

I. National Archives and Records Administration

Archival and Records Management Functions

When the National Archives and Records Administration (NARA) was established in 1934 it consisted of a single archive on Pennsylvania Avenue in downtown Washington, D.C. Reflecting the growth of the federal government, NARA has expanded steadily over the intervening six decades and today the agency is involved in all phases of federal records management. Although NARA's research archives in Washington, D.C., and College Park, Maryland, are still the agency's most prominent facilities, NARA also encompasses a network of regional archives, records centers, and the presidential libraries. Together these facilities house approximately 20 million cubic feet of records, 5 million maps and charts, 21 million photographs, and hundreds of thousands of rolls of movie film and video tape.

Between 1934 and 1949 NARA's focus was primarily archival, that is, collecting, preserving, and making historically valuable documents and photographs available for study. But the depression and World War II created a tidal wave of federal records, and NARA found that it had neither the space nor the staff to handle the huge influx of records. Looking for a way to systematize federal records retention and storage, in 1949 the government broadened the agency's mandate, giving it responsibility for the handling of current federal records as well as permanently valuable archival materials. To fulfill its new mission, in 1950 NARA opened its first records center. Today the records administration operates a nationwide network of 15 such interim storage facilities.

In 1969 the agency began decentralizing its archival holdings by building a series of regional archives—facilities that would make the historically valuable records readily accessible to the public in the regions where those records were created. Currently the records administration operates 12 regional archives.

Initially the regional records centers and regional archives were separate organizations (although often co-located), but in the late 1990s NARA reorganized its field program and grouped the regional records centers and

archives into 9 geographically distinct regions. The new combined offices are called Regional Records Services Facilities.

The majority of NARA's regional facilities still include separate archival and records center holdings, each with its own staff, but the names of those organizations have changed. For example, within the Great Lakes Regional Records Services Facility, the former records center is now identified as Records Center Operations, and the former regional archive is called Archival Operations. The majority of the NARA regions have a similar organizational arrangement, although a few Regional Records Services Facilities have only archival or records center holdings. A summary of NARA's Washington, D.C. area facilities and Regional Records Services Facilities, along with a matrix of their types of holdings, is presented in Figure 1. A complete list of all of NARA's facilities, including the archives and records centers in the Washington, D.C. area, regional facilities, presidential libraries, and the National Personnel Records Center, is available at NARA's website: www.nara.gov.

Archives and Records Centers: An Important Distinction

There are two fundamental differences between NARA's archival and records center holdings. First, the records centers maintain the government's more recent records. As a general guideline, records less than 30 years old are usually housed within the federal records system; whereas most of the records more than 30 years old either have been destroyed or transferred to one of the archives. (Researchers should note that the 30-year rule is only a guideline and can vary substantially depending on the archive, records center, or the originating agency.)

The second major distinction between NARA's archival and records center holdings is the legal ownership of the records. The archives own the records in their custody, the records centers do not. When records are accessioned into the archives, the originating agency transfers ownership of the records to NARA. The archives then arranges and preserves the records, prepares finding aids to facilitate their use, and makes the records available to the public.

In contrast, NARA's records centers, which include the Washington National Records Center in Suitland, Maryland, and the regional records centers, serve as specialized records warehouses, best characterized as interim storage facilities. Federal agencies transfer their inactive records to a nearby records center where they are stored, sometimes for decades. During that time, in accordance with the records retention schedules,

	<u>Archival Holdings</u>	<u>Records Center Holdings</u>
<u>Washington Metropolitan Area Facilities</u>		
Archives I, Washington, D.C.	*	
Archives II, College Park, MD	*	
Washington National Records Center, Suitland, MD		*
<u>Regional Records Services Facilities</u>		
Pacific Alaska Region, Anchorage, AK	*	*
Southeast Region, Atlanta, GA	*	*
Northeast Region, Boston, MA	*	*
Great Lakes Region, Chicago, IL	*	*
Great Lakes Region, Dayton, OH		*
Rocky Mountain Region, Denver, CO	*	*
Southwest Region, Fort Worth, TX	*	*
Central Plains Region, Kansas City, MO	*	*
Pacific Region, Laguna Niguel, CA	*	*
Central Plains Region, Lee's Summit, MO		*
Northeast Region, New York City, NY	*	
Mid-Atlantic Region, 900 Market St., Philadelphia, PA	*	
Mid-Atlantic Region, 14700 Townsend Rd., Philadelphia, PA		*
Northeast Region, Pittsfield, MA		*
Pacific Region, San Francisco, CA	*	*
Pacific Alaska Region, Seattle, WA	*	*

Figure 1. NARA Archives and Records Centers

records of transitory value are destroyed, and those records of lasting historical importance are eventually transferred to one of NARA's archives. The records centers neither own nor control the records they house. From a researcher's perspective the difference between the archives and records centers boils down to access: because the records centers do not own the records stored within their vaults, they are not allowed to grant researchers access to them. Permission to review the records must be obtained in writing from the originating agency.

Understanding the Terminology

To navigate successfully through NARA's holdings, one must understand a few key terms and concepts. First, NARA groups its records by originating agencies. A **record group** is a collection of information created by a government department, agency, or organization. For example, Record Group 77 contains the Records of the Office of the Chief of Engineers.

Record groups, in some cases, are further subdivided into entries or accessions. An **entry** is a series of related records within a record group covering a specific time frame. An **accession** is a collection of correspondence, reports, histories, contracts, or other records created by an agency branch, directorate, or department, that has been transferred to the custody of a NARA records services facility for storage, disposal, or accession into the archives.

NARA maintains more than 500 record groups; however, not all of these record groups apply to research in support of environmental cleanup at former and current military sites. The Appendix identifies record groups that do apply to these various sites—such as airfields, coastal defense installations, or bombing targets.

Locating Records within NARA

Finding the records you want within the record center system is usually more difficult than locating them in the archives. The records centers are interim storage facilities with the emphasis on storage, not research. Unlike the archives, which has prepared finding aids for many of its collections, there are few guides to record center holdings. At the centers, the two primary records management tools are the "Accession Number Master List" (Figure 2), often referred to simply as the "01 Report" and the Standard Form 135 (SF 135) (Figure 3).

Prepared by record group, the "01 Report" contains a one-line description of each accession. Although the truncated descriptions are often incomplete and sometimes misleading, the entries on the report are cross referenced by accession number to the SF 135. The SF 135 is prepared by the originating agency and accompanies the records when the documents are transferred to the records centers for storage. These forms often provide researchers with detailed descriptions of the records within the accession.

Environmental Cleanup at Former and Current Military Sites

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
ACCESSION NUMBER MASTER LIST (31)
WASHINGTON NATIONAL RECORDS CENTER 03/31/98

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ACCESSION	SUB	NOA	FRY	VOLUME	S	REF/LOC	AA	DISPOSITION	D	DISP	SERIES DESCRIPTION	BEGIN	END	BOX	NO	Y	TRG	DT	TEND	DT		
077-91-0998	077	DUP		2,000	S	17-63-29-7-3	N	M/210/208/B3	C	DATE	D199904 OCRMH KOREA APO SF	TO	12-88	2	89					491	1	
077-91-0999	077	DUP		1,000	A	17-83-29-7-6	N	M/210/208/B3			D199810 OCRMH KOREA APO SF	TO	8/88								491	1
077-92-0001	077	DUP		30,000	S	10-15-24-2-3	N	M/870/58/A			P201101 CEHO-SR FT. BELVOIR VA	TO	66-90								562	1
077-92-0002	077	DUP		35,000	S	10-08-31-7-6	N	M/870/58/A			P200601 CEHO-SR FT. BELVOIR VA	TO	57-85								592	1
077-92-0003	077	DUP		6,000	S	16-65-29-7-3	N	M/405710F/A			D199901 CEIM-PD WASH DC	TO	88								492	1
077-92-0004	077	DUP		19,000	S	16-85-31-1-2	N	M/1110/2/11504/A	U		CEIM-PD WASH DC	TO	83-89								492	1
077-92-0008	077	DUP		38,000	S	08-51-19-2-3	N	M/1180/1/1R/A			D200207 CEIM-PD WASH DC	TO	6/92								892	1
077-92-2300	077	DUP		34,000	S	08-45-26-5-3	N	M/107177K/A2			P200701 LGRC-WLR FT. BELVOIR VA	TO	82-86								792	1
077-92-2301	077	DUP		50,000	A	08-45-26-5-3	N	M/107177K/A2			D200110 OCRMH KOREA APO AP	TO	FY90								892	1
077-92-2302	077	DUP		41,000	S	18-45-38-6-6	N	M/107177K/A2			D200010 OCRMH KOREA APO AP	TO	FY90								892	1
077-92-2304	077	DUP		22,000	S	14-78-29-6-2	N	M/210/208/B3			D200010 OCRMH KOREA APO AP	TO	FY90								892	1
077-92-2305	077	DUP		3,000	A	14-78-29-6-2	N	M/210/208/B3			D199810 OCRMH KOREA APO AP	TO	FY86-89								892	1
077-92-2306	077	DUP		2,000	S	14-78-29-6-2	N	M/210/208/B3			D199910 OCRMH KOREA APO AP	TO	FY89								892	1
077-92-2307	077	DUP		18,000	S	14-80-04-7-3	N	M/210/208/B3			D200010 OCRMH KOREA APO AP	TO	FY90								892	1
077-92-2308	077	DUP		19,000	S	14-80-04-7-3	N	M/210/208/B3			D200010 OCRMH KOREA APO AP	TO	FY90								892	1
077-92-2309	077	DUP		12,000	S	14-80-04-7-3	N	M/210/208/B3			D200010 OCRMH KOREA APO AP	TO	FY86-87								892	1
077-92-2310	077	DUP		4,000	S	14-84-35-3-6	N	M/210/208/B3			D199910 OCRMH KOREA APO AP	TO	FY86								892	1
077-93-0001	077	DUP		8,000	S	20-36-38-7-1	N	M/405710F/A			D199901 CEIM-PD WASH DC	TO	89								193	1
077-93-0002	077	DUP		7,000	S	20-36-38-7-1	N	M/405710F/A			D200001 CEIM-PD WASH DC	TO	89								193	1
077-93-0003	077	DUP		29,000	S	20-16-29-3-1	N	M/405710F/A			D200201 CEIM-PD WASH DC	TO	91								193	1
077-93-0005	077	DUP		46,000	S	17-63-22-6-1	N	M/1180/1/1R/A			D200310 CEIM-IR WASH DC	TO	7/93								993	1
077-93-0006	077	DUP		10,000	S	17-63-24-8-4	N	M/25/301/B/B			P201101 CEIM-IR WASH DC	TO	59-88								993	1
077-93-0007	077	DUP		7,000	S	17-19-25-1-2	N	M/1/20A7B			P201801 CEIM-IR WASH DC	TO	76-92								993	1
077-93-0008	077	DUP		1,000	S	17-18-20-4-3	N	M/672/5/1B/A2			D201301 CEIM-PD WASH DC	TO	88-89								993	1
077-93-0009	077	DUP		1,000	S	17-18-20-4-4	N	M/672/5/1B/A2			D201601 CEIM-PD WASH DC	TO	89-90								993	1

Figure 2. Accession Number Master List

Government researchers can access the "01 Reports" for each records center using the Centers Information Processing System (CIPS). Information on CIPS is available on NARA's website. Copies of the reports also are available at the individual records centers. Online access is limited to government personnel; private patrons wishing to review the "01 Report" will have to make arrangements to view the report at the applicable records center. Although the "01 Reports" are helpful, to make a thorough survey of a record center's holdings there is no substitute for examining the SF 135s.

Once researchers locate the applicable records, they still must obtain permission to look at them. Remember, the records centers do not own the records, they are merely storing them for the originating agency. Permission to review the records must be obtained from the originating agency or its successor, and getting that is often a time-consuming process. Once the researcher has obtained the necessary authorization, however, the records center will retrieve the records and make them available in its reading room.

STANDARD FORM 135 APRIL 1963 PRESCRIBED BY GENERAL SERVICES ADMINISTRATION REG. 2-19-38		TRANSMITTAL OF GOVERNMENT RECORDS		ACCESSION NO. 60A-1283	
				RECORD GROUP NO. RG-340	
INSTRUCTIONS.—Submit this form to your area GSA regional office. When submitting to GSA region 3 office, Washington, D. C., submit an original and two copies. When submitting to other GSA regional offices, submit an original and one copy only.					
1. FROM (Name and address of agency transferring the records) Correspondence Control Division Office of the Administrative Assistant Office, Secretary of the Air Force		2. AGENCY WHICH CREATED RECORDS (If different than transferring agency)			
3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature) <i>A. M. Marceron for</i>		TITLE D. P. BOYLE HQ USAF Records Management Officer	DATE 16 FEB 1960		
4. CUSTODIAN OF RECORDS IN TRANSFERRING AGENCY (Name, address, and telephone number) Donald P. O'Boyle, Pentagon, 4C870, Extension 74812					
5. DESCRIPTION OF RECORDS (With inclusive dates. Use reverse if additional space is required) Correspondence consisting of letters, memoranda and documentary materials pertinent to the administration of the Office, Secretary of the Air Force for the year 1956. Unclassified material is arranged in numerical sequence and chronologically therein. Secret material is arranged in numerical sequence and numerically therein.					
S Box 31-39		SAFS Files 1-56 thru 3692-56		11 3/12 Cu Ft.	
U- C Box 1- 30		SAFS Files 1- 56 thru 3707-56		37 6/12 Cu Ft.	
Sample					
Access ONLY as approved by HQ AFMRS in Division AFMRS, HQ USAF					
FS/BI/9-12/2A/50: ST 1-2					
6. RESTRICTIONS ON USE OF RECORDS (If no restrictions, write "none") These records may be withdrawn only by authorization from the Correspondence Control Division, Office, Secretary of the Air Force. This is the Central File Room for Office's of the Secretary of the Air Force.					
7. ARE THESE RECORDS COVERED BY AN AUTHORIZED DISPOSAL SCHEDULE? <input checked="" type="checkbox"/> YES (If "yes," identify schedule) <input type="checkbox"/> NO		8. CUBIC FEET OF RECORDS TRANSFERRED 48 9/12 139		9. CUBIC FEET OF RECORDS DISPOSED OF BY AGENCY 11 Cu. Ft.	
10. SQUARE FEET OF SPACE RELEASED Office		LOCATION Storage 4C870			
11. FILING EQUIPMENT (Enter, where applicable, quantity of each type):					
		FILING CABINETS		TRANSFER CASES	
		STEEL	WOOD	STEEL	WOOD
EMPTY AND RETURNED AT AGENCY					
RECORDS SHIPPED IN					
TO BE RETURNED					
CUBIC FEET OF SHELVING EMPTY AT AGENCY					
DO NOT WRITE BELOW THIS LINE					
THE ABOVE DESCRIBED RECORDS WERE RECEIVED INTACT, UNBROKEN CONTAINERS, ETC.					
SIGNATURE <i>Howard V. Burre</i>		DATE FEB 23 1960			
TITLE HOWARD V. BURRE CHIEF, PGC & DISPOSAL SEC.		FEDERAL RECORDS CENTER ADDRESS FRANKLIN & HUNTER STS. WASHINGTON, D.C.			

Figure 3. Transmittal of Government Records Form

In contrast to the records centers, the archives' collections are better indexed and more readily accessible. For an overview of NARA's archival holdings, consult the comprehensive *Guide to Federal Records in the National Archives of the United States*, now available in a searchable electronic database at www.nara.gov. The regional archives also have a number of their finding aids available online through the Regional Records

Services Facilities' individual websites. The archives also have hundreds of printed finding aids.

Preparing for Research

When conducting research with NARA for a given military site, researchers should include the Washington, D.C. area facilities (Archives I and II and the Washington National Records Center) as well as the appropriate regional facility.

It is wise to call ahead before visiting any records center or archive. This serves several purposes. It allows you to make introductions; ensures that the records you want to use are indeed available and open for research; helps you become familiar with the facility's administrative procedures, and establishes an archivist as point-of-contact for the visit.

Before your first visit, provide the archivist with a brief written accounting of each site you are researching (Figure 4). Give the archivist as much information as possible including the name of the site, the dates it was in operation, and its location. Providing this type of information allows the archivist to review the appropriate finding aids and recommend materials you should view.

Ensure you send your request to the appropriate facility. A list of NARA facilities is found on the agency's website, and on page 3 of this guide. When sending inquiries to any of the regional records services facilities, researchers need to remember that the records they seek could either be in the records center operations or archival operations branches. Information requests should be sent to the appropriate branch.

Research Procedures

Upon arrival at the facility, you must apply for a researcher card (Figure 5). NARA's Washington, D.C. and College Park, Maryland, sites have computerized this process.

Once the researcher card is issued, consult with the archivist regarding the nature and purpose of your research. This way, if problems do arise, the archivist will understand the direction of the research and can give better assistance.

National Archives and Records Administration
Pacific Region
P.O. Box 6719
Laguna Niguel, CA 92677-2641

We will be researching the following formerly used defense sites at your facility on [date].
Please identify and pull any site-specific records before our research team arrives.

Palo Alto Precision Bombing Range Number 4

Pima County, Arizona
Township 17 South, Range 10 East, Section 31
Approximately 640 acres
Used by the Army Air Forces from 1942–1948
Associated with Davis–Monthan Air Field, 2nd Air Force, 2nd Bomb Group
Record groups: 18, 30, 48, 49, 77, 92, 156, 270, 336, 338, and 342

Camp Lamesa

San Diego County, California
Approximately 4,517.133 acres
Used by the Army, 140th Infantry, from 1942–1943
Used by the Navy, Naval Retraining Command, from 1944–1945
Record groups: 30, 48, 49, 77, 92, 111, 121, 156, 181, 270, 336, and 338

Victorville Precision Bombing Range N–3 (also known as Precision Bombing Range Number 44)

San Bernardino County, California
Township 10 North, Range 3 West, Section 8
Approximately 640 acres
Used by the Army Air Forces from 1942–1949
Associated with the Victorville Army Airfield Western Flying Training Command
Record groups: 18, 30, 48, 49, 77, 92, 156, 270, 336, 338, and 342

Victorville Precision Bombing Range Number 10

San Bernardino County, California
Approximately 640 acres
Township 4 North, Range 2 East, Sections 1 and 12, and
Township 4 North, Range 3 East, Sections 6 and 7
Used by the Army Air Forces from 1943–1948
Associated with the Victorville Army Airfield Western Flying Training Command
Record groups: 18, 30, 48, 49, 77, 92, 156, 270, 336, 338, and 342

Santa Catalina Island Bombing Area (also known as Target Number 17)

Santa Catalina Island, California
Approximately 17.5 acres
Used by the Army Signal Corps from 1941–1945 and the Navy during the 1950s
Associated with Camp Cactus
Record groups: 30, 48, 49, 77, 92, 111, 121, 156, 181, 270, 336, and 338

Figure 4. Sample Research Notice

RESEARCHER APPLICATION
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 14803 (8-85)

See Privacy Act of 1974 compliance information on the back.

MR. MRS. MISS MS. (Please print above — last name)

(First name and middle initial)

FOR NARA USE ONLY

TELEPHONE NUMBERS

ADDRESS (Number and street) (City and State) (ZIP Code)

Local Other

(Identify topic specifically, e.g., date span, geographical limits, full name of biographical subject, etc.)

DESCRIPTION OF PROPOSED RESEARCH

MAY NARA PERSONNEL ADVISE OTHER INDIVIDUALS OF THE SUBJECT OF YOUR RESEARCH? YES NO

MAY NARA PERSONNEL ADVISE OTHER INDIVIDUALS WHICH REFERENCE ITEMS WERE SERVED TO YOU? YES NO

I understand and agree to comply with the regulations for using archival materials partly summarized on the back of this form.

APPROVED (Signature) APPLICANT SIGN HERE DATE

TYPE OF APPLICATION NEW RENEWAL EXPIRATION DATE

This information, although not required for obtaining an identification card, would aid our archivists in assisting your research.

GENEALOGICAL RESEARCHER <input type="checkbox"/> YES <input type="checkbox"/> NO <i>if Yes, give tentative title:</i>		PERSONAL <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/>	OCCUPATION	Students or Faculty Members Only	
PUBLICATION INTENDED <input type="checkbox"/> YES <input type="checkbox"/> NO <i>if Yes, give tentative title:</i>		YES <input type="checkbox"/> NO <input type="checkbox"/>	EMPLOYER OR SCHOOL NAME AND ADDRESS	LEVEL High School Undergraduate MA Candidate PhD Candidate Faculty	MAJOR FIELD

Figure 5. Researcher Application Form

Next, review the various finding aids and inventories to determine which records will be helpful—ideally most of this will have been done prior to visiting the archives. Findings aids are provided for most record groups and are maintained in the reference rooms. Determine which record groups and entries or accessions within a given record group are most likely to have information pertaining to your search.

Requesting records by specific box number is the most efficient way to obtain the required documents. If box listings are not available, determine whether the records in the entry are filed alphabetically by site name, date, or the War Department Decimal File or Navy filing systems. The finding aid or inventory will usually reveal how an entry is filed. If, however, you have any doubt, consult with the archivist.

After determining which records to review, prepare a reference service slip (Figure 6) or reference request. The reference service slip is used to request files from the archives. When filling out the form follow the guidelines posted in the reference room or consult the archivist.

When requesting documents in any of the records centers, use the reference request (Figure 7), often called an OF 11. An archivist must review and initial the reference service slip before the records can be pulled. It is extremely important to post the correct location information on the reference request—stack area, compartment, shelf, and row—as

REFERENCE SERVICE SLIP					DATE	NO.
NAME OF REQUESTOR			AGENCY OR ADDRESS			
UNITS OF SERVICE				SOURCE OF REQUEST (Check)		
INFORMATION SERVICE (Number of replies)		RECORDS FURNISHED (Number of items)	TEXTUAL STILL PICTURES, ETC. (Number of pages)	MOTION PICTURES (Number of feet)	SOUND RECORDINGS (Number of feet)	NA Administrative Use
WRITTEN	ORAL					Agency of Origin
						Other Government
						Non-government
REQUEST HANDLED BY						
RG NO.	STACK AREA	ROW	COMPARTMENT	SHELF	OUTCARD NO.	
<i>Sample</i>						
RECORD IDENTIFICATION						
RECEIVED BY			DATE	RETURNED TO	DATE	
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			DO NOT REMOVE FROM RECORDS		NA FORM 14001 (11-89)	

Figure 6. Reference Service Slip

well as the appropriate record group, entry numbers, and site name, if applicable.

The most important element is the accession number that includes the agency record group number, such as RG77 Corps of Engineers, the fiscal year it arrived, and the sequence in which it was received. If it has been transferred to the archives it will have an additional number and be identified by the region, such as NRG, 8NS, 8NN (all identify the records as in the holdings of the Rocky Mountain Region) NRG77-00-001. When you have the accession number you can always find the location.

At Archives I and II, an archivist must review and initial the reference service slip before the records can be pulled. The regions follow a simplified process. Each pull can be no larger than one cart—carts can only hold 15 to 18 archive box-sized containers—and must be from the same record group. Multiple entries from the same record group are permitted. Be aware that it may take an hour or more for the records to be pulled and brought to the research room. You are responsible for the safekeeping of records signed for and in your custody. Documents, photographs, maps, etc., must not be rearranged and must be handled with the utmost care. Rules may vary slightly from facility to facility. Consequently, you should familiarize yourself with the rules within each facility and comply with them totally, for example, cotton gloves must be worn when handling pictures; one box on the table at a time; no food,

you document the location of all records found. The integrity of each file within a box must remain intact. The archives staff must check the documents to be copied. They will prepare the document for copying and, if applicable, apply the necessary declassification markings. Copying expenses vary depending on who does the work and the type and size of the documents. Copying can usually be completed during your research visit. Occasionally, however, when the archives staff does the copying, they will mail the documents to you.

In some instances, even though the research strategy was most thorough, your search for a given site may produce no records. This lack of records could be attributed to a myriad of reasons—documents could be lost, destroyed, transferred, or the site you are researching could have been active for just a very short time. Be sure to keep clear, accurate research notes. Keep track of the holdings you searched, and if you make copies of documents, be sure to mark each one with the record group, accession number, and the pertinent entry, box, and folder information from where it was obtained. Without that vital information, the copies will be useless.