.

PDT now manages several long-standing NARA professional development and training programs, including the Modern Archives Institute, the Career Internship Development System, Archives for Archives Technicians, and Archives for Non-Archivists. PDT also develops schedules for international visitors.

During its initial year of operation, PDT also created a resource center with information about a wide range of professional development and training opportunities; worked with the NARA Library to collect and make available training on videotape, audiotape, and computer disk; supported the Wide-Area Network training associated with extension of the ICASS system nationwide; and handled visitors from more than thirty countries. PDT staff members also helped to coordinate NARA's hosting of the 31st International Conference of the Round Table on Archives, which brought more than 200 archivists to Archives II for a week of meetings and other activities.

NARA's **Equal Employment Opportunity and Diversity Programs Office** has the responsibility for implementing NARA's Affirmative Employment Program. The EEO/Diversity Programs Office is committed to ensuring the administration and implementation of a tangible and effective EEO program, one which is actively involved in

every aspect of personnel management, policy, and practice. NARA has an active EEO Committee, consisting of a diverse group employees. In August 1995, the Archivist of the United States issued a new EEO policy. NARA's Prevention of Sexual Harassment Policy was also updated. The policy clearly communicated the Archivist's position of "zero tolerance" in this very sensitive area. NARA actively participated in several Civil Rights Training Conferences. The Theater at Archives I was fully equipped with a system to aid the hearing-impaired.

The **General Counsel Staff** provides legal counsel and services to the Archivist and other agency officials in connection with agency activities. The Staff also represents NARA, except the Office of the Inspector General, in administrative and court proceedings, and serves as liaison between NARA offices, the Department of Justice, and other federal agencies. NARA's ethics program is administered by the General Counsel Staff. That program includes ethics training for NARA employees nationwide, counseling on federal ethics laws and standards of conduct, and the collection, review, and maintenance of financial disclosure reports filed by NARA employees.

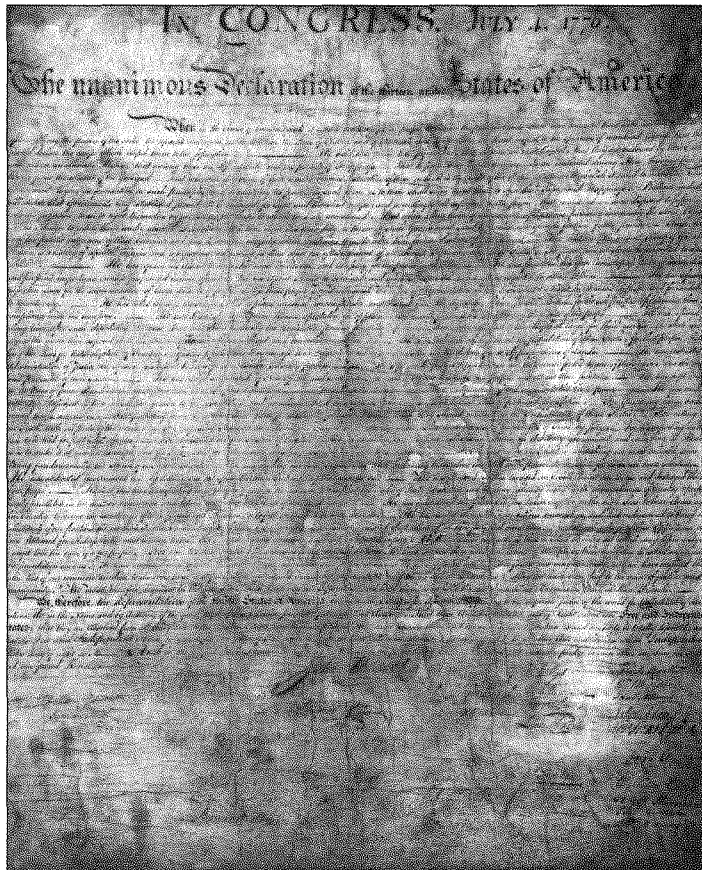
One of the most important responsibilities of the General Counsel Staff is to advise the Archivist and other agency officials on the means for ensuring ready access to essential evidence by citizens, public servants, the President, the

Congress, and the courts. During 1995, members of the General Counsel Staff provided guidance and legal services in connection with activities involving, among other statutes, the Federal Records Act, the Freedom of Information Act, the Presidential Records Act, and the Presidential Recordings and Materials Preservation Act. Among the significant issues on which the General Counsel Staff worked during 1995 were court cases involving the preservation and maintenance of electronic materials created by the National Security Council and the Executive Office of the President under Presidents Reagan and Bush, and access to the presidential historical materials of Richard M. Nixon; and Government-wide regulations covering

the creation, maintenance, and disposal of electronic mail ("e-mail").

NARA's General Counsel is Elizabeth A. Pugh. Archivist John Carlin selected Ms. Pugh, who had previously represented NARA as a Department of Justice attorney in various access cases before the federal courts. She assumed her duties in October 1995.

*The Declaration of Independence, one of the National Archives' treasures.*



THE NATIONAL  
HISTORICAL  
PUBLICATIONS  
AND RECORDS  
COMMISSION

Original source materials—diaries, letters, electronic records, architectural drawings, government records, and other forms of documentation—are the raw material in which the history of the nation is recorded. Although the National Archives is the primary repository for the records of the Federal government, thousands of other institutions throughout the country, from county courthouses to university libraries, hold valuable non-Federal historical documents. To help preserve and make accessible these varied sources, the Archivist of the United States makes grants on the advice of the National Historical Publications and Records Commission.

Grants from the NHPRC provide support to non-Federal agencies for a wide range of activities relating to historical

records, from the editing of papers of prominent founders of the nation such as Benjamin Franklin to research into how best to address archival issues raised by the explosion of electronic data systems. In 1995, the Commission recommended support for 104 proposals for projects in 33 states and the District of Columbia.

THE COMMISSION'S PLAN

The year was the second for implementation of the Commission's long-range plan, which sets priorities for Commission support under five broad goals and 17 objectives. Developed with significant input from the NHPRC's customer base of archivists, records custodians, and users of documentary sources, the plan provides the Commission with a

*Log Jam on Penobscott (near Lincoln, Maine), ca. 1900. Unknown photographer. Modern silver-gelatin photograph from a glass-plate negative in the collection of the Lincoln Historical Society. A number of small Maine institutions have received assistance from the National Historical Publications and Records Commission through a state regrant project overseen by the Maine State Archives and the Maine State Historical Records Advisory Board. (Courtesy of the Lincoln Historical Society.)*



tool to assist it in making funding recommendations reflecting the needs of the beneficiaries of its projects—legislators, lawyers, journalists, and genealogists, to name only a few in addition to historians and other scholars.

#### SUPPORT FOR PRESERVATION AND PUBLICATION

Projects funded during the year that reflected the Commission's top priorities included four for electronic records research and program development; 12 for archives and records program planning in the states; and eight to support the editing for publication of historical documents relating to leaders in the founding era—Adams, Franklin, Jefferson, Madison, and Washington—and fundamental events and institutions in that period of the nation's history—the ratification of the Constitution, the First Federal Congress, and the early Supreme Court. In addition, the Commission provided support for 32 other documentary editions reflecting the diversity of the nation's history, from the Spanish colonial era to Thomas Edison, from the Revolutionary War to Jane Addams.

User access to documentary holdings in the nation's archives and historical collections was supported through 17 projects to process and make available for use materials relating to such topics as women's history, photography, railroads, and the history of science. Regrant projects in Michigan and South Carolina provided local institutions and recordskeepers with assistance and training, while other projects helped develop state and local government programs, national archival program coordination with the states, and the increased use of historical documents in the classroom.

#### TRAINING AND IN-HOUSE ACTIVITIES

With support from the Andrew W. Mellon Foundation, the NHPRC continued its own programs to advance the training of archivists and documentary editors. Twenty interns participated in the NHPRC's annual Institute for the Editing

of Historical Documents, held at the State Historical Society of Wisconsin. An entry-level professional received a year-long fellowship in historical editing, and a mid-level professional received a fellowship in archival administration. The Commission also granted support for a Government Archivists Institute at the University of Pittsburgh, to help archivists learn to deal with electronic records, and took a major step towards helping documentary editors prepare for electronic publication by funding the Model Editions Partnership at the University of South Carolina. In addition, the Commission's own documentary publication project, a three-volume edition of documents on the foreign relations of the United States under the Articles of Confederation, moved close to completion.

#### A PARTNERSHIP WITH THE STATES

In its work, the Commission is assisted by a network of historical records coordinators and boards in the states, territories, and the District of Columbia. Through its grants for strategic planning in the states, as well as regrants that reach small, local institutions, the Commission strives to create links in our decentralized national archival system that will promote better archival programs and services to the public nationwide. The needs of the states are reflected in the Commission's long-range plan, and in the initiative of the state historical records advisory boards as they pursue their own programs to promote archival programs and access to records in the states, often in cooperation with the NHPRC. Ultimately, this partnership furthers the Commission's overall dedication to the principle that the nation's historical documents are a priceless national legacy and vital to an understanding of our country's national history and culture, a national documentary treasure that, if lost, cannot be replaced.

## OFFICE OF FEDERAL RECORDS CENTERS

The Office of Federal Records Centers plays an important role early in the life cycle of records by providing economical storage and access to records of Federal agencies that no longer need to be kept in office space. The 15 records centers in the Office's nationwide system are the first stop for records when they leave the physical custody of the agencies that created them. Agencies' records stay in these centers until they are either destroyed, because they are no longer needed for government business, or are transferred into the National Archives and Records Administration to preserve permanently the essential evidence of Government operations and its impacts on the American public.

Records center holdings totaled more than 19,500,000 cubic feet at the end of the fiscal year. Automated information systems and other communications technologies implemented by the centers facilitate both agency and public access to these records.

Federal records centers also offer a wealth of records management assistance and advice to Federal agencies, including technical assistance with records management, workshops on managing electronic records, disaster preparedness and response, files improvement, and records disposition, guidance on the protection of vital records, and micrographic services. Certain services are also provided directly to the public and to members of Congress.

### SERVICES TO THE PUBLIC

The records centers received for storage over 1.57 million cubic feet of records last year from Federal agencies. By storing these records in centers rather than in office space, agencies realized a cost savings of \$21.05 per cubic foot, or over \$33 million. Annual cost avoidance realized by the Government through use of records centers now approaches \$410 million.

The records centers also save federal funds by destroying agencies' records that are no longer needed. During the fiscal year, centers destroyed 1,071,000 cubic feet of records. Much of the material was recycled.

Centers also support the rights and interests of Americans by providing access to relevant records in center holdings. For example, the National Personnel Records Center, housed in two locations in St. Louis, stores personnel records of former Armed Forces members and former federal civilian employees—approximately 1.34 million cubic feet of veterans' personnel, medical, and related files, and 687,000 cubic feet of retired and separated federal civilian employees' personnel and pay records. Last year, the Center received over 1.9 million requests concerning these records from veterans, former civil servants, and their families.

In 1995, the centers further enhanced access to another important collection of records that support American rights and interests by expanding a pilot project that provides customers with cost-effective and speedy methods for obtaining information from Court records that are open to the public. Using high-speed fax machines, simplified ordering procedures, and low-cost "packages" of frequently ordered documents, the centers are able to furnish the public with access to essential evidence, especially from personal bankruptcy records, with greater simplicity than ever before.

Centers also furthered citizens' awareness of American history through development and distribution of the Cold War exhibit, "Winning the Peace," prepared by staff of the National Personnel Records Center. The exhibit was displayed in Federal courthouses, airports, and other locations around the country. Last year's World War II exhibit, "A People At War," continued to tour the country.

## SERVICES TO FEDERAL AGENCIES

The centers responded to nearly 14 million reference requests from agencies and the public in fiscal year 1995, of which nearly 9.3 million requests pertained to IRS tax returns. The centers also microfilmed more than 13.8 million images at agencies' requests.

Centers trained 7,400 federal workers during the year in various records management principles and practices and assisted many agencies with government downsizing, when official records are often at risk. Centers fostered better understanding of National Archives and Records Administration services and interests by sponsoring open houses, holding customer focus groups, and producing newsletters for agencies in their regions.

## ONLINE AUTOMATED REFERENCE

Federal agencies continue to increase their use of the Office's Centers Information Processing System (CIPS). By making reference requests electronically, agencies reduce administrative and mailing costs and speed records retrieval. CIPS usage now totals over 60,000 reference requests per month. Through the use of CIPS, the records centers are making large strides toward improved customer service by greatly reducing time in filling requests, reducing postage and administrative costs, and increasing accountability.

The National Personnel Records Center has other online capabilities, including the military personnel records registry file system and an index to location of records of former civilian employees that promise similar improvements in access and the timeliness and accuracy of center responses.

## COURTESY STORAGE FOR PAPERS OF MEMBERS OF CONGRESS

Federal records centers provide courtesy records storage for members of Congress while in office. The centers also provide advice on transferring these papers to permanent repositories.

## ARCHIVAL RECORDS

Records centers provide storage for Federal agency records targeted for inclusion in, but not yet transferred to, the National Archives and Records Administration. During 1995, some 5.3 percent of the records centers' holdings (1,033,438 cubic feet) were archival records. The centers transferred about 48,000 cubic feet of archival records to the NARA in 1995.

## NEW FACILITIES

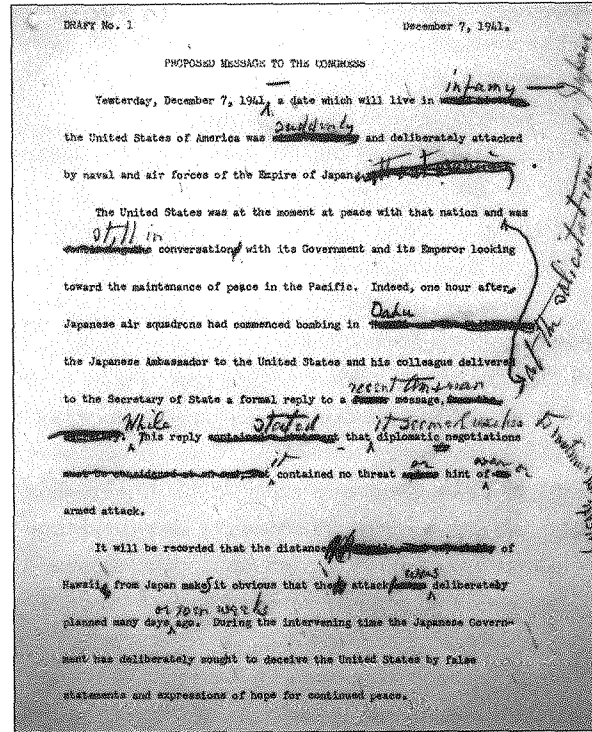
Construction of the new 309,000 square foot replacement facility for the 1920's-vintage Philadelphia Federal records center was completed early in 1995. By the end of the year, GSA had virtually completed relocation of the 727,000 cubic feet of records, an equal amount of shelving, and the related operating equipment from the old records center to the new location. New shelving continues to be installed in sufficient quantity to achieve full records storage capacity. Early in the year the Center also began to receive and shelve new records in the new stack spaces; these were mainly records from the other centers, relocated to allow those centers to keep accepting records in their own regions. At full capacity, the center will store 1.5 million cubic feet of records.

The new 133,000 square foot Pittsfield Federal long-term records center, completed in early 1995, already is essentially filled to its full records storage capacity of 692,000 cubic feet. This was accomplished mainly through relocation, as planned, of long-term records from the other records centers. The shipments allow those centers to continue to accept new short-term accessions without further acquisition of space.

OFFICE OF PUBLIC PROGRAMS

Through exhibitions, workshops, publications, multimedia technology, lectures and dramatic performances, special events, and volunteer-led tours and outreach, the Office of Public Programs brings the rich resources of the National Archives to the public.

*Draft of President Franklin Roosevelt's "Day of Infamy" speech. This image was included in the National Archives exhibit World War II: Personal Accounts.*



Just over 1 million visitors came to the National Archives Exhibition Hall in FY 1995 to see the nation's Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights, and other milestone documents.

EXHIBITS

**E**manicipation Proclamation. For the third consecutive year the special 1-week display of the Emancipation Proclamation in January brought large crowds to the Rotunda.

**“World War II: Personal Accounts—Pearl Harbor to V-J Day.”** In May 1995, this major exhibition opened in the Circular Gallery of the National Archives Building, the last stop on its 4-year nationwide tour. A well-attended special preview for World War II veterans and their families celebrated V-E Day and the opening of the exhibition. Originally organized by the Lyndon Baines Johnson Library and redesigned for the National Archives Building, the exhibition brought to life the drama of the war through letters and diaries of Allied and Axis soldiers and their generals—Eisenhower, MacArthur, Patton, Montgomery, Rommel, and others.

**“To Build an Archives.”** Opened to celebrate the 60th anniversary of the National Archives in 1994, this exhibit documents the design and construction of the original National Archives Building.

**“The Paper Trail: Army Records From Vietnam.”** Featuring documents created by US Army commands and Joint Services headquarters in Vietnam, “The Paper Trail” was on display at the Washington National Records Center in 1995.

**“Not Without Protest: Life in the Appalachian Coalfields.”** In 1995, this NARA traveling exhibit was displayed at two sites in West Virginia: the Comer Museum in Morgantown and the Carmichael Center in Clarksburg. Late in the year the exhibit was shipped to the North Carolina Department of Cultural Resources, where it will be refurbished for travel in that state.

**“Buddies: Soldiers and Animals in World War II.”** First mounted at NARA in 1993 and since displayed at several NARA sites, “Buddies” was shown at the Eisenhower Library in 1995.

**“For Her Country: American Women in the Armed Forces During World War II.”** Installed at the National Archives at College Park, this exhibit opened in conjunction with a National Archives conference in March on women in World War II.



“Landmarks of Prince George’s County,” an exhibition of photographs from Historic American Buildings Survey/Historic American Engineering Record, opened at the National Archives at College Park in September.

**Featured Document displays.** Occasional displays that highlight a document of special interest from the National Archives and Records Administration. Documents displayed October 1994 through September 1995 included:

- Charter of the United Nations, December 1994
- Christmas message of Gen. Anthony McAuliffe at the Battle of the Bulge, December 1994
- Anti-lynching petition signed by Frederick Douglass and others, February 1995
- Condolence letters to Mrs. Roosevelt after President Roosevelt’s death, April 1995
- Law ending slavery in the District of Columbia, April 1995
- The 19th amendment, August 1995

#### EDUCATIONAL PROGRAMS

NARA vigorously encourages the use of primary sources at all levels of education. In a national event highlighting the education program, the education staff led the Constitution and the Congress Institute, cosponsored by the National Archives, the University of Maryland, The Constitution Project, and National History Day. Together with an active program of presentations at professional meetings, preparation of documentary teaching materials, instruction in research and curriculum development, and consultations with educators, the staff focused attention on the expanded use of archival documents in publications and classrooms.

#### GENEALOGY PROGRAM

The genealogy program continued to offer workshops in writing family history, military service and pension

records, census records, passenger records, and naturalization records. The staff again participated in the National Institute on Genealogical Research seminar held at the National Archives in July. The program plans to increase the number and scope of workshops offered to the public in the next fiscal year.

#### OUTREACH PROGRAMS

**Performances.** Dramatic performances, offering the public another medium of access to documents, included the annual visit by the Time Travelers, historical “living history” characters, to the Rotunda in May, and a specially commissioned and produced script for the commemoration of the 75th anniversary of the 19th amendment.

**National Conference.** In a major conference in March, “A Woman’s War Too: U.S. Women in the Military in World War II,” members of the greater research community explored the vital contributions made by the more than 350,000 women who volunteered to serve in the Armed Forces during the global conflict. The conference was sponsored by the NARA in conjunction with its four-year nationwide observance of the 50th anniversary of U.S. participation in the war. A conference papers volume is being published.

**Films.** This year the Office of Public Programs presented film festivals at both the downtown building and in the auditorium at Archives II. These festivals included “The New Deal on Film,” “World War II: The Final Days,” and a series of films on the immigrant experience.

**Independence Day Celebration.** Almost 3,000 people joined the National Archives for a concert of American music by the U.S. Army (3rd Infantry) Old Guard Fife and Drum Corps, a dramatic reading of the Declaration of Independence, and a demonstration of colonial military maneuvers.

**Constitution Day.** On September 18, Constitution Day was marked with a naturalization ceremony featuring guest speaker



*Sunglasses and corncob pipe owned by General Douglas MacArthur. This image was included in the National Archives exhibit World War II: Personal Accounts.*

Donna E. Shalala, Secretary of Health and Human Services. A military band concert and a mock Constitution-signing were also part of the day's activities.

**James E. O'Neill Memorial Lecture.** The annual lecture was delivered by noted military historian and author John S.D. Eisenhower on June 13.

#### VOLUNTEER SERVICES

The Volunteer and Tour Program is growing dramatically in size. Currently there are more than 1,000 volunteers serving the National Archives and Records Administration in Washington, DC and in the regional branches and Presidential Libraries located across the country. In Washington, 324 volunteers contributed 48,000 hours of service. Docents conducted tours and presented document workshops and other programs at the National Archives and participated in outreach efforts to schools and community groups. More than 41,000 visitors, ranging from schoolchildren to constituents referred by 137 congressional offices, received behind-the-scenes tours and participated in many activities. Information desk aides helped visitors in the Rotunda and genealogy staff aides assisted first-time researchers. More than half the volunteers serve as staff aides assisting the archival staff in projects designed to improve customer access to records and reference service.

#### PUBLICATIONS

The Office of Public Programs produced more than 160 printed materials and publications including:

The award-winning *Prologue: Quarterly of the National Archives*

Dwight D. Eisenhower, a booklet in the "Presidential Perspectives From the National Archives" series

Revised edition of *American Indians: A Select Catalog of National Archives Microfilm Publications*

Electronic publishing increased significantly in fiscal year

1995. The Online Exhibit Hall was added to NARA's World Wide Web site in May and has since become the second-most-visited section of CLIO. At the end of the fiscal year, the Hall contained "Powers of Persuasion," the Declaration of Independence, the 19th Amendment, World War II Japanese surrender documents, a link to "A Day in the Life of a President," and a *Prologue* page. In addition, five more microfilm catalogs were added to the NARA Internet gopher.

The Publications staff also contributed considerable time and expertise to two CD-ROMs on World War II published by a British firm in November 1994. The package has won several multimedia awards in Europe.

Products for sale by NARA were promoted through a revised edition of the publications catalog, a new educational materials catalog, and displays at seven major scholarly, professional, and trade conferences locally and across the country.

#### CUSTOMER SERVICE

The customer service branch fulfilled more than 71,000 requests for National Archives publications, microfilm catalogs, posters and postcards, document facsimiles, and gift items. In addition, over 60,000 rolls of microfilm were shipped, and more than 2 million pieces of free informational literature were sent to locations within the United States and throughout the world.

#### MUSEUM SHOP

The Museum Shop exceeded \$1 million in income for the second consecutive year. A new point-of-sale system was installed in July 1995.

#### AUTHOR LECTURE SERIES

The author lecture series featured more than 50 lectures and many notable speakers, including Robert McFarlane, Moshe Arens, and Lynn Sherr.

OFFICE OF  
THE FEDERAL  
REGISTER

Most programs within the National Archives and Records Administration make available essential evidence from our national government's *past*. But one office, the Office of the Federal Register, provides ready access to essential evidence about the Federal government's *present* laws, regulations, and organizational structure. By law, the contents of the *Federal Register*, and the documents incorporated and published in annual editions of the Code of Federal Regulations, are prima-facie evidence of the text of original documents and are required to be judicially noticed. The Office also assigns public law numbers, publishes public laws in the slip law form, and compiles and publishes them in the U.S. Statutes at Large. It publishes the speeches, statements, and news conferences of the President in the *Weekly Compilation of Presidential Documents* and in the annual editions of the *Public Papers of the Presidents*. The organization of the Federal Government is described in *The United States Government Manual*, also published by the Office of the Federal Register.

#### REGULATORY REFORM

In Fiscal Year 1995 the *Federal Register* was at the center of activity surrounding the Clinton Administration's initiatives to reduce and streamline Federal regulations. Because all changes and notices of proposed changes to regulations must be published in the *Federal Register*, the initial impact of regulatory streamlining in the *Code of Federal Regulations* was an increase in the size of the *Federal Register*. Staff of the

Office of the Federal Register (OFR) experienced an increased workload in terms of the number of documents received, the amount of editorial work performed, and the amount of advice and consultation sought by Federal agencies in the regulatory reform process. The real news of the year for the *Federal Register* concerned the enormous increase in its usage in electronic form via the GPO Access system of the Government Printing Office. Electronic access became available in June 1994 and usage of it during Fiscal Year 1995 mushroomed a thousandfold from 35,000 document retrievals in October 1994 to more than 330,000 retrievals in September 1995.

#### IMPROVING PRODUCTIVITY THROUGH AUTOMATION

The increased workload of the Office was accomplished by a staff that was smaller than it has been at any time since the late 1960's, the result of government-wide downsizing. Productivity increases were achieved by dedicated staff effort and by expanded automation of Office processes. Over half of the documents submitted to the OFR are in electronic format, and almost all of the edited versions are transmitted electronically from the OFR to the Government Printing Office (GPO). The manual system for maintaining information about Executive Orders was converted to an electronic database this year. Presidential legal documents are now processed in-house and transmitted electronically to GPO as final copy ready for publication. For the first time the annual Privacy Act Compilation (1993 Edition) was issued in CD-ROM (compact

disk) format only. And the Office commenced a pilot project to test the feasibility of electronic submission of documents, moving a step closer to a completely reinvented, fully automated and paperless editing process.

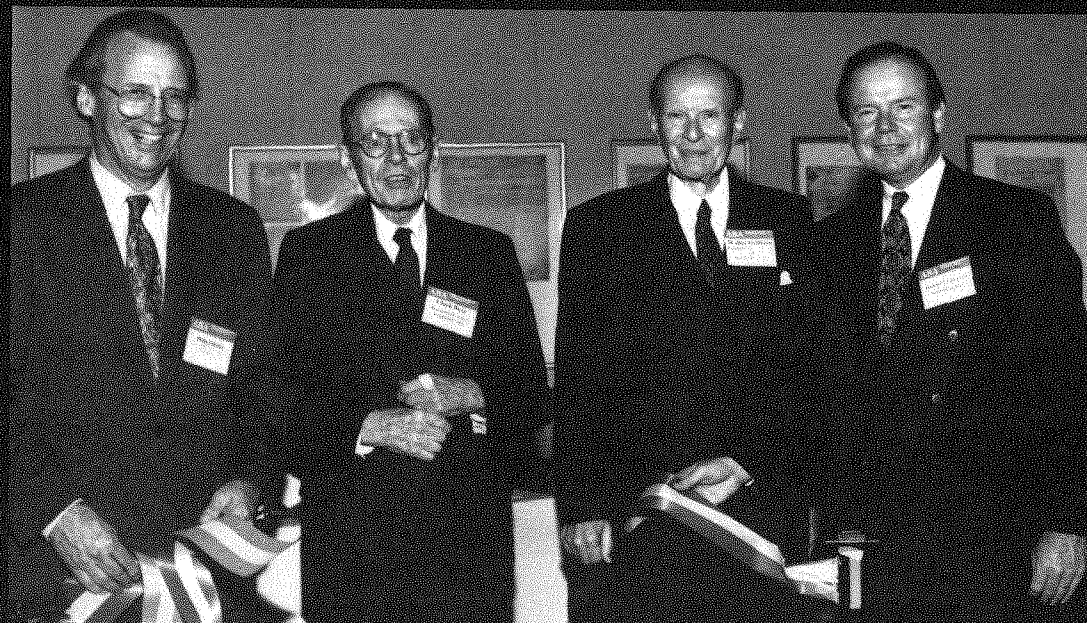
Accurate and timely publication are the dual goals of the Office's publications program. As a result of a concerted effort by the Office in cooperation with GPO, the average time between editing and publishing volumes of the *Code of Federal Regulations* was reduced significantly during the fiscal year. The 6-volume 1994 edition of *United States Statutes at Large* was sent to press months ahead of the normal schedule, and editorial work on 1994 Book II and 1995 Book I of the *Public Papers of the Presidents* was completed in record time.

#### PASSING THE TORCH

The 60th anniversary of the creation of the Office of the Federal Register and the 50th anniversary of the passage of the Administrative Procedure Act were celebrated during 1995. The highly effective Federal Register system of providing ready public access to essential government information has been developed and enhanced by five permanent Directors since 1935. Martha Girard, Director since 1989, and an employee of the Office for 29 years, announced her retirement effective May 2, 1995. Richard Claypoole was appointed the sixth Director of the Office of the Federal Register on August 20, 1995.

*The American Bar Association's section on Administrative Law and Regulatory Practice joined the National Archives in honoring two 'founding fathers' of the Administrative Procedure Act.*

*Pictured are Section Chair Philip Harter with honorees Clark Byse and Walter Gellhorn together with Director of the Federal Register, Richard Claypoole. Courtesy: American Bar Assn.*



OFFICE OF  
RECORDS  
ADMINISTRATION

The Office of Records Administration provides records management guidance and assistance to Federal agencies to encourage creation and maintenance of adequate documentation, regardless of the media of the records, and to ensure appropriate records disposition. The Office appraises the records of the Federal government to determine which are appropriate for preservation in the National Archives of the United States. In carrying out NARA's records management oversight role, the Office issues regulations and publications; conducts training; and evaluates agency records management programs.

#### REGULATIONS AND GUIDANCE

In August 1995, the Archivist held a public meeting to announce new NARA regulations on the management and disposition of records created on electronic mail systems. These regulations provide detailed information to agencies on how to identify and maintain records that are produced by staff using this modern technology. At the same time, NARA issued the management guide "Recordkeeping Requirements," which stresses the need for agencies to create an adequate record of their activities. The regulations and guidance address how office automation has changed the way Federal agencies conduct their business and provide practical steps to ensure that proper records are created and maintained in the modern office environment.

During 1995 NARA also published revised regulations on the management of vital records needed to ensure continuity of operations during an emergency or disaster and records needed to protect the legal rights of government agencies and individuals affected by government actions.

#### RECORDS APPRAISAL AND DISPOSITION

The National Archives and Records Administration has sole authority to decide which Federal records have sufficient

value to warrant preservation for future research. The agency also authorizes the destruction or other disposition of temporary records and works with agencies to develop disposition schedules to provide continuing, mandatory disposition authority.

#### LEGISLATIVE INITIATIVE

The Office continued working with legislative branch support agencies to establish effective programs for the management and disposition of their records. With the assistance of a team of appraisal archivists, the Government Printing Office and the Office of Technology Assessment produced new comprehensive records schedules that were approved by NARA. The team is also assisting the General Accounting Office in updating and broadening its records schedule to cover electronic records.

#### DEPARTMENT OF THE NAVY

During FY 95, NARA and the Navy completed a decade-long collaborative project to update the agency's comprehensive disposition manual. This year, NARA approved the last two pending chapters of the thirteen chapter manual.

#### DEPARTMENT OF STATE

NARA continued to work closely with the Department of State in scheduling its records. During 1995, the two agencies made significant progress in scheduling records of the Bureau of African Affairs, the Bureau of Inter-American Affairs, and the Bureau of Economic and Business Affairs. NARA also scheduled records relating to the Department's work with the United Nations Truth Commission on El Salvador and records relating to the arbitration between the United States and the USSR/Russia over the construction of the U. S. embassy complex in Moscow.

A long-term project to schedule older decentralized office files, known as "Lot Files," neared completion. The records are

maintained apart from the Department's central files and often include unique documentation on important issues and events. NARA appraised approximately 700 cubic feet of these records, a large portion of which are permanent.

#### RECORDS MANAGEMENT TRAINING

As part of its mandate to offer training to the Federal community on records management responsibilities and techniques, the Office in 1995 conducted 47 classes and provided briefings at 20 agencies for 2,082 Federal employees. This training included two new courses, "Federal Records Management," a five-day course on fundamental policies, procedures, and issues on the entire life cycle of records in all media, and "Using the GILS Core Elements," providing guidance on complying with NARA and OMB requirements.

The seventh annual Records Administration Conference held on May 24, 1995, attracted an audience of over 300 agency records officers and information managers. The conference featured panel discussions on transitions in electronic records and downsizing of Federal records programs.

#### FEDERAL AGENCY EVALUATIONS AND STUDIES

In 1995 NARA conducted 11 records management evaluations and other major studies, gaining new insights into the state of records management in the Federal government and providing agencies with recommendations to strengthen their programs. NARA completed comprehensive evaluations for four bureaus of the Department of the Treasury, and the Federal

Communications Commission. The Office also conducted disposition evaluations, focusing on records scheduling and disposition issues, for selected records of the National Mediation Board, Defense Intelligence Agency, Department of the Navy, and Consumer Product Safety Commission, and issued reports of a survey of files maintenance and records disposition practices of the Arms Control and Disarmament Agency and a study of records management in unified military commands.

#### INTERGOVERNMENTAL RECORDS PROGRAM

The purpose of the Intergovernmental Records Program is to facilitate partnerships in information and records management across jurisdictional boundaries. In April 1995 the IRP coordinated the publication of a major report on the recordkeeping practices and paperwork burden imposed on state and local governments by the Food Stamp Program. The report was the result of a partnership including NARA, the National Association of Government Archives and Records Administrators, the USDA Food and Consumer Service, and archival and social service agencies in six states (Alabama, Massachusetts, New York, South Carolina, Utah, and Virginia).

OFFICE OF  
PRESIDENTIAL  
LIBRARIES

Some of the most important materials maintained by the National Archives are those produced or received by the President of the United States. The Office of Presidential Libraries administers nine Presidential libraries and two Presidential projects which preserve these materials and make them available to the public. The libraries also offer a wide variety of public programs to enhance knowledge of individual Presidents, the Presidency, and American history.

#### PRESIDENTIAL LIBRARY LEADERSHIP

Larry J. Hackman, former Director of the New York State Archives, became Director of the Truman Library on June 26, 1995. Timothy Walch, Assistant Director and Acting Director at the Hoover Library since 1988 was promoted to Director of that library in August, 1995. In November, 1994, Bradley Gerratt was appointed Director of the Kennedy Library. Mr. Gerratt had served as Deputy Director of the library since 1988. Also during the year, Frank H. Mackaman, Director of the Ford Library and Museum since 1987, resigned to become Executive Director of the Dirksen Center.

#### BUSH PRESIDENTIAL LIBRARY

On November 30, 1994, the Bush Library groundbreaking ceremony was held at the site of the future library at Texas A&M University. President and Mrs. Bush were joined at the ceremony by family members, Bush Administration officials, former Prime Minister Brian Mulroney of Canada and other friends and associates. Construction of the library began during the summer of 1995. Designed by Hellmuth, Obata & Kassabaum, Inc., a Houston architectural firm, the library will be part of the three building Bush Presidential Library Center complex. Dedication of the library is scheduled for November 1997.

On April 17, 1995, the inaugural luncheon of the Associates of the Bush Presidential Library and Museum was held at

Texas A&M's Memorial Student Center. President George Bush addressed approximately 300 charter members of the Associates group. In the tradition of other Presidential libraries, the Associates will serve as a major support organization for the Bush Library.

#### PRESIDENTIAL LIBRARY MUSEUM RENOVATIONS

Several Presidential libraries are planning or implementing museum renovations. The Truman Library continues work on its Oval Office replica/White House Gallery exhibit, which is the first phase of a complete museum renovation. The Reagan Library finalized plans for extensive renovations to the Presidential Gallery, which are being funded by the Ronald Reagan Presidential Foundation. At the Ford Museum, preliminary plans were developed for the upcoming renovation of their permanent exhibit. And at the Johnson Library, Phase II of the museum redesign has been completed, and the exhibit "America: 1908-1969" was opened to the public in August, 1995.

#### DECLASSIFICATION ACTIVITIES

During the year considerable attention was devoted to the implementation of Executive Order 12958, entitled "Classified National Security Information." Besides making major changes to the system by which information is classified on national security grounds, the new executive order requires automatic declassification for information over 25 years old, with the exception of several exempt categories; and systematic declassification review for information that falls within any exemption category. The new executive order is to be implemented for records over 25 years old over a five year period, with mandatory percentages to be declassified each year.

During the year the Office of Presidential Libraries and the Presidential libraries worked with classifying agencies to identify materials for declassification review in fiscal year 1996. In September, 1995, NARA held its semi-annual Mandatory

Review Conference in Washington, DC. This year's entire conference was devoted to the new executive order (EO12958), and was attended by representatives from the Presidential Libraries and other offices within the National Archives, as well as all of the major classifying federal agencies.

#### WORLD WAR II COMMEMORATION ACTIVITIES

The year 1995 represented the final phase of the National Archives four year commemoration of the anniversary of American involvement in World War II. Throughout the commemoration the Presidential libraries presented exhibits,



*Franklin D. Roosevelt meets with King George of England, June 11, 1939. The Franklin D. Roosevelt Library.*

public programs and special events on the war, and its impact both on the homefront and abroad. The following are some of the final activities sponsored by the libraries as part of this agency wide commemoration.

In February, the National Archives travelling exhibit "Personal Accounts: World War II—Pearl Harbor to V-J Day," closed at the Reagan Library. The exhibit, which was designed and developed by the Johnson Library, first debuted at the San Antonio Museum of Art in 1991. It travelled to seven Presidential libraries between April 1992 and February 1995, and attracted over half a million people, resulting in a 41% increase in visitation for comparable periods in previous years.

Individual libraries also mounted exhibits of their own or served as venues for travelling exhibits on the war. The Eisenhower Library exhibited "The Commanders," which included original artworks of Eisenhower, Churchill and

Hitler; the Truman Library presented the exhibit "50 Years Ago: This Month in the Truman Presidency;" and the Roosevelt Library mounted "1945: The Year That Made Your World," dealing with major events of the year of FDR's death. Both the Truman and Eisenhower libraries presented the Center for Military History's "American Forces in Berlin" exhibit on the 1945 occupation of Germany and the unification of Germany almost fifty years later.

In addition to exhibitions the libraries presented a variety of commemorative programs during the year. On October 15, 1994, a ceremony was held at the Eisenhower Library for the dedication of an original milestone from the French Voie de la Liberte (Road to Victory). The milestone was one of 1,146 such markers erected in France in 1946 as a memorial to the American forces who participated in the liberation of France. The markers traced the invasion route from the Normandy beaches to Bastogne. The marker, a plaque and the encased soil were added to the library's exhibit in the Military Gallery. And on August 21, 1995, the library restaged General Eisenhower's 1945 Abilene homecoming parade, featuring World War II aircraft overhead, World War II vehicles, floats copied from the 1945 parade, and hundreds of World War II veterans. About 10,000 persons viewed the event.

As part of the Truman Library's 50th anniversary observance of the Truman Presidency, "A Legacy of Leadership," the library hosted, sponsored or co-sponsored a variety of activities, including a series of V-E Day programs, several conferences recognizing the founding of the United Nations, and a V-J Day ceremony which featured Secretary of the Navy John H. Dalton.

#### TRUMAN LIBRARY BREAKS ATTENDANCE RECORD

At the Truman Library the year was a record-breaking one in terms of researchers. The library was visited by 1,223 researchers, a 29% increase over the number for the



prior year and the largest number of researchers ever to visit the library in one year.

### PRESIDENTIAL RECORDS ACT AT THE REAGAN LIBRARY

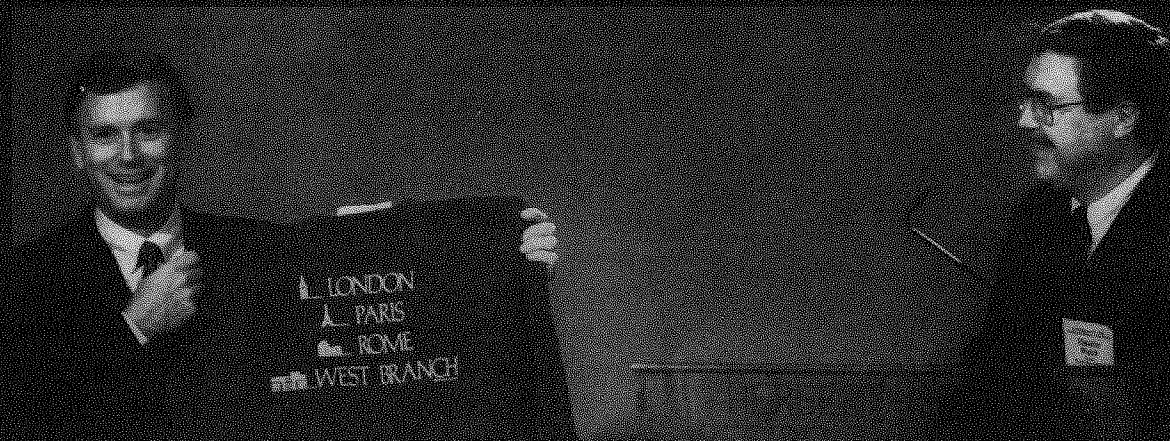
Fiscal year 1995 was the first full year of applicability of the Freedom of Information Act at the Reagan Library under provisions of the Presidential Records Act. The Reagan Library processed 85,200 pages of presidential records in response to 107 FOIA requests.

### SIGNIFICANT ACCESSIONS AND OPENINGS

In addition to the archival and reference responsibilities regularly performed by library staff, some highlights from the year include:

- The Hoover Library accessioned three significant collections during the year. Totalling more than 45,000 pages, the papers of Howard Handleman, Ralph C. Wood, and Charles Satzman document their individual efforts to assist in the reconstruction of Europe and Asia after World War II.
- At the Eisenhower Library, the manuscript collections grew by 1.5%. Fifteen new collections totalling 330,000 pages were accessioned.
- The Roosevelt Library received the papers of Sumner Welles, Assistant Secretary of State (1933-1937) and Under Secretary of State (1937-1943) during the Roosevelt presidency.
- The Truman Library accessioned several significant collections, including the papers of Dwight P. Griswold, Chief of the American Mission for Aid to Greece in 1947-1948; the papers of John R. Steelman, Assistant to the President, 1946-1953; the papers of Lyle F. Watts, Chief of the Forest Service, 1943-1952; and the papers of Joseph H. and Beth Campbell Short, who were, respectively, the Press Secretary to the President, 1950-1952, and the Correspondence Secretary to the President, 1952-1953.
- The Kennedy Library received several notable collections,

including the papers of William Manchester, historian and author; and Kay Murphy Halle, newspaper columnist, author and radio broadcaster, who had campaigned for Presidents Roosevelt and Kennedy. In addition, the Kennedy Library Foundation received papers, museum objects and photographs from the estate of Jacqueline Kennedy Onassis relating to her work as First Lady and patron of the arts. The Kennedy Library opened the "Camelot Documents," containing handwritten notes taken by Theodore White during his interview with Jacqueline Bouvier Kennedy.



- The Nixon Presidential Materials Project received the papers of John Mitchell, Attorney General during the Nixon Administration. On January 12, the Nixon Presidential Materials Staff opened an additional 50,000 pages for public research. The Staff Member and Office Files of Rosemary Woods and Len Garment were released. On December 19, the name files for Robert Dole, Patrick Buchanan, Lamar Alexander, Ross Perot, Colin Powell, John Kasich and others were released for research, resulting in considerable media attention.
- The Ford Library accessioned the papers of Department of Transportation Deputy Secretary John Barnum and an extensive set of interviews with the crew of the SS *Mayaguez*, con-

*Former Vice President Dan Quayle displays a shirt listing the great cities of the world. Quayle was a featured speaker at a Hoover Library conference on the history of the vice presidency at the Library. With Quayle is Hoover Library Director Timothy Walsh. Courtesy: Iowa City Press-Citizen.*

ducted in the days immediately after their release from the Khmer Rouge. Sea-Land Services, Inc., the crew's employer, conducted and donated the interviews. Ford Library archivists reached the 2,000 hour mark in work under the President Kennedy Assassination Records Act. The library released files on the Rockefeller Commission's 1975 inquiries into the assassination.

- The Reagan Library received the papers of William French Smith, Attorney General, 1981-85; and J. Peter Grace, head of the "Grace Commission," 1981-83.

- The Bush Project accessioned the papers of Jack Kemp, dealing primarily with Mr. Kemp's service as HUD Secretary during the Bush Administration; and the gubernatorial campaign papers of George W. Bush, Governor of Texas.

#### MUSEUM PROGRAMS

Several travelling exhibits came to the Presidential Libraries during the year, including the National Archives exhibit "Our Mothers Before Us: Women in Democracy 1789-1920; the Nineteenth Amendment to the Constitution," commemorating the 75th anniversary of women's suffrage (Johnson Library); the National Archives exhibit "Buddies—Soldiers and their Pets" (Eisenhower Library); the Smithsonian Institution's Center for Folklife Programs' exhibit "Workers at the White House," chronicling the experiences of workers through sixteen presidential administrations from Taft to Clinton (Johnson and Carter Libraries); the Irvine Museum of Irvine, California's "California Reflections: the Athalie Richardson Irvine Clarke Memorial Exhibition" (Carter Library); and "Impressions of the Georgia Coast," from the collection of the Georgia Sea Grant Art Project, part of the University of Georgia School of Marine Sciences (Carter Library).

Two exhibits commemorating the 20th anniversary of the Vietnam War were presented by libraries during the year: the Ford Library's "A Place of Tribute," which contained

more than 700 objects, letters, poems and personal offerings that have been left at the Vietnam Veterans Memorial; and the Johnson Library's "Faces from the Vietnam War."

Between January and March of 1995, over 11,000 individuals visited the Hoover Library to see "Little House Legacy: The World of Laura Ingalls Wilder," making it the most popular winter exhibit in the 30 year history of the library. The Wilder papers are part of the library's holdings.

The Reagan Library's major summer exhibit, "The Civil War," drew over 100,000 visitors with its displays ranging from Julia Ward Howe's original draft of "The Battle Hymn of the Republic" to General Sherman's frock coat.

The Truman Library produced and displayed the exhibit "Treasures of the Truman Library;" and the Johnson Library exhibited "Winslow Homer The Illustrator: His Wood Engravings, 1857-1888" and "A Sampling: The LBJ Ranch."

#### PUBLIC PROGRAMS

Docents and staff at the Hoover Library conducted 1,029 tours for over 30,000 visitors, the vast majority of them school children. Children on school tours constitute over one third of the annual visitation to the library.

- The Roosevelt Library and the National Park Service conducted a series of special programs to mark the fiftieth anniversary of the death of President Roosevelt on April 12, 1995. The library also sponsored a production of "Sunrise at Campobello," the Dore Schary play about FDR's courage and fortitude following his attack of polio; and a ceremony to commemorate the sixtieth anniversary of Social Security in which Secretary of the Treasury Robert Rubin and U.S. Representative Maurice Hinchey participated.

- The world premiere showing of Arts & Entertainment's (A&E) "Biography: Harry S. Truman" was held at the Truman Library on November 17. In late April a film crew filmed segments of the HBO production "Truman," based on

David McCullough's Pulitzer-prize winning book, in the library's replica of the Truman White House Oval Office.

- The Kennedy Library cosponsored with the Foley, Hoag & Eliot Foundation a program entitled "The Voting Rights Act of 1965: Historical Perspectives on the Course of American Politics since the 1960's."

- President Jimmy Carter became the first speaker in the Harry Middleton Lectureship, held at the Johnson Library, and created by an endowment from Mrs. Johnson in honor of the library's longtime Director.

- Over 100,000 people came to the Ford Museum grounds for the 4th of July festivities and on September 9 for Grand Rapid's annual Celebration on the Grand. These events featured concerts, bands, family activities, and spectacular fireworks.

- In conjunction with Japanese-American Day in Atlanta, the Carter Library hosted three sittings of a formal Japanese Tea Ceremony in the lobby. Over 450 guests were served tea on this occasion, including the Japanese Ambassador to the United Nations.

- The Reagan Library presented three conferences during the year. The first, entitled "Do Newspapers Have a Future?" featured a keynote address by Allen Neuharth, founder of *USA Today*. House Speaker Newt Gingrich gave the keynote address for a conference on "The New Majority." And the library sponsored a conference entitled "Democracy's Problems and Possibilities."

#### AWARDS

Caroline and John Kennedy and Senator Edward M. Kennedy presented the Kennedy Library Foundation's sixth annual Profile in Courage Award to former Oklahoma Congressman Michael L. Synar on May 7, 1995. For 16 years, Synar distinguished himself as a political leader willing to take on tough and controversial issues. Synar died in 1996. The award honors elected officials at any level of government in the United States who have taken actions based on principles or

ideals without regard for personal cost or gain, risking their careers for the public good.

- The Kennedy Library also presented the first *Profiles in Courage* Essay Contest. The 1995 recipient was Kathleen Guilmartin, a sophomore at Kennebunk (Maine) High School. Ms. Guilmartin wrote about former U.S. Congressman Tom Andrews. The contest was open to high school students at any level in the six New England states.

- On March 24, at the Reagan Library, Nancy Reagan presented the 1994 Ronald Reagan Freedom Award to King Hussein of Jordan. Joining them on stage were Queen Noor, Ambassador John Gavin, General Vernon Walters, and Jordan's Prime Minister Sharif Zeid Bin Shaker. King Hussein shared the award for 1994 with Israeli Prime Minister Yitzhak Rabin and Palestinian leader Yasser Arafat.

#### AUTOMATION ACTIVITIES

The Presidential Libraries continue to prepare finding aid information and historical materials for access on the Internet. Many of these automation initiatives at the libraries are made possible with assistance from nearby colleges and universities. This information is accessible through the National Archives internet Web site.

The Roosevelt Library is producing a "FDR: Day by Day" database that, when completed, will include a complete record of President Roosevelt's daily meetings and activities drawn from numerous diaries, itineraries, appointment schedules and other sources in the Roosevelt Library archives. During the year volunteers completed most of the data entry for the war years. The library plans to offer the selected data on the Internet and CD-ROM during 1996.

OFFICE OF SPECIAL  
AND REGIONAL  
ARCHIVES

The Office of Special and Regional Archives includes the Center for Legislative Archives, the Center for Electronic Records, and the Regional Archives System.

CENTER FOR LEGISLATIVE ARCHIVES

The Center for Legislative Archives at the National Archives administers and preserves the historically valuable records of the U.S. Congress and legislative branch agen-

by the 1994 election, and the change in committee chairmanships in the 104th Congress, meant the transfer of an unprecedented volume of committee records to the Center. The House also voted to eliminate funding for House legislative service organizations, such as the Congressional Hispanic Caucus and the Arms Control and Foreign Policy Caucus, and the Center worked to preserve the records of these caucuses. To date seven of the House legislative service organiza-



*L. Woman suffragettes enrolling their willingness to aid their country when hostilities broke out between Germany and U.S. National Archives, 165-WW-600A-1.*

*r. Miss Julia Hurlbut of Morristown, NJ, leading members of the National Woman's Party, who participated in the picketing demonstration in front of the White House, July 14, 1917, which led to their arrest. National Archives, 165-WW-600A-2.*

cies. The Center's staff assists congressional committees by answering committee staff's requests for information and records, serves the public's reference needs, offers records management advice to Congress, and creates educational materials featuring the records of Congress for the education of American citizens. The Center, located in the National Archives building in downtown Washington, D.C., features the Congressional Research Center, where researchers can consult with congressional archives specialists, do research in the records of Congress, and use a collection of resources relating to the study of Congress, including reference volumes, finding aids, indexes, periodicals, and monographs.

This year was marked by a notable increase in the Center's holdings and a rise in researcher use of the Center's resources. The change in party control of Congress effected

tions have donated their records to the Center.

The Center also participated in a multi-agency task force, chaired by the Senate archivist, to devote increased attention to the records management programs of the legislative support agencies. These efforts will ensure the preservation of the records of agencies, such as the Congressional Budget Office, that are important to an understanding of the way Congress works. Through accretions to the official records of Congress and the addition of other records related to the work of Congress, the Center attempts to document the legislative process as fully as possible.

Utilizing the National Archives online systems, the Center is undertaking a number of projects to use the Internet to disseminate information about the records of Congress. The Center has prepared online versions of its two major finding

aids: *Guide to the Records of the United States Senate at the National Archives and Guide to the Records of the United States House of Representatives at the National Archives*. The online *Guides* will serve as the Center's foundation for electronic versions of more detailed finding aids and digitized images of documents. The Center will use the information highway to reach new audiences, to serve traditional researchers and clients in new ways, and to link information about the records of Congress that is currently dispersed throughout congressional repositories across the nation.

The Center's public education program supplements the Center's archival functions to make the historical records of Congress more relevant to the American people. The Center has created traveling exhibitions and an educational document packet for high schools to give citizens a better understanding of Congress and the legislative process. This year was devoted to the production of a traveling exhibit entitled *Our Mothers Before Us*, to commemorate the 75th anniversary of woman suffrage. The exhibit features women's petitions and letters to Congress, complemented by photographs and art work, to display the extraordinary history of political activity by women from 1789 to 1920. Supported by a private-sector grant to the Foundation for the National Archives, the exhibit has been displayed in Statuary Hall in the Capitol, the Tennessee State Museum, the Lyndon Baines Johnson Library and Museum, and the National Museum of Women in the Arts.

With additional private funding for the project, the Center will publish a facsimile-based teaching packet for high schools. This educational resource will offer hands-on resources that enliven the study of history for today's students. It will add another dimension to the study of our nation's history and reveal the important contributions women made to shape American democracy. The women's petitions teaching packet will be modeled after the Center's

first educational document packet, *The Presidency of Thomas Jefferson*, now in its second printing and distributed free to high schools in seven states, funded by grants from the private-sector.

In all its endeavors, the Center strives to fulfill its mission to preserve the records of Congress, to document the workings of the world's premier deliberative and legislative body, and to make the records of Congress available to the people of the United States.

#### CENTER FOR ELECTRONIC RECORDS

The Center for Electronic Records appraises, accessions, preserves, and provides access to Federal records created in a form suitable for computer processing. In 1995, the Center received 82 accessions from agencies, totaling almost 1,600 files.

The Center continued efforts to ensure preservation of major databases that outside experts, in a NARA sponsored study by the National Academy of Public Administration, recommended be preserved in the National Archives. By the end of 1995, the Center has completed schedules for 192 of the 430 databases identified as historically valuable.

The Center was responsible for oversight of another major study which was concluded in 1995. The National Academy of Sciences/National Research Council, which conducted the study, issued the final report, *Preserving Scientific Data on Our Physical Universe*. The report included several recommendations, including permanent retention of all observational data that are non-redundant, useful, and well-documented. As a general rule, the scientific data collected by an agency should be deposited in discipline-oriented data centers run by the funding agencies. The report also recommended the establishment of a national organization to coordinate the efforts of the various repositories of scientific data, and it suggested a leading but non-directive role for NARA.

The Center continued to devote substantial efforts to the preservation of almost 6,000 volumes of electronic media transferred to NARA in connection with the *Armstrong v. Executive Office of the President* litigation. The Center overcame numerous technical difficulties and successfully copied 99.998 percent of the data on these volumes with no data loss.

#### REGIONAL ARCHIVES SYSTEM

The Regional Archives System consists of 13 regional archives located in or near Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, Seattle, and Anchorage, as well as a facility in Pittsfield, MA.

The regional archives provide a full range of archival activities and programs to the public. These repositories accession, from Federal agencies across the country (including the U.S. district and appeals courts), records that document 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 NARA microfilm publications that are most in demand with the research public; 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 60,000 rolls of microfilm. Researcher visits to the regional archives totaled 173,000 in FY 1995.

The regional archives further increased their involvement with the Federal community by continuing their visits to key agencies to assist them in identifying and transferring to NARA older permanently valuable records. The regional archives also hosted or participated in 62 archives tours, open houses, and records workshops for client Federal agencies, reaching almost 1,700 employees.

Indispensable to the regions' operations is their volunteer force, drawn from the local communities. These volunteers assist researchers, help process records, and participate in public outreach. This year, the volunteers numbered 363 nationwide and contributed a total of nearly 47,000 hours of work.

OFFICE OF THE  
NATIONAL ARCHIVES

The Office of the National Archives (NN) has custodial responsibility for most historically valuable archival records in the Washington area, including textual documents, still photography, motion picture films, aerial photography, video and sound recordings, and architectural, engineering and cartographic records. In FY 1995 the priorities of the Office focused on the continuing move of records to Archives II, on pilot projects to offer better services to researchers, and on declassification. At the same time the Office continued to perform its traditional accessioning, reference, declassification and preservation duties.

#### ARCHIVES II MOVE CONTINUES

Preparation for the massive relocation of approximately 1,100,000 feet of textual records and of approximately 110,000 feet of nontextual records began in December, 1993, and continued to be a major activity in 1995. The move of nontextual records was completed in 1994, but the move of textual records, which began in January 1994, continued throughout 1995. By the end of fiscal year 1995 more than 500,000 cubic feet of textual records had been moved and reopened for researchers. At the same time, the Office of the National Archives has continued to accession records from Federal agencies.

#### ACCESSIONS

The holdings of the Office of the National Archives continued to grow substantially during 1995. See the tables on Archival Holdings By Unit and Archival Holdings Of Nontextual Records in Part V.

#### BETTER SERVICE FOR RESEARCHERS

To improve customer service as NARA faces declining resources, the Motion Picture, Sound and Video Branch (NNSM) began an experiment during FY 1994 to privatize reproduction services for making copies of motion picture

films. The new approach was successful and it was made permanent in FY 1995. Researchers are given a list of approved film labs, where they can solicit competitive bids and buy a wider range of services. For many researchers the change also resulted in quicker service. This improved service won the "Hammer Award" of Vice President Albert Gore's National Performance Review. On June 21, 1995, the NPR Director, Robert Stone, presented the award to Archivist of the United States John Carlin and Assistant Archivist for the National Archives Michael Kurtz. In the same ceremony members of the branch were honored for their roles in establishing the new system.

In March 1995, the office began another major experiment to privatize reproduction services in the areas of still pictures and cartographic records. Vendors signed agreements with NARA to provide fee copies of still pictures, aerial photography, maps, and other cartographic records. When researchers want copies, they are provided with the price lists of the participating companies, and they then can shop for the best price and service among these vendors. More than 20,000 items have been ordered through the vendors, and it has freed staff in the Still Picture Branch (NNSP) and the Cartographic Branch (NNSC) for other reference and projects work. The success of the project is resulting in its extension for a second year with some modifications.

#### REFERENCE

The Office of the National Archives (NN) operates the National Archives Library and 8 research rooms in the three Washington, DC area buildings—Archives I in downtown Washington, the Washington National Records Center in Suitland, and Archives II in College Park, MD.

During FY 1995 reference service provided by the Office of the National Archives continued at a high volume. There were 129,000 visits to the research rooms, half of these at the Microfilm Research Room in Archives I. Over 450,000 items

were furnished to researchers from NN's holdings, and researchers purchased nearly 3 million reproductions of records. In addition, the Office of the National Archives answered over 211,000 oral inquiries and made over 261,000 written replies and referrals to assist researchers.

#### RECORDS DECLASSIFICATION

The Office of the National Archives and its Declassification Division (NND) were active in efforts to develop new executive orders on national security information. On November 10, 1994, the President signed Executive Order 12397, a bulk declassification order for records of World War II and other selected series. The order declassified approximately 45 million pages. The newly declassified records were opened to the public on December 12, 1994, ending a year long effort on the part of the National Archives and the National Security Council to convince the Federal establishment that this level of declassification is warranted.

Executive Order 12958, signed on April 14, 1995, requires the elimination of the backlog of security classified records over 25 years old by April 14, 2000. For the National Archives and Records Administration this means 460 million pages must be dealt with over the next five years. This will require a major restructuring of NARA's declassification process. Much of the year was devoted to planning for the implementation of this order.

The Declassification Division planned and oversaw the move of security classified records into Archives II. During the fiscal year all classified records from civilian agencies and all military records from Archives I were moved and the move of 80,000 feet of classified records located at Washington National Records Center began. This move will continue well into fiscal year 1996.

The Division staff also reviewed over 44 million pages (mixed classified and unclassified) for declassification. Of

those 44 million, 6 million pages were classified and 5.9 million were declassified and released along with the 38 million unclassified pages. In addition, the joint NARA-State Department project declassified 8 million pages of State Department records. Among the files released were all of the Central Decimal Files for 1960-63 and various headquarters lot files and foreign service post files.

#### PRESERVATION

The Preservation Policy and Services Division is responsible for ensuring the physical well being of Federal records in the custody of the National Archives; monitoring the Constitution, the Declaration of Independence and the Bill of Rights; providing conservation treatment or preservation duplication services on accessioned Federal records; maintaining an active research and testing program; and providing advice and assistance to the Regional Archives.

Preservation efforts continued to focus on preparations for the textual records move to Archives II. Even the 10th Annual NARA Preservation Conference in March 1995, addressed the topic of "Moving Archives". In the Document Conservation Branch (NNPD) over 45,000 special containers or shrink packages were finished in the year, assuring safer moving conditions for records, and in many instances long term, high quality housing for material that cannot be housed in standard purchased archives boxes. In addition, over 9,000 loose sheets, volumes, maps and photographs received attention in the conservation laboratory.

The part of the Conservation Laboratory staff relocated to the new labs in College Park focused on resumption of treatment work on records that have been moved—flattening and rehousing of War Department panorama photographs and work on the NOAA Lakes Survey Charts.

The Research and Testing laboratory staff have participated in cooperative planning through the American Society for Testing and Materials (ASTM) Institute for Standards

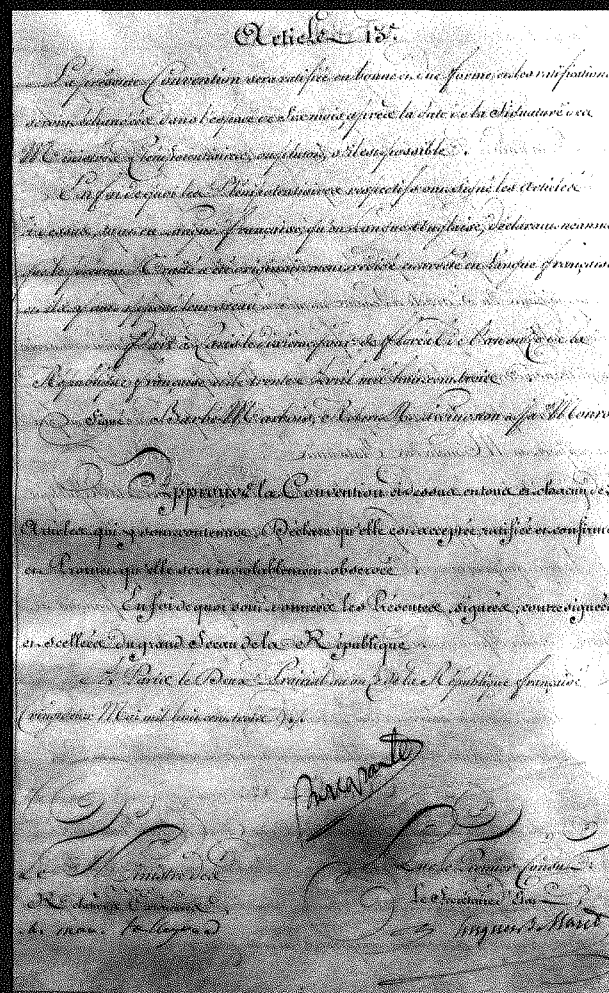


Research (ISR) for research into the effects of lignin on paper permanence. This program will be carried out in a number of labs as funding becomes available. The research seeks to answer such long standing concerns as the appropriate artificial aging techniques for determining paper permanence. Staff have also been involved in monitoring, adjusting and fine tuning the environmental controls in Archives II to assure that they function at optimal levels for preservation of records.

The Regional Preservation Program through participation in the National Task Force on Emergency Response led a team to the US Virgin Islands in early October to help recover from the devastating effects of Hurricane Marilyn. FEMA mission assigned the NARA specifically to initiate records salvage for the St. Thomas government. This inter-agency cooperation assured appropriate and cost effective response and will serve as a model for future Presidentially declared disasters. The Regional Preservation Program further supports this endeavor by furnishing FEMA with the names of

Federal records managers who have taken the Office of Federal Records Centers Disaster Preparedness and Response workshop and have expressed an interest in assisting other agencies during a disaster.

The regional laboratory, located at the Pacific Sierra Regional Archives, provides conservation treatment and exhibit preparation service and issues guidance on stabilization procedures and techniques. This year the regional laboratory treated nearly 19,000 individual items.



The Louisiana Purchase Treaty, April 30, 1803. Shown here is the French exchange copy of the convention providing for the settlement of debts owed by France to the U.S. It is signed by Napoleon and his foreign minister, Charles Maurice de Talleyrand. National Archives, General Records of the United States Government.

## A STATISTICAL PROFILE

### ADMINISTRATIVE SERVICES

Administrative Services provides the agency nationwide assistance in the planning and administration of financial, personnel, procurement, facilities, and information management programs. In addition, the office acts as liaison with the Office of Management and Budget and Congress on budgetary matters and oversees the day-to-day operations of the National Archives Trust Fund Board staff.

### FINANCIAL OPERATIONS

Gross funding available to the National Archives in FY 1995 by appropriation under Public Law 103-329 for direct operating expenses was \$195,238,000, including \$28,971,000 for the year's payments of principal and interest on the

Archives II facility located in College Park, Maryland; \$500,000 to continue a feasibility study on the integration of the Archives' collection into Internet and follow-on on-line systems in Nebraska; and \$100,000 for archival activities associated with the "Gallery of the Open Frontier" in Nebraska. A subsequent amendment to P.L. 103-329 permanently cancelled \$325,000 in available funds for procurement and procurement-related expenses. Also available was \$9,300,000 for grants by the National Historical Publications and Records Commission, including \$2,000,000 for the Thomas P. O'Neill, Jr. Library and \$2,000,000 for the Robert H. and Corrine W. Michel Congressional Education Fund. Other funding available was \$190,000 reappropriated from unobligated balances of the FY 1994 appropriated funds and \$253,000 for alterations at the Kennedy Library, including the design of improved access, additional archival storage, and building condition report item repairs. The Emergency Supplemental Appropriations Act (P.L. 104-19) rescinded \$586,000 granted under P.L. 103-329. This bill specified that the rescission

was to be taken only from administrative and travel accounts. The combined funding totaled \$204,070,000. Of the funds available, \$60,239,000 was obligated by the Office of Federal Records Centers to accession, store, provider 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 \$59,382,000 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 \$4,244,000 to establish standards on the creation and maintenance of adequate and proper documentation of government activities and to appraise records in order to identify those that warrant continued preservation. The Office of Presidential Libraries obligated \$27,567,000 to operate the nine existing Presidential libraries and to retain and process the Nixon and Bush Presidential materials. The Office of Public Programs obligated \$3,151,000 for publication, exhibition, audiovisual, and public out-

reach activities. The Office of the Federal Register obligated \$6,240,000 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 \$2,861,000 to review Federal records for possible declassification. Also, the National Historical Publications and Records Commission obligated \$9,294,000 in grants and \$1,430,000 to administer the grants program.

Beginning in 1994, NARA sought appropriations for the annual payments to be made under the terms of the Certificates of Participation. In accordance with OMB's guidance, the total payment must be separated into a principal and interest component. The portion that represents principal is to be treated as an appropriation for the redemption of debt. The portion that represents interest will be reported as obligations. As such, \$25,279,000 was obligated for interest payments on the Archives II facility and \$3,692,000 was treated as redemption of debt for principal.

The following table summarizes funds available and actually expended in FY 1995:

During FY 1995, the National Archives received \$26,366,000 in reimbursable income for services provided to other Federal agencies and the National Archives Trust Fund. The most significant reimbursable activity, in terms of payment received, was providing reference services on the records of other agencies that are stored in Federal records centers. During FY 1995, \$24,058,000 was received for these services. The Offices of the National Archives, Special and Regional Archives and Presidential Libraries, along with records management

training provided for most of the balance of \$2,308,000.

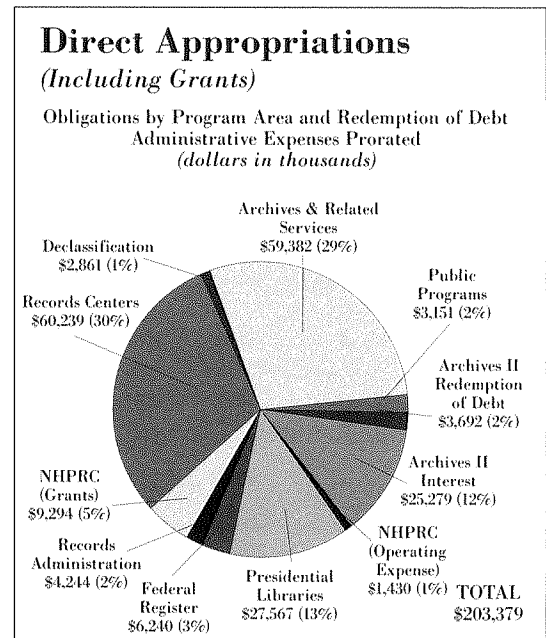
FINANCIAL SUBSYSTEMS

NARA's financial subsystems were evaluated as required by the Office of Management and Budget (OMB) Circular A-127 Revised. All subsystems were found to be in conformance with the overall objectives detailed in the circular. Information was provided for inclusion in the annual Federal Managers' Financial Integrity Report to the President and Congress indicating that the subsystems are in compliance with the objectives detailed in the guidelines.

OTHER FINANCIAL PROGRAMS

Income from credit card sales rose by 2.4 percent in fiscal year 1995. The transfer of the National Audiovisual Center from NARA to the Department of Commerce is reflected in the minimal increase in sales from fiscal year 1994 to fiscal year 1995. The number of purchases made with the Visa (I.M.P.A.C.) purchase card increased by 10 percent in fiscal year 1995. NARA continues to encourage its personnel to use the purchase card for all small purchases.

In order to streamline and reduce the government's administrative burden and costs, NARA implemented the requirement for all NARA employees to receive their salary and award payments through Direct Deposit/Electronic Funds Transfer (EFT) program. As of the end of 1995, 98% of NARA's employees were using Direct Deposit/EFT. This was a 34 percent increase in one year. In 1995, NARA was tracked by the Department of Treasury as being the most improved Federal agency for using Direct Deposit. In 1996, NARA will continue to strive for 100% participation in Direct Deposit/EFT for employee salaries. In addition, other electronic commerce issues will be addressed, such as Direct Deposit/EFT of travel and imprest fund payments.



Fund	Availability	Expended
Operating Expenses, Direct	\$194,517,000	\$193,933,000 <sup>1</sup>
Grants	9,300,000	9,294,000 <sup>2</sup>
Kennedy Library	253,000	152,000 <sup>3</sup>
<b>Total</b>	<b>\$204,070,000</b>	<b>\$203,379,000</b>

1. Includes \$3,692,000 which is considered redemption of debt on the principal for the Archives II facility.

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

3. In FY 1985, \$5,200,000 of "no year" funds was appropriated for improvements to the Kennedy Library. Four million dollars of the total was planned for improved archival storage and educational space, and the balance of \$1,200,000 was to improve access to the library. In FY 1989 and 1991 an additional \$4,100,000 and \$8,000,000, respectively, were appropriated for continuation of construction. Of the total, \$17,199,000 has been obligated to date, including \$152,000 obligated in FY 1995 for the building extension construction and related services.

### Holdings of the Presidential Libraries

	Papers	Still Pictures <i>pages</i>	Film <i>images</i>	VideoTape <i>feet</i>	Audio Tape <i>hours</i>	Museum Obj. <i>hours</i>
Hoover	8351076	43061	155591	141	521	5478
Roosevelt	16716560	134259	308676	28	1024	23836
Truman	14771359	95972	331799	164	297	25893
Eisenhower	22330081	310352	617925	224	1088	33970
Kennedy	31406282	146481	7162332	1282	7343	16977
Johnson	35759600	620107	824877	8258	13587	37105
Nixon	46110000	435000	2200000	3900	1490	21750
Ford	19684404	325191	786606	1514	1582	8184
Carter	27681830	1500253	1120080	1434	2000	40053
Reagan	47862250	1617527	765500	19398	13350	75075
Bush Project	40771200	4851	200	493	224	44331
<b>TOTAL</b>	<b>311444642</b>	<b>5237054</b>	<b>14278586</b>	<b>36836</b>	<b>42506</b>	<b>332652</b>

\*\*These counts are only preliminary

### Using Presidential Libraries

	Researchers	Oral Inquiries	Written Inquiries	Public Program Participants	Outreach Program Participants	Museum Visitors
Hoover	206	1066	522	32331	3761	84289
Roosevelt	600	7420	1681	11989	131	171307
Truman	1233	17198	3886	15820	873	120068
Eisenhower	299	1818	1925	15097	1566	79204
Kennedy	645	7322	1971	42411	12794	219045
Johnson	397	2596	4472	13610	768	260219
Nixon	341	1534	669	0	0	0
Ford	272	881	1176	23986	3837	89216
Carter	224	2581	1666	1444	1210	69208
Reagan	199	4464	821	26272	654	186114
Bush Project	302	753	148	668	1422	
<b>TOTAL</b>	<b>4718</b>	<b>47633</b>	<b>18937</b>	<b>183628</b>	<b>27016</b>	<b>1278670</b>

### Archival Holdings By Unit

FISCAL YEAR 1995

Total Holdings (*Cubic Feet*)

Negative numbers are enclosed in parentheses.

<i>Unit</i>	<i>Balance 9/30/94</i>	<i>Net Change</i>	<i>Balance 9/30/95</i>
<b>WASHINGTON, DC, AREA</b>			
Textual Projects	1,141,187	17,167	1,158,354
Cartographic and Architectural Branch	53,958	1,178	55,136
Motion Picture Sound and Video Branch	38,418	35	38,453
Still Picture Branch	18,289	644	18,933
Center for Legislative Archives	84,338	4,886	89,224
Center for Electronic Records*			
<b>DC Area Totals</b>	<b>1,336,190</b>	<b>23,910</b>	<b>1,360,100</b>

### REGIONAL ARCHIVES

New England Region	21,105	638	21,743
Northeast Region	59,699	412	60,111
Mid Atlantic Region	46,603	751	47,354
Southeast Region	64,069	5,791	69,860
Great Lakes Region	62,366	(325)	62,041
Central Plains Region	37,200	1,155	38,355
Southwest Region	65,293	53	65,346
Rocky Mountain Region	22,551	113	22,664
Pacific Southwest Region	26,190	1,563	27,753
Pacific Sierra Region	36,208	11	36,219
Pacific Northwest Region	29,940	786	30,726
<b>Regional Archives Totals</b>	<b>476,766</b>	<b>10,967</b>	<b>487,733</b>
<b>NATIONWIDE TOTALS</b>	<b>1,812,956</b>	<b>34,877</b>	<b>1,847,833</b>

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

## Archival Holdings of Nontextual Records

FISCAL YEAR 1995

Total Holdings (Number of Items)

Unit	Balance 9/30/94	Net Change	Balance 9/30/95
<b>TEXTUAL RECORDS UNITS</b>			
<i>(also hold these nonpaper records)</i>			
Artifacts	1,799	0	1,799
16mm microfilm	163,236	(20,685)	142,551
35mm microfilm	129,710	115	129,825
Microfiche	12,243	20,300	32,543
Other microforms	50,549	0	50,549
<b>CARTOGRAPHIC AND ARCHITECTURAL BRANCH</b>			
Aerial photos	9,233,037	5,130	9,238,167
Maps and charts	2,279,714	128,700	2,408,414
Architectural & engineering plans	2,815,103	11,679	2,826,782
<b>MOTION PICTURE, SOUND &amp; VIDEO BRANCH</b>			
Motion pictures	123,675	23	123,698
Sound recordings	178,846	665	179,511
Video recordings	33,668	93	33,761
<b>STILL PICTURE BRANCH</b>			
Filmstrips	655	0	655
Posters	1,986	31	2,017
Still pictures	7,480,994	1,126,027	8,607,021
<b>CENTER FOR ELECTRONIC RECORDS</b>			
Computer Data Sets	7,537	54	7,591
<b>TOTAL NONTEXTUAL ITEMS</b>	<b>22,512,752</b>	<b>1,272,132</b>	<b>23,784,884</b>

## Using The National Archives

	Researchers Microfilm	Researchers Non-Microfilm	Oral Inquiries	Written Inquiries
<i>Washington, DC, Area</i>				
Textual Records	64,823	64,136	173,629	241,589
Nontextual Records	—*	—*	34,483	22,234
DC Area Totals	64,823	64,136	211,893	263,823
<i>Regional Archives</i>				
New England Region	14,502	2,275	5,901	2,419
Pittsfield Region	7,510	—	1,303	162
Northeast Region	8,582	4,362	58,860	4,362
Mid-Atlantic Region	13,74	3,410	3,410	2,496
Southeast Region	10,583	12,504	12,956	5,454
Great Lakes Region	12,494	369	30,007	3,306
Central Plains Region	10,147	425	18,579	1,578
Southwest Region	12,285	306	13,366	2,859
Rocky Mountain Region	13,526	03	4,905	389
Pacific Southwest Region	20,338	584	11,837	942
Pacific Sierra Region	16,311	982	13,902	1,258
Pacific Northwest Region	17,966	849	10,997	521
Alaska Region	3,994	853	7,997	225
Regional Archives Total	162,046	11,478	196,734	25,971
<b>NATIONWIDE TOTALS</b>	<b>226,869</b>	<b>75,614</b>	<b>408,627</b>	<b>289,794</b>

\*in FY 1994 nontextual and textual researchers were served in the same rooms at Archives II in order to save on staffing levels and, therefore, nontextual research visits cannot be separated out from textual research visits

**Personnel on Board** (All Funds as of September 30, 1995)

PROGRAMS	<u>Washington, DC Area</u>			<u>Field Locations</u>			<u>Nationwide Total</u>		
	Full-Time			Full-Time			Full-Time		
	Perm.	Other	Total	Perm.	Other	Total	Perm.	Other	Total
Records Centers	162	47	209	539	775	1,314	701	822	1,523
Archives and Related	549	126	675	79	26	105	628	152	780
Public Programs	59	3	62	0	0	0	59	3	62
Records Administration	51	2	53	0	0	0	51	2	53
Presidential Libraries	73	9	82	201	61	262	274	70	344
Federal Register	69	0	69	0	0	0	69	0	69
Records Declassification	46	1	47	12	1	13	58	2	60
National Historical Publications and Records Commission	16	0	16	0	0	0	16	0	16
<b>TOTAL</b>	<b>1,025</b>	<b>188</b>	<b>1,213</b>	<b>831</b>	<b>863</b>	<b>1,694</b>	<b>1,856</b>	<b>1,051</b>	<b>2,907</b>

**Actual Costs: Presidential Libraries** (dollars in thousands)

	Program Costs (includes personnel)	Buildings Operations & Maintenance Costs	Repair & Alteration Costs*	Common Distributable**	Rent (GSA)	Total Costs***
Hoover	\$739	\$460	\$20	\$0	\$5	\$1,224
Roosevelt	763	819	41	0	0	1,623
Truman	917	920	524	0	0	2,361
Eisenhower	1,017	955	50	0	0	2,022
Kennedy	1,116	1,697	283	0	0	3,096
Johnson	1,253	1,256	0	0	0	2,509
Nixon Presidential Materials Staff	959	0	0	0	0	959
Ford	982	1,251	1101	0	0	2,350
Carter	1,027	866	69	0	0	1,962
Reagan	1,050	1,421	25	0	0	2,496
Central Office: Planning & Direction White House Liaison; & Bush Presidential Materials Project	1,472	647	15	335	757	3,226
<b>Total</b>	<b>\$11,295</b>	<b>\$10,299</b>	<b>\$1,137</b>	<b>\$335</b>	<b>\$762</b>	<b>\$23,828</b>

\*Repair and alteration costs include \$152K for Kennedy Library from the 114X account.

\*\*Proportional share of Central Office support services.

\*\*\*Does not include \$3,739K share of allocated administrative costs.

**Direct Appropriations** (including Grants)

Obligations by Object Classification  
and Redemption of Debt  
(dollars in thousands)

Full-time permanent employment compensation	\$60,3
Other than full-time permanent employment compensation	4,3
Other personnel compensation	2,7
<b>Total personnel compensation</b>	<b>67,4</b>
Personnel benefits	13,7
Benefits for former personnel	3,7
Travel and transportation of persons	6
Motor pool travel	1
Transportation of things	1
Rental payments to GSA	30,9
Communications, utilities and miscellaneous charges	7,2
Printing and reproduction	1,8
National Archives Building I and II operations and maintenance	16,3
Presidential libraries' operations and maintenance	11,1
Preservation contractual services	
Other services:	
Commercial contracts	
ADP studies and ADP maintenance services	2,1
Accounting and payroll services	
Supplies and materials	3,1
ADP equipment	2,1
Other equipment	
Shelving	
Grants	9,1
Insurance claims and indemnities	
Interest and dividends	25,1
Redemption of debt	3,1
<b>TOTAL</b>	<b>\$203,3</b>

## THE NATIONAL ARCHIVES TRUST FUND

Congress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property and to receive monies from the sale of reproductions of historic documents and publications for activities approved by the Board and in the interest of the National Archives and Records Administration and the individual Presidential libraries. The members of the Board are the Archivist of the United States, who serves as Chairman; the Secretary of the Treasury; and the Chairman of the National Endowment for the Humanities. Staffing for Trust Fund activities is provided by the National Archives Trust Fund Branch of the Office of Administrative Services, Financial Services Division.

### FINANCIAL CONDITION

The National Archives Trust Fund had a net operating loss of nearly \$261,000 for fiscal year 1995, down from the \$448,000 operating loss in fiscal year 1994. Net operating income for the Presidential libraries

amounted to nearly \$139,000. With the addition of investment income, other miscellaneous income, and adjustments to prior year operations, the National Archives Trust Fund ended the fiscal year with net income of more than \$608,000.

Assets decreased by almost \$2 million in fiscal year 1995. Liabilities decreased by nearly \$2.5 million. Retained earnings/capital increased to \$15.7 million with \$5.4 million held in the Trust Fund for the exclusive use of the particular library that generated the funds and \$10.3 million held for all other National Archives operations.

### INCOME AND EXPENSE

Income to the Trust Fund comes from sales of reproductions, sales of merchandise, including publications and museum shop items, reimbursements from the National Archives operating units, services provided to other agencies, and investment income.

Gross sales decreased by nearly \$3 million from fiscal year 1994, with all program areas reporting lower sales. The cost of goods and services decreased by more than \$3.1 million, reflecting lower costs in all categories.

To cover the costs of producing electrostatic copies for administra-

tive use, the National Archives appropriated fund reimbursed the Trust Fund \$433,107, a 16% decrease from fiscal year 1994. This decrease reflects savings from a new contract for electrostatic copying equipment which began in early fiscal year 1995. Payments made to the National Archives and Records Administration appropriated fund for reimbursable services performed on behalf of the Trust Fund by appropriated fund staff included:

- \$1,296,111 to the Office of the National Archives for archival handling and reproduction services;
- \$641,385 to the Office of Federal Records Centers for reproduction services;
- \$440,472 to the Office of Public Programs for fulfillment and agency services and publication development;
- \$130,708 to the Office of Special and Regional Archives for archival handling and reproduction services; and
- \$14,019 to the Office of Presidential Libraries for services related to reproduction and museum sales.

### PROGRAM HIGHLIGHTS

Reference copies ordered nationwide reached 1.7 million pages. Use of self-service copier equipment in the Washington, DC, area and total electrostatic copier reproduc-

tions increased slightly over fiscal year 1994. Income from reproductions of records held in the form of photographs, motion pictures, and sound recordings decreased to \$539,000 from nearly \$1.1 million in fiscal year 1994, reflecting an outsourcing program initiated by the Office of the National Archives. This lower income was balanced by a commensurate decrease in payments to commercial contractors.

**The National Archives Museum Shop**, operated by the Office of Public Programs, exceeded \$1 million in income for the second consecutive year, despite a decline in visitors. Although sales and visitors declined slightly from fiscal year 1994, sales per visitor increased by 15 percent.

**Publications** and product sales generated income of \$391,000 in fiscal year 1995; microfilm sales surpassed \$1 million. This substantial increase in income is largely due to mailings of the new Publications and Educational Materials sales catalogs.

**Presidential libraries** reported increases in both museum store sales and admissions, attributing the increases to special events and exhibitions. Many of these events were part of the 50th anniversary commemoration of the end of World War II.

Although the Bush Library is still in the project stage and has operated with limited staff and resources, a Trust Fund account for the Library was established in fiscal year 1995. Income was derived almost exclusively from the sale of Bush Presidential audiovisual materials, although the Library has handled a significant number of large textual copy requests.

Total library revenue was more than \$4.6 million, consisting mainly of museum store sales and admissions

of \$3.9 million and reproduction services of more than \$355,000. The net operating income for all Presidential libraries in fiscal year 1995 was almost \$139,000. After accounting for other income and expenses, the libraries showed a total net income of \$405,000.

**Public awareness** and educational programs funded by the Trust Fund include the monthly Calendar of Events and the "Modern Archives Institute" training course, held twice

during the fiscal year. The institutes were fully subscribed with fees received amounting to \$31,800.

More than 275 members of the greater research community participated in a two-day conference, "A Woman's War Too: U.S. Women in the Military in World War II," sponsored by the National Archives in conjunction with its 4-year nationwide observance of the 50th anniversary of U.S. participation in the war.

**The investment** balance of the

combined Trust/Gift Fund at the end of the fiscal year was \$16,779,457, consisting of \$6,239,952 invested in ASB Capital Management, Inc. and \$10,539,505 in U.S. Treasury Bills and Notes. Total interest earned in fiscal year 1995 was \$998,881. Trust Fund investments earned \$245,208 for the Presidential libraries and \$635,030 for other Trust Fund organizations. Gift Fund investments earned \$91,258 for Presidential libraries and \$27,385 for other Gift Fund investments.

**Schedules of Changes in Working Capital**

	1995	1994
<i>Current assets:</i>		
Cash in U.S. Treasury	\$(72,102)	\$(1,302,834)
Cash in transit	53,767	(48,327)
Accrued interest receivable	43,707	78,423
Securities	(1,177,609)	1,603,241
Accounts receivable	(337,041)	(365,775)
Advances to employees	400	(2,105)
Inventories	(576,869)	(319,492)
Prepaid expenses	8,062	(112,839)
<i>Current liabilities:</i>		
Accounts payable	96,782	(330,268)
Sales tax payable	(450)	(9,750)
Deferred revenue	1,689,218	583,182
Decrease in working capital	\$(272,135)	\$(226,544)

The accompanying notes are an integral part of these financial statements.

**Trust Fund Income Statements (for the fiscal years ended September 30)**

	1995			1994		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<b>Revenue:</b>						
Reproduction service	\$355,350	\$5,400,342	\$5,755,692	\$333,798	\$5,938,902	\$6,272,700
Over-the counter sales	1,854,451	1,017,584	2,872,035	1,984,685	1,054,552	3,039,237
Publications	0	435,985	435,985	0	223,806	223,806
Audiovisual sales and rentals	0	344,081	344,081	0	2,845,406	2,845,406
Admissions	2,003,952	0	2,003,952	2,079,710	0	2,079,710
Other income	414,172	167,978	582,150	351,019	138,115	489,134
Total revenue	4,627,925	7,365,970	11,993,895	4,749,212	10,200,781	14,949,993
<b>Cost:</b>						
Cost of goods and services	4,489,063	7,765,778	12,254,841	4,643,123	10,754,947	15,398,070
Income/(loss) from operations	138,862	(399,808)	(260,946)	106,089	(554,166)	(448,077)
<b>Other income:</b>						
Prior year income	3,245	970	4,215	(10,439)	15,902	5,463
Interest income	245,208	635,030	880,238	143,539	472,825	616,364
Other	73,249	1,602	74,851	35,993	14,954	50,947
Total other income	321,702	637,602	959,304	169,093	503,681	672,774
<b>Other expenses:</b>						
Prior year expense	37,936	25,498	63,434	(7,410)	68,164	60,754
Loss on disposal	0	0	0	0	1,980	1,980
Other	17,726	8,745	26,471	17,532	26,460	43,992
Total other expenses	55,662	34,243	89,905	10,122	96,604	106,726
<b>Net income/(loss)</b>	<b>\$404,902</b>	<b>\$203,551</b>	<b>\$608,453</b>	<b>\$265,060</b>	<b>\$(147,089)</b>	<b>\$117,971</b>



## Trust Fund Statements of Financial Condition (as of September 30)

	1995			1994		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<b>ASSETS</b>						
<b>Current assets:</b>						
Cash in U.S. Treasury	\$121,681	\$311,359	\$433,040	\$542,058	\$(36,916)	\$505,142
Cash in transit	153,586	84,549	238,135	0	184,368	184,368
Accrued interest receivable	45,282	76,848	122,130	17,307	61,116	78,423
Securities	4,457,098	10,334,002	14,791,100	4,123,939	11,844,770	15,968,709
Accounts receivable <sup>1</sup>	3,321	263,447	266,768	2,948	600,861	603,809
Advances to employees	0	1,000	1,000	100	500	600
Inventories <sup>2</sup>	681,978	455,965	1,137,943	551,341	1,163,471	1,714,812
Prepaid expenses	503	135,103	135,606	503	127,041	127,544
Total current assets	5,463,449	11,662,273	17,125,722	5,238,196	133,945,211	19,183,407
<b>Non-current assets:</b>						
Property and equipment <sup>3</sup>	304,166	603,661	907,827	297,712	440,110	737,822
<b>TOTAL ASSETS</b>	<b>\$5,767,615</b>	<b>\$12,265,934</b>	<b>\$18,033,549</b>	<b>\$5,535,908</b>	<b>\$14,385,321</b>	<b>\$19,921,229</b>
<b>LIABILITIES AND FUND BALANCE</b>						
<b>Current liabilities:</b>						
Accounts payable	\$213,825	\$1,267,533	\$1,481,358	\$393,467	\$1,184,673	\$1,578,140
Sales tax payable	13,181	0	13,181	12,731	0	12,731
Deferred revenue	12,101	593,679	605,780	12,963	2,282,035	2,294,998
Total current liabilities	239,107	1,861,212	2,100,319	419,161	3,466,708	3,885,869
<b>Long-term liabilities:</b>						
Deferred revenue	0	0	0	0	728,302	728,302
Annual leave liability	98,115	128,362	226,477	91,256	117,502	208,758
Total long-term liabilities	98,115	128,362	226,477	91,256	845,804	937,060
Total liabilities	337,222	1,989,574	2,326,796	510,417	4,312,512	4,822,929
Fund balance	5,430,393	10,276,360	15,706,753	5,025,491	10,072,809	15,098,300
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$5,767,615</b>	<b>\$12,265,934</b>	<b>\$18,033,549</b>	<b>\$5,535,908</b>	<b>\$14,385,321</b>	<b>\$19,921,229</b>

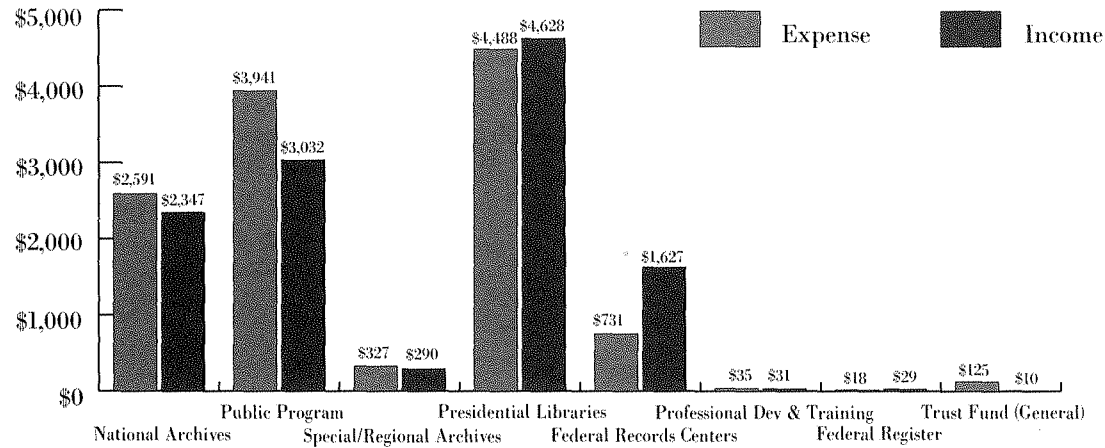
The accompanying notes are an integral part of these financial statements.

<sup>1</sup> Net of allowance for uncollectible accounts of \$62,266 for fiscal year 1995 and \$22,896 for fiscal year 1994.

<sup>2</sup> Net of reserve for obsolescence of \$247,943 and \$570,596 respectively, for fiscal year 1995 and \$174,716 and \$569,947 respectively, for fiscal year 1994.

<sup>3</sup> At cost less accumulated depreciation of \$495,855 and \$796,003 respectively, for fiscal year 1995, and \$410,938 and \$746,768 respectively, for fiscal year 1994.

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



**Accounts Payable:**

As of September 30, payables consisted of the following:

	1995	1994
General	\$1,298,875	\$1,029,572
Estimated Year-End		
Accruals	6,757	370,319
Payroll	137,476	159,683
Disbursements in		
Transit	38,250	18,566
<b>Totals</b>	<b>\$1,481,358</b>	<b>\$1,578,140</b>

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

**Statements of Changes in Financial Condition (For the Fiscal Years Ended September 30)**

	1995	1994
<i>Sources of working capital:</i>		
From operations:		
Net income (loss)	\$608,453	\$117,971
Items not affecting working capital:		
Depreciation	319,854	311,442
Loss on disposal	0	1,980
(Donations of) and adjustments to property and equipment	0	862
<b>Working capital inflow from operations</b>	<b>928,307</b>	<b>432,255</b>
From other sources:		
Increase in annual leave liability	17,719	33,011
Increase in deferred revenue	0	0
<b>Working capital inflow from other sources</b>	<b>17,719</b>	<b>33,011</b>
<b>Working capital inflow from all sources</b>	<b>946,026</b>	<b>465,266</b>
<i>Uses of working capital:</i>		
Purchase of operational assets	489,859	318,792
Decrease in deferred revenue	728,302	373,018
<b>Total working capital used for all purposes</b>	<b>1,218,161</b>	<b>691,810</b>
<b>Decrease in working capital</b>	<b>\$(272,135)</b>	<b>\$(226,544)</b>

The accompanying notes are an integral part of these financial statements.

**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 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 which consist of merchandise held for sale are valued at cost determined using a specific identification method. Physical inventory counts, taken at all locations, are performed at the end of each fiscal year and appropriate adjustments are made. Inventories of supplies are expensed at the time of receipt.

**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 five years.

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

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

THE NATIONAL  
ARCHIVES  
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 more than \$467,000 were received during fiscal year 1995.

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, the Office of Special and Regional Archives also was the beneficiary of gifts in support of volunteer activities.

**Gift Fund Statements of Availability** (for the fiscal years ended September 30)

	Presidential Libraries	Other Unrestricted	Other Restricted	1995 Total	1994 Total
Balances available October 1	\$1,546,700	\$138,939	\$286,565	\$1,972,204	\$2,126,575
<i>Increases of availability:</i>					
Grants and donations	381,205	39,036	47,177	467,418	329,244
Interest on securities	91,258	13,790	13,595	118,643	75,804
<b>Total available</b>	<b>2,019,163</b>	<b>191,765</b>	<b>347,337</b>	<b>2,558,265</b>	<b>2,531,623</b>
<i>Decreases of availability:</i>					
Travel and transportation	24,800	7,312	28,873	60,985	51,256
Supplies and materials	136,130	5,845	2,916	144,891	49,984
Equipment rental	506	0	0	506	375
Printing and reproduction	5,190	13,315	3,375	21,880	36,073
Payments to commercial contractors	77,856	29,501	29,060	136,417	325,939
Payments to other agencies or funds	50,303	1,069	82,004	133,376	97,128
<b>Total decrease</b>	<b>294,785</b>	<b>57,042</b>	<b>146,228</b>	<b>498,055</b>	<b>560,755</b>
Adjustments to prior years operations	1,429	1,272	(3,329)	(628)	(1,336)
<b>Ending balances available</b>	<b>\$1,722,949</b>	<b>\$133,451</b>	<b>\$204,438</b>	<b>\$2,060,838</b>	<b>\$1,972,204</b>

**Gift Fund Statements of Financial Condition** (as of September 30)

	1995	1994
<b>ASSETS</b>		
<i>Current assets:</i>		
Cash in U.S. Treasury	\$116,041	\$44,164
Cash in transit	4,332	4,391
Accrued interest receivable	19,502	7,661
Securities	1,988,357	1,929,760
Advances to employees	0	4,982
<b>Total assets</b>	<b>\$2,128,232</b>	<b>\$1,990,958</b>
<b>LIABILITIES AND FUND BALANCE</b>		
<i>Current liabilities:</i>		
Accounts payable	\$67,394	\$18,754
Total liabilities	67,394	18,754
Fund balance	2,060,838	1,972,204
<b>Total liabilities and fund balance</b>	<b>\$2,128,232</b>	<b>\$1,990,958</b>

### Statements of Changes in Financial Condition

(for the fiscal years ended September 30)

	1995	1994
<i>Sources of funds:</i>		
Funds provided by operations	\$(378,784)	\$(483,615)
Grants and donations	467,418	329,244
Excess (deficit) of revenue over expenses	88,634	(154,371)
<i>Application of funds:</i>		
<b>Increase/(decrease) in working capital</b>	<b>\$88,634</b>	<b>\$(154,371)</b>

### Schedules of Changes in Working Capital

(Effect on Working Capital)

	1995	1994
<i>Current assets:</i>		
Cash in U.S. Treasury	\$71,877	\$541
Cash in transit	(59)	(11,755)
Accrued interest receivable	11,841	7,661
Securities	58,597	(197,968)
Advances to employees	(4,982)	3,235
<i>Current liabilities:</i>		
Accounts payable	(48,640)	43,915
<b>Increase/(decrease) in working capital</b>	<b>\$88,634</b>	<b>\$(154,371)</b>

### Gifts Received

Office	Donor	Amount	Total
General Cultural & Archival Gifts	National Commission on Libraries and Information Science*	\$30,000	
	CITRA Conference Participants	6,675	
	Spacesaver Corporation	2,500	
	Columbia Pictures	1,500	
	Miscellaneous	9,199	\$49,874
NHPRC	Miscellaneous	1,050	1,050
Carter Library	Carter Center, Inc.	28,523	
	Miscellaneous	13,108	41,631
Eisenhower Library	Eisenhower Foundation	1,550	
	Miscellaneous	715	2,265
Ford Library	Gerald R. Ford Foundation*	11,000	
	Miscellaneous	2,564	13,564
Hoover Library	Ronald Reagan Presidential Foundation	5,020	
	Estate of Raymond Crouch	23,431	
	Miscellaneous	2,397	30,848
Johnson Library	LBJ Foundation*	60,175	
	Miscellaneous	126	60,301
Kennedy Library	UAW-GM Human Resource Center	2,000	
	John F. Kennedy Foundation	15,000	
	Miscellaneous	550	17,550
Reagan Library	Estate of Marguerite Young	77,767	
	Ronald Reagan Presidential Foundation*	102,500	
	Miscellaneous	191	180,458
Roosevelt Library	Estate of Nellie Greenfield	19,297	
	United Way-Rose Sherman Fund	2,500	
	Franklin & Eleanor Roosevelt Institute	1,686	
	Miscellaneous	672	24,155
Truman Library	Miscellaneous	10,433	10,433
National Archives	New England Massachusetts Society of Genealogists	1,332	
	Regional System	1,162	
	Pittfield, MA	1,216	
	Northeast	681	
	Mid-Atlantic	652	
	Southeast Friends of the National Archives	2,097	
	Southeast	853	
	Great Lakes	5,981	
	Central Plains		
	Volunteers Association	1,180	
	Miscellaneous	2,556	
	Southwest	85	
	Rocky Mountain	1,808	
	Pacific Southwest	4,757	
	Pacific Sierra	4,673	
	Pacific Northwest	5,676	34,709
	Federal Records Centers		
Headquarters	580	580	
<b>TOTAL DONATIONS</b>		<b>\$467,418</b>	

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

NATIONAL ARCHIVES  
DIRECTORY

**NARA**

700 Pennsylvania Avenue, NW  
Washington, DC 20408-0001  
202-501-5400

**NARA**

8601 Adelphi Road  
College Park, MD 20740-6001  
301-713-6800

Archivist of the United States:

*John W. Carlin*

Deputy Archivist of the United States:

*Lewis Bellardo*

Congressional Affairs:

*John Constance*

Equal Employment Opportunity and  
Diversity:

*Joyce Williams*

General Counsel:

*Elizabeth A. Pugh*

NHPRC:

*Gerald George*

Professional Development and Training:

*Donn C. Neal*

Office of Administrative Services:

*Adrienne C. Thomas*

Office of Federal Records Centers:

*David F. Peterson*

Office of the Federal Register:

*Richard Claypoole*

Office of Policy and Information

Resources Mgt. Services:

*L. Reynolds Cahoon*

Office of the National Archives:

*Michael J. Kurtz*

Office of Presidential Libraries:

*Lewis Bellardo (Acting)*

Office of Public Programs:

*Charles W. Bender (Acting)*

Office of Records Administration:

*James W. Moore*

Office of Special and Regional Archives:

*Raymond Mosley*

Public Affairs:

*Roger A. Bruns (Acting)*

**Regional Archives**

**National Archives-New England  
Region**

*James K. Owens, Director*  
380 Trapelo Road  
Waltham, MA 02154-6399  
617-647-8100

**National Archives-Pittsfield  
Region**

*Jean Nudd, Director*  
100 Dan Fox Drive  
Pittsfield, MA 01201-8230  
413-445-6885

**National Archives-Northeast  
Region**

*Robert C. Morris, Director*  
201 Varick Street  
New York, NY 10014-4811  
212-337-1300

**National Archives-Mid Atlantic  
Region**

*Robert J. Plowman, Director*  
9th and Market Streets, Room 1350  
Philadelphia, PA 19107-4292  
215-597-3000

**National Archives-Southeast  
Region**

*Gayle P. Peters, Director*  
1557 St. Joseph Avenue  
East Point, GA 30344-2593  
404-763-7477

**National Archives-Great Lakes  
Region**

*Peter W. Bunce, Director*  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
312-581-7816

**National Archives-Central  
Plains Region**

*R. Reed Whitaker, Director*  
2312 East Bannister Road  
Kansas City, MO 64131-3060  
816-926-6272

**National Archives-Southwest  
Region**

*Kent C. Carter, Director*  
501 West Felix Street, P.O. Box 6216  
Fort Worth, TX 76115-0216  
817-334-5525

**National Archives-Rocky  
Mountain Region**

*Joel Barker, Director*  
Building 48, Denver Federal Center,  
P.O. Box 25307  
Denver, CO 80225-0307  
303-236-0817

**National Archives-Pacific  
Southwest Region**

*Diane S. Nixon, Director*  
24000 Avila Road, P.O. Box 6719  
Laguna Niguel, CA 92607-6719  
713-360-2641

**National Archives-Pacific Sierra  
Region**

*Waverly B. Lowell, Director*  
1000 Commodore Drive  
San Bruno, CA 94066-2350  
415-876-9009

**National Archives-Pacific  
Northwest Region**

*Philip E. Lothyan, Director*  
6125 Sand Point Way, NE  
Seattle, WA 98115-7999  
206-526-6507

**National Archives-Alaska  
Region**

*Thomas E. Wiltsey, Director*  
654 West Third Avenue, Room 012  
Anchorage, AK 99501-2145  
907-271-2441

**Presidential Libraries**

**Office of Presidential Libraries  
National Archives**

Washington, DC 20408  
202-501-5700

**Herbert Hoover Library**

*Timothy Walsh, Director*  
210 Parkside Drive  
P.O. Box 488  
West Branch, IA 52358-0488  
319-643-5301

**Franklin D. Roosevelt Library**

*Verne W. Newton, Director*  
511 Albany Post Road  
Hyde Park, NY 12538-1999  
914-229-0872

**Harry S. Truman Library**

*George Curtis, Acting Director*  
500 West U.S. Highway 24  
Independence, MO 64050-1798  
816-833-1400

**Dwight D. Eisenhower Library**

*Daniel D. Holt, Director*  
200 SE 4th Street  
Abilene, KS 67410  
913-263-4751

**John F. Kennedy Library**  
*Bradley S. Gerratt, Director*  
Columbia Point  
Boston, MA 02125-3398  
617-929-4500

**Lyndon Baines Johnson Library**  
*Harry J. Middleton, Director*  
2313 Red River Street  
Austin, TX 78705-5702  
512-916-5137

**Nixon Presidential Materials Staff**  
*Karl Weissenbach, Acting Director*  
National Archives at College Park  
8601 Adelphia Road  
College Park, MD 20740-6001  
301-713-6950

**Gerald R. Ford Library and Museum**  
*Richard Norton Smith, Director*  
303 Pearl St., NW  
Grand Rapids, MI 49504-5353  
616-451-9263

**Gerald R. Ford Library**  
1000 Beal Avenue  
Ann Arbor, MI 48109-2218  
313-4741-2218

**Jimmy Carter Library**  
*Donald B. Schewe, Director*  
1 Copenhill Avenue, NE  
Atlanta, GA 30307-1406  
404-331-3942

**Ronald Reagan Library**  
*Dennis Daellenbach, Acting Director*  
40 Presidential Drive  
Simi Valley, CA 93065-0666  
805-522-8444

**Bush Presidential Materials Project**  
*David Alsbrook, Acting Director*  
Suite 300  
701 University Drive, East  
College Station, TX 77840-1897  
409-260-9552

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### Federal Records Centers

**Federal Records Center-Atlanta**  
*William R. Craig, Acting Director*  
1557 St. Joseph Avenue  
East Point, GA 30344-2593  
404-763-7438

**Federal Records Center-Boston**  
*Diane LeBlanc, Director*  
380 Trapelo Road  
Waltham, MA 02154-6399  
617-647-8745

**Federal Records Center-Chicago**  
*David E. Kuehl, Director*  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
312-353-0164

**Federal Records Center-Dayton**  
*Denis Paskauskas, Director*  
3150 Springboro Road  
Dayton, OH 45439-1883  
513-225-2878

**Federal Records Center-Denver**  
*Robert Svenningsen, Director*  
Building 48, Denver Federal Center  
P.O. Box 25307  
Denver, CO 80225-0307  
303-236-0804

**Federal Records Center-Fort Worth**  
*James W. Mouat, Director*  
Box 6216  
Fort Worth, TX 76115-0216  
817-334-5515

**Federal Records Center-Kansas City**  
*John Allshouse, Director*  
2312 East Bannister Road  
Kansas City, MO 64131-3060  
816-926-7271

**Federal Records Center-Los Angeles**  
*Sharon L. Roadway, Director*  
24000 Avila Road  
Laguna Niguel, CA 92607-6719  
714-643-4220

**Federal Records Center-New York**  
*Karen Lucas, Acting Director*  
Building 22, Military Ocean Terminal  
Bayonne, NJ 07002-5388  
201-823-7161

**Federal Records Center-Philadelphia**  
*David S. Weber, Director*  
14700 Townsend Road  
Philadelphia, PA 19154-1025  
215-951-5588

**Federal Records Center-Pittsfield**  
*Gregory L. Schildmeyer, Director*  
100 Dan Fox Drive  
Pittsfield, MA 01201-8230  
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*Back cover photos, left to right: 1. Fire Controlman Clifford Dunn, Jr., U.S. Navy; Dunn's diary describes the sinking of the USS Lexington during the battle of the Coral Sea, May 8, 1942. 2. The Diary of Fire Controlman Clifford Dunn, Jr. 3. Nurses of a field hospital in France, August 12, 1944. 4. The Declaration of Independence. 5. The National Archives Building, Washington, DC.*

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