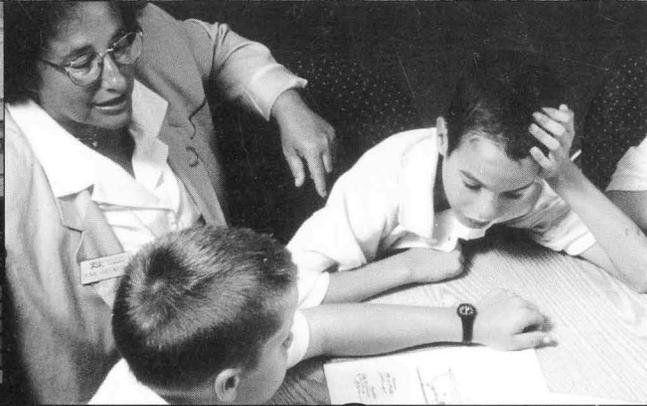


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Homepage screenshot for the National Archives and Records Administration website. The browser address bar shows <http://www.nara.gov/>. Navigation buttons include 'What's New?', 'What's Cool?', 'Destinations', 'Net Search', 'People', and 'Software'. The main heading is 'National Archives and Records Ad'. Below this is a 'WELCOME!' section with links for 'From the Archivist', 'NARA's Organization', and 'Building for the Future'. A 'Locations and Hours' section is also present, with a link for 'Washington, DC, Archival Facilities'. The 'The Visitor's Gallery' section lists several items: 'Online Exhibit Hall', 'Gift Shop and Bookstore', 'The Digital Classroom', and 'Public Programs'. A small arrow icon is visible at the bottom right of the screenshot.

# DIRECTIONS

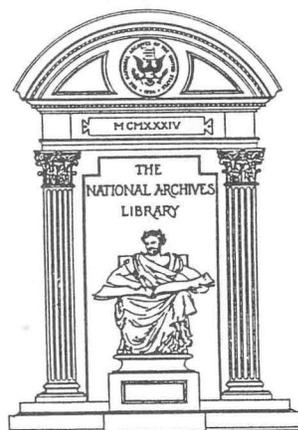
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# DIRECTIONS

## 1996 Report



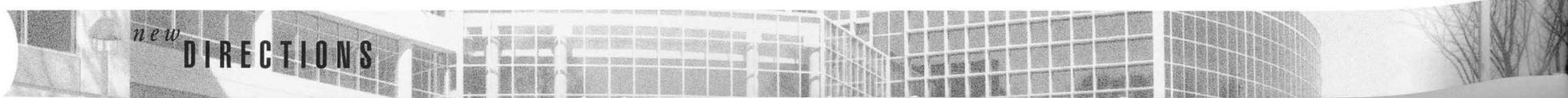
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*a strategic*  
**PLAN FOR  
THE NEXT DECADE**



THE NATIONAL ARCHIVES AT COLLEGE PARK (PHOTO BY EARL McDONALD)

In 1996 the National Archives and Records Administration issued *Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997-2007*. Developed with extensive input and involvement from staff throughout the agency and external constituents, this plan gives the agency a course to pursue for the next decade.

The plan is intended to be dynamic, to evolve, and to be refined over time. "We need this plan because we want to excel, not just survive," said Archivist of the United States John Carlin. "NARA is a public trust, upon whose records the people of a democracy depend for the continuity, accountability and credibility of their national institutions. If we do our job effectively, we will help rebuild the trust of the American people in their government. That is the outcome our plan is intended to enable us, proudly, to make possible."

The plan emphasizes that the mission of NARA is to ensure, for the Citizen and the Public Servant, for the President and the Congress and the Courts, ready access to essential evidence — that documents the rights of citizens, the actions of Federal officials and their effects on the national experience. Through such essential evidence Americans can establish their identities, protect their rights and claim their entitlements; Federal officials can explain past decisions, inform future policy and be accountable for consequences; and a wide range of researchers can understand and evaluate the effects of Federal actions.

The plan sets forth approaches for the agency to determine what evidence is essential for those purposes. NARA must ensure that government creates such evidence. The agency must make it easy for users to access that evidence, regardless of where it is, or where they are, for as long as needed.

In completing the plan, NARA solicited input from a wide variety of NARA's constituents. They included Federal agencies, Congress, genealogists, veterans, historians, archivists, records managers, Presidential scholars, lawyers, public interest groups, educators, officials of state and local governments, consultants, librarians, and NARA volunteers.

What directions does the plan take the agency to reach its goals?

#### Redefining the Life Cycle of Records

First, NARA will structure its work processes and organization into a seamless system around the concept of the life cycle of records. The life cycle of a record, as defined in the plan, runs from its creation or receipt by a Federal agency, court or office, through its maintenance and use in the business of that part of the government, to its eventual destruction or continuing use. NARA must be involved with all records *throughout* the life cycle. Structuring NARA around the records life cycle means a redesign of NARA's offices and their responsibilities in order to deal with records from creation through use without the bottlenecks, overlaps, conflicts, and inconsistencies. The plan calls for NARA to test and implement within the agency itself an effective life-cycle approach to the management of Federal records, in electronic as well as paper forms and to appraise records, describe them, make them accessible and track them in an affordable, automated and efficient system.

#### Refocusing Agency Partnerships

Second, NARA will refocus its efforts to work in partnership with agencies at the front end of the life cycle, particularly in dealing with electronic records. The agency will work with agencies on the design of record keeping systems for creating and maintaining records of value. NARA will test the feasibility of functional appraisal, by which records are evaluated for how well they document major agency functions rather than individual agency offices. NARA will work aggressively with the White House on Presidential records at the beginning of new Administrations and will seek means to include public users as well as government officials more effectively in appraisal decisions.

#### Consolidating Holdings

Third, NARA will consolidate its holdings into affordable space providing appropriate storage to protect and preserve records for continuing use. The agency will invest in fewer, larger facilities, built not only to meet future space needs, but also to meet appropriate preservation standards, and to provide safe and comfortable work environments for staff. In an age of "FedEx," "Fax" and Internet communication, proximity to records is less important than systems for access to them. NARA can achieve greater efficiencies through consolidation of both holdings and personnel, without reducing service.

#### Expanding Public Access to Records

Fourth, NARA will expand opportunities for the public to make use of Federal records no matter where they are located. For example, the agency will expand



current efforts to build a nationwide, integrated system that can deliver on-line information about NARA and its facilities, services, and holdings. NARA will continue to expand electronic access to the essential evidence published in the *Federal Register*, and will develop exhibits that travel widely to provide ready access to holdings that document the national experience.

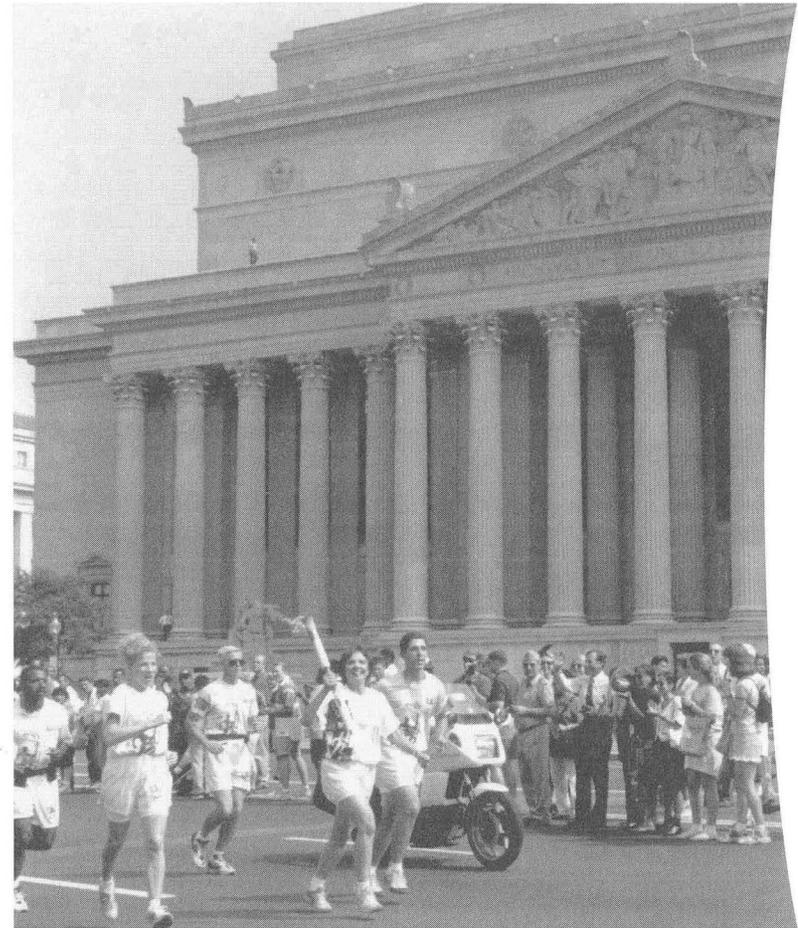
### Changing the Organizational Culture

In addition to the four strategies focussing on specific things NARA will do to provide ready access to essential evidence, the plan emphasizes that the agency must make changes in the culture of its organization to succeed. Accordingly, the plan proposes a thorough redesign of the processes by which the agency recruits, prepares, assigns, and evaluates staff. It also sets forth career development plans, emphasizing not training but continuous learning, for which NARA will provide opportunities, but for which each staff member individually must take responsibility.

### Funding Considerations

In several ways the plan points out opportunities for internal economies. It calls for staffing an aggressive development office to pursue private-sector funding for special projects such as traveling exhibits. It also proposes options for the support of future Presidential libraries and alternative approaches to funding records-center storage and retrieval services.

"The plan provides real hope," said Carlin, "because it focuses on what we can become. It identifies workable strategies for achieving positive goals. At a

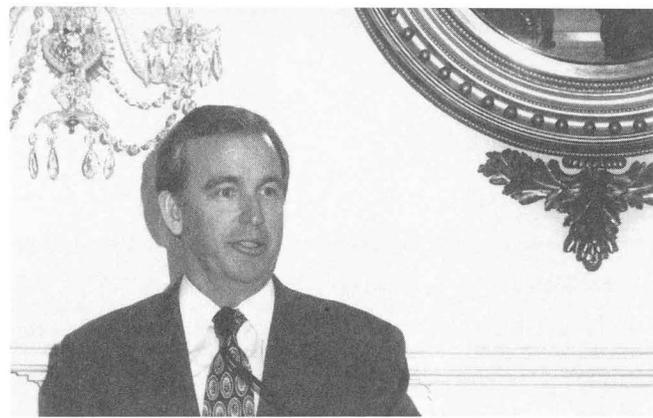


THE OLYMPIC TORCH PASSES THE NATIONAL ARCHIVES BUILDING, WASHINGTON, DC (PHOTO BY EARL McDONALD)

time when public faith in government institutions is lagging, we can help restore it. At a time when public service is disdained, we can win recognition that ours is indispensable. It will take time. We cannot do it all at once. But over time, we can do it, and we will."

*reorganizing*  
**AROUND THE  
RECORDS LIFE CYCLE**

*By John W. Carlin, Archivist of the United States*



U.S. ARCHIVIST JOHN W. CARLIN (PHOTO BY MIKE CARTER)

The National Archives and Records Administration is embarked on an historic mission of change. In the past year, the agency completed a new strategic plan, *Ready Access to Essential Evidence*, that sets forth the directions we must take to achieve our mission into the next century. From that plan, we have laid the groundwork for an agency reorganization that will help NARA improve its services to Federal agencies and the public by clarifying responsibilities for NARA functions and services and by organizing our work around a fundamental archival concept – the records life cycle.

#### Strategic Directions

In the Strategic Plan we said that we would “reorganize our office structure to improve communication, reduce bottlenecks, end overlaps, clarify individual unit responsibilities, establish who will be accountable for what at each stage of the life cycle process, and speak with one voice in providing guidance and implementing policies.” Implementing such a reorganization and clarifying responsibilities for stewardship have been among my first priorities.



It also is important that we begin to build partnerships to promote front-end records management. I believe this new organization can meet these objectives.

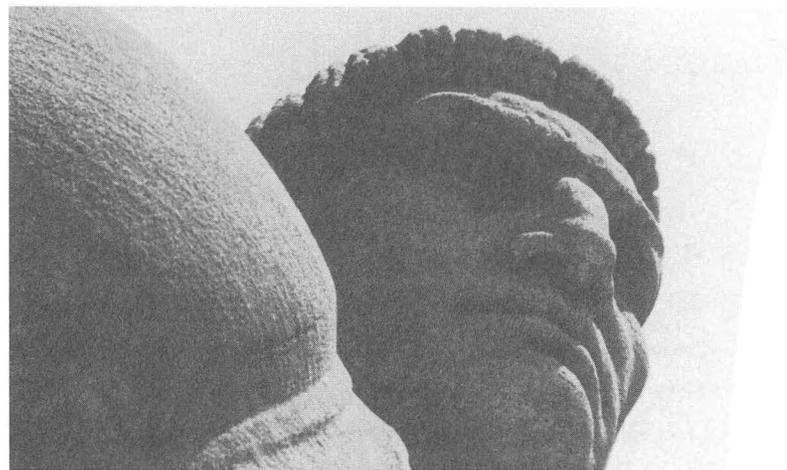
Foremost, I am determined to see that the Strategic Plan does not “atrophy and die” and that agency activities are coordinated within the framework of the plan to further our mission.

We will attempt to build active partnerships with the Office of Management and Budget, Federal agencies, Congress and the courts. We will work with our Federal agency partners in ways to address government records management issues better and fulfill our role as a public trust.

#### Changes in the Program Offices

To enhance our ability to provide direct records management services, I am reorganizing our program offices around the records life cycle. The Office of Records Administration, the Office of Federal Records Centers, the Office of the National Archives, the Office of Special and Regional Archives and the Office of Public Programs will be consolidated into two life-cycle offices responsible for Federal headquarters and field records, respectively. Instead of five offices managing pieces of the records life cycle, NARA will have two offices that oversee all Federal records from their creation to destruction or continuing use as archives.

I expect this to improve communication and coordination among related records functions and reunite parts of the life cycle that have been split in the past. Reducing five offices to two also allows NARA to reallocate a number of central office administrative positions to work more directly in providing program services to meet our growing challenges at the front end of the records life cycle.



STATUE AT NATIONAL ARCHIVES BUILDING, WASHINGTON, DC

#### Regional Changes

Perhaps most exciting are the possibilities this structure offers for real change in our field operations. Each region will be administered by one director as a complete life cycle unit. From these manageably-sized units, we will really be able to test the life cycle approach as well as other reinvention initiatives.

This structure also allows the director maximum flexibility to shift staff members and organize their work to meet the region's needs for records and archival services. Additionally, these directors will be working together to create cost-effective facility consolidation plans that will ensure continued and improved customer service in their regions. I expect many of the most creative solutions to some of our biggest challenges to come from these life-cycle “laboratories.”

This is an exhilarating and challenging time for our agency. I believe that these new initiatives present a great opportunity for organizing our work around the records life cycle, promoting front-end records management, improving communications and customer service, and developing our information and staff resources. These are exciting developments that prepare us to meet the records demands of the coming decades.

*launching*  
**NEW ONLINE  
RESOURCES**

The National Archives and Records Administration launched a new website in 1996 and new public access services. For the first time, National Archives databases can be searched over the Internet. The website provides information about the agency's mission; the new strategic plan; the hours and locations of all National Archives facilities nationwide, including the regional archives, Presidential libraries and Federal Register; and other practical information for researchers, genealogists and records managers. A "Visitor's Gallery" can be found

here providing general information on NARA's public programs, including the very popular Online Exhibit Hall. Included are electronic versions of many NARA exhibitions, including the "Charters of Freedom" the Declaration of Independence, the Constitution, and the Bill of Rights. The address is <<http://www.nara.gov>>.

#### NAIL

NARA inaugurated a pilot online service called the NARA ARCHIVAL INFORMATION LOCATOR (NAIL) at: <<http://www.nara.gov/nail.html>>.

NAIL is an interactive database available via the World Wide Web. It provides unprecedented access to NARA's vast holdings; users with access to the Internet can now search many descriptions of NARA's holdings online for key words or topics, and then can retrieve digital copies of textual documents, photographs, maps and sound recordings.

NAIL contains a great deal of information about a wide variety of NARA's holdings but it is by no means a complete catalog. Initially focused on audio-visual material, NAIL contains descriptions of still picture series and selected still picture items; films and videos, and sound recordings. Also online are selected sound files and photographs, many of them digitized in a partnership with the University of Nebraska press.

Descriptions and select sample documents — most relating to the American West — include:

- The House of Representatives territorial papers collection, 1810-1872, documenting America's expansion westward
- The Senate Subcommittee on Indian Affairs files, 1928-1953, illus-

trating the culture, environment and governance of 20th century Native American tribes.

- More than 300 petitions sent to Congress in the 19th and early 20th century reflecting America's opinions on Native Americans, polygamy, suffrage and other issues of the day.
- Audio excerpts of an interview with the last surviving Confederate veteran.
- 100 maps and charts vividly tracing America's expansion westward.
- Descriptions and photographs of the Laura Ingalls Wilder and Rose Wilder Lane papers, as well as the Ingalls family homesteading records, showing students and fans alike the real story behind the Little House on the Prairie.
- Criminal case files for 50,000 individuals tried at Fort Smith in the Western District of Arkansas in the late 1800s revealing America's outlaw past. Some of these cases, including those for the Starr Gang and Wyatt Earp tried by the famous "Hanging" Judge Parker, are reproduced online.
- Case files for the more than 50,000 Americans who enrolled in the Five Civilized Tribes between 1898 and 1914, which help genealogists trace their Cherokee, Creek or Seminole roots.

NAIL was developed in response to a customer survey undertaken in Nebraska in 1994. The study concluded that citizens want information about NARA's holdings and services online, and wish to be able to access digital copies of selected documents online immediately. The study also pointed out the need for NARA to present agency-wide information to the public in an integrated manner.

The NARA web site and NAIL are the first steps in developing a nationwide information system for our Federal and Presidential holdings. Such initiatives are an integral part of NARA's newly-developed strategic plan and will revolutionize the way NARA serves its customers.

## GILS

The Government Information Locator Service (GILS) Database describes major automated information systems and information products of NARA including lists of publications, information for prospective researchers, and holdings of various NARA branches. GILS can be reached directly at <<http://www.nara.gov/gils/gils.html>> or <[z39.50://wais.nara.gov/gils](tel:39.50://wais.nara.gov/gils)>.

## Kennedy Assassination Collection

The President John F. Kennedy Assassination Records Collection Reference System at <<http://www.nara.gov/nara/jfk/jfk.html>>, contains more than 170,000 descriptions of documents prepared by agencies holding assassination-related material. Agencies that have transferred material to the National Archives, and whose index data is found in the database, include the Central Intelligence Agency, the Department of Justice (including the Federal Bureau of Investigation) and the Department of State.

NARA will continue to explore emerging Internet technologies that make government information more widely accessible. Archivist John W. Carlin said, "I am very excited about this addition of electronic public access to our range of services. I am especially excited because it will bring the National Archives to so many more people. Now you don't have to go to one of our facilities to access the National Archives. You can visit the National Archives from your local library, your school or your home."

## NARA GUIDE PUBLISHED



NARA STAFFERS WHO WORKED ON GUIDE PROJECT FORM A "HUMAN ACKNOWLEDGEMENTS PAGE." (PHOTO BY AMY M. YOUNG)

In 1996, the National Archives and Records Administration issued a three-volume Guide to Federal Records in the National Archives of the United States. The edition covers more than 1.7 million feet of records housed in 30 repositories managed by or affiliated with NARA. The records include, in addition to textual materials, approximately 300,000 rolls of microfilm; 2.2 million maps and charts; 2.8 million architectural and engineering plans; 9.2 million aerial photos; 123,000 film reels; 33,000 video recordings; 178,000 sound recordings; 7,000 computer data sets; and 7.4 million still pictures.

### The Guide Team

The Guide project was a collaborative effort involving hundreds of staff members. It was accomplished during a period when NARA was completing its major move of records among the agency's repositories.

This multi-year, multi-person effort culminated in the printing of the three-volume publication: two volumes of record group chapters and a third index volume. Each chapter in the record group volumes begins with a brief administrative history of the agency responsible for creating or maintaining records allocated to the record group and an overview of record group holdings in Washington area and regional repositories as of September 1994. The chapters continue with more detailed information about the types of records included in the record groups, their dates, and the nature of the information they contain.

The Guide is available in two formats: printed copies that may be ordered from the National Archives and Records Administration Publications Sales Office or from the Superintendent of Documents (Government Printing Office) and an electronic version of the text of the Guide that may be accessed from the home page of the National Archives and Records Administration at <<http://www.nara.gov>>.



*the*

## NIXON TAPES AGREEMENT

At a press conference in the National Archives Building on April 12, 1996, U.S. Archivist John W. Carlin announced an agreement to begin the release of tape recordings made during the Presidency of Richard M. Nixon.

The National Archives and Records Administration reached the agreement with three other parties: the advocacy group Public Citizen; history professor Stanley Kutler of the University of Wisconsin; and the estate of former President Nixon.

The settlement substantially ends a lawsuit brought in 1992 by Professor Kutler and Public Citizen seeking to compel NARA to speed up its release of approximately 3,700 hours of White House tapes. NARA opened the first group of tapes after the agreement in October 1996.

The case was filed against NARA in March 1992 because only 63 hours of the White House tapes had been made available to the public since 1974, when Congress passed a law requiring review and release of Watergate materials and Nixon presidential historical materials. Former President Nixon intervened, arguing that NARA should give priority to returning all private conversations on the tapes to him. In August 1993, Nixon obtained a court order forbidding any further release until NARA had completed its review of all of the tape recordings and returned all private or personal materials. As a result, there were no subsequent releases of any of the remaining tapes, including any of the 201 hours that NARA has concluded demonstrate Watergate “abuses of governmental power.”

Under terms of the settlement, the parties agreed to a schedule for processing the remaining hours of the tapes and a process for objections by the Nixon estate and others whose voices are heard or whose names are mentioned. By April 1998, NARA should release the Cabinet Room tapes, covering about 278 hours before possible deletions for national security and other matters listed in the Presidential Recordings and Materials Preservation Act of 1974. The agreement also provides for release of the remaining 2,338 hours in five segments over the next several years.

Expressing gratitude to the parties involved in the negotiations, Archivist Carlin said, “The National Archives and Records Administration is eager to make public all material that the law allows to be released to document the Nixon Presidency. But we also are sensitive to concerns of the Nixon family about material that is legally personal and

private...We believe that this agreement protects both the Nixon privacy rights and the public interest as defined by law.”

Under the agreement, only one issue will remain in litigation — the question of the Archivist’s retention and maintenance of the original tape recordings in their entirety, including those segments deemed to be private or personal to former President Nixon, along with the master preservation copy. The Government believes that it is complying with the Presidential Recordings and Materials Preservation Act by retaining the original tapes

that NARA is not legally entitled to retain the personal and returnable portions of the originals, nor a preservation copy, once reviews are completed and public material is released. All three parties have agreed to submit this issue to court resolution.

Archivist Carlin said, “This agreement greatly enhances NARA’s ability to provide ready access to essential evidence for documenting the Nixon presidency. The settlement will enable us to put years of litigation behind us and resume the process of opening up these historically

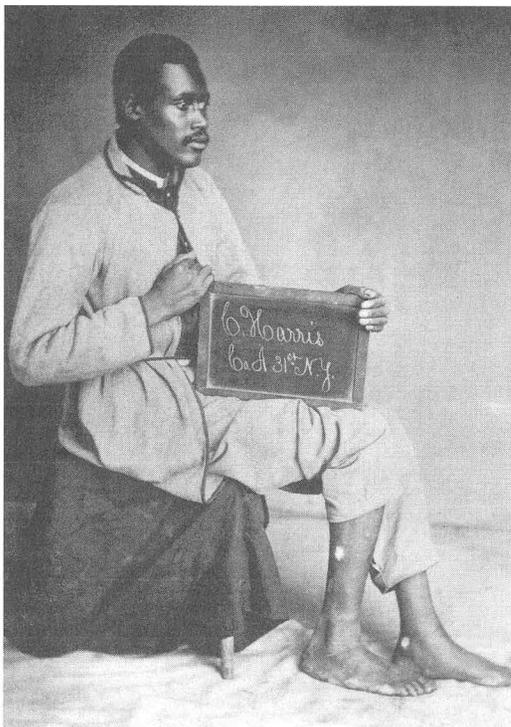


PANORAMA SHOWING WATERGATE OFFICE BUILDING

and a preservation copy. Under existing law it cannot open to the public material on those tapes deemed personal and returnable. But to ensure protection of Nixon rights to keep that material private, the Nixon estate takes the position, with which Public Citizen and Professor Kutler agree,

significant materials. Thanks to all the parties, an end to the impasse on the release of the Nixon White House tapes is now a reality.”

*records of*  
**CIVIL WAR AFRICAN  
AMERICAN TROOPS  
INSPIRE MAJOR  
ARCHIVAL PROJECT**



CHARLES HARRIS, PVT. CO. A, 31ST INFANTRY, USCT; WOUNDED AT PETERSBURG, VA,  
JULY 30, 1864. (NATIONAL ARCHIVES, RG 94, RECORDS OF THE ADJUTANT GENERAL'S OFFICE)

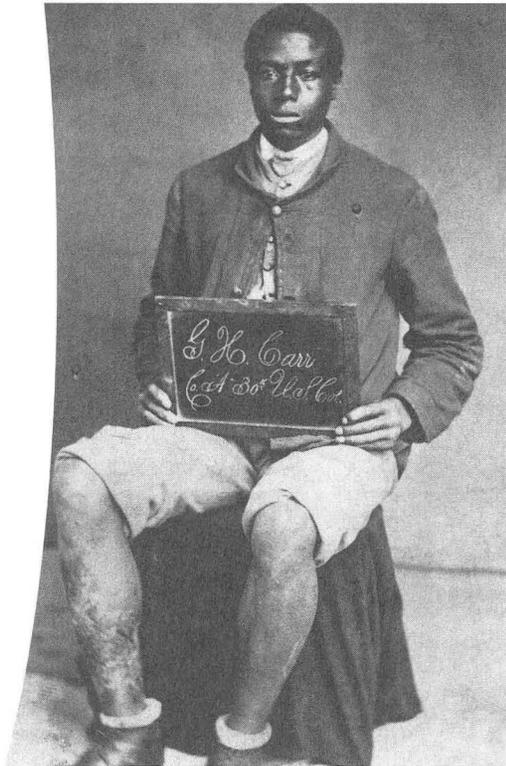
On September 12, 1996, the African American Civil War Memorial in Washington, D.C. was dedicated. This memorial, listing the names of all African-American soldiers in the Union Army, is the only official tribute to the 185,000 U.S. Colored Troops (USCT) who volunteered in the Union Army. The National Archives is a central resource for information on these soldiers and NARA has played a key role in providing and verifying their names.

The Department of War and the Bureau of Colored Troops recruited African Americans for service in the Union Army. Many were ex-slaves. Of the 144 regiments of African Americans, only a few carried a state designation. The 54th Massachusetts Infantry is perhaps the most famous of these. These volunteers, who made up approximately ten percent of the entire U.S. Army, fought in 449 battles; 37,000 African Americans died in service to the Union.

There are approximately 2,000 boxes of records in the National Archives relating to the United States Colored Troops that document the personal tragedies and triumphs, the sacrifice and commitment, and the isolation and heroism of these soldiers. The Civil War Conservation Corps (CWCC), composed of members of the National Archives Volunteer Association, has undertaken a massive project to prepare these records for microfilming. This is part of a larger project to microfilm the 3.5 million compiled military service records of the Civil War Union volunteer soldiers. (The Compiled Military Service Records of the Confederate Army are already available on microfilm.)

These CWCC volunteers, headed by project manager Jane "Budge" Weidman, have brought to light records that reveal, in fascinating detail,

some of the stories behind the names of these soldiers listed at the Memorial. For example, CWCC volunteers found a letter written on November 9, 1863, by John Andrew, Governor of Massachusetts, praising Sgt. William H. Carney, a black soldier who was shot in the thigh while carrying the colors during an assault on Fort Wagner, South Carolina. Although wounded and on his knees, Carney continued to wave the flag. After the battle, he crawled off the field and was taken to the



GEORGE H. CARR, PVT. CO. A. 30TH INFANTRY UCST, 1864. THIS PHOTO WAS DISCOVERED IN THE RECORDS OF THE NATIONAL ARCHIVES BY THE CIVIL WAR CONSERVATION CORPS. (NATIONAL ARCHIVES, RG 94, RECORDS OF THE ADJUTANT GENERAL'S OFFICE)

hospital. There, responding to cheers from his fellow soldiers, he declared, "Boys, the old flag never touched the ground."

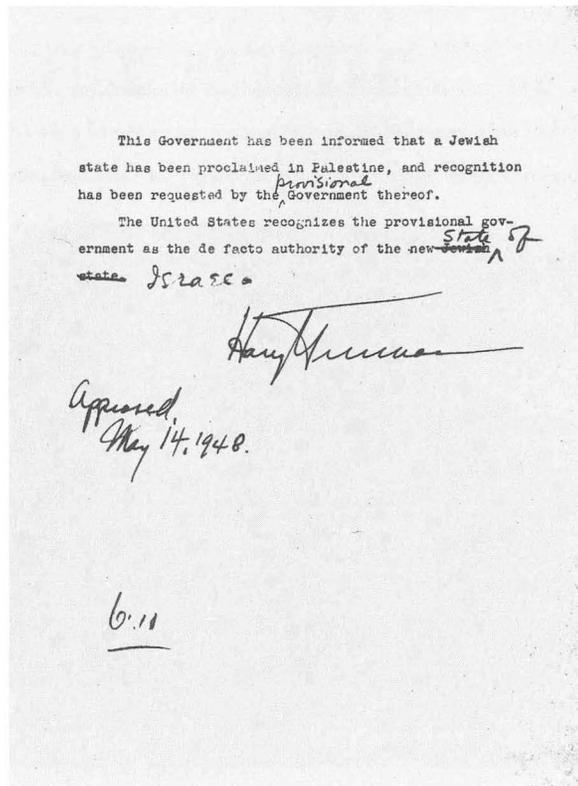
Among the records are those of Samuel Cabble who enlisted in the 55th Massachusetts Infantry on June 5, 1863, as a private. He was 21 years old, 5 feet 8 1/2 inches tall, and was described as having a light complexion and grey eyes. Prior to his enlistment, he was a waiter. Among the documents in his file is this letter to his wife:

*Dear wife I have enlisted the army. I am now in the state of Massachusetts but before this letter reaches you I will be in North Carolina and though great is the present national difficulties yet I look forward to a brighter day when I shall have the opportunity of seeing you in the full enjoyment of freedom. I would like to no if you are still in slavery if you are it will not be long before we shall have crushed the system that now oppresses you for in the course of three months you shall have your liberty. Great is the outpouring of the colored people that is now rallying with the hearts of lions against that very curse that has separated you and me. Yet we shall meet again and oh what a happy time that will be when this ungodly rebellion shall be put down and the curses of our land is trampled under our feet. I am a soldier now and I shall use my utmost endeavor to strike at the rebellion and the heart of this system that so long has kept us in chains... remain your own affectionate husband until death*

*Samuel Cabble*

This project testifies to the valuable contributions of volunteers to the mission of NARA. Carried out entirely by members of the CWCC, the project is scheduled for completion in 2002.

*exhibiting*  
"AMERICAN ORIGINALS"



DRAFT PRESS RELEASE ANNOUNCING U.S. RECOGNITION OF THE STATE OF ISRAEL, APPROVED BY PRESIDENT HARRY S. TRUMAN, MAY 14, 1948. (HARRY S. TRUMAN LIBRARY)

Original documents are the raw stuff of history, physical links to the past. The documents of the United States government — those that have been identified as having permanent value — are preserved and made available for study by the National Archives and Records Administration. "American Originals," an exhibition that drew large crowds at the National Archives Building in 1996 and continues to do the same in 1997, presents a selection of some of the most significant and compelling documents from the holdings of the National Archives.

The exhibit organizers had a massive volume of records from which to choose. The National Archives is staggering: in the Washington, DC, area alone, there are 4 billion textual documents, 2.5 million maps, 2.5 million architectural drawings, 7 million still pictures, 9 million aerial photographs, 118,000 reels of motion picture film, and 200,000 sound and video recordings. Today, the records are held in the National Archives Building in downtown Washington, DC, in the recently opened state-of-the-art facility in College Park, Maryland, and in the 13 regional archives located throughout the United States. The Presidential papers and other historical materials of every President from Herbert Hoover are preserved in nine Presidential Libraries and 2 Presidential projects located nationwide.

"American Originals" portrayed the richness of these holdings. The clear, bold penmanship of George Washington is consistent with the steady hand with which he steered this nation in its earliest years. The deep blue velvet and gold braiding of the Louisiana Purchase Treaty proclaim the stateliness of the occasion in which Napoleon Bonaparte sold to the United States the Louisiana Territory and doubled the size of the young republic. The handwritten insertion of the name "Israel" into the 2-sentence draft press release announcing

formal recognition of the new nation hints at the frenzy of activity that immediately preceded the historic announcement. Regardless of how much we may know about these crucial events, exposure to the original documents tells us more.

Other documents, deceptively routine in appearance, record equally momentous events: the DC Metropolitan Police blotter records the assassination of President Lincoln among the mundane police business of April 14, 1865; the Naval Daily Memorandum of April 15, 1912, reports the presence of ice fields in the North Atlantic and the collision of the Titanic with an iceberg — “extent [of damage] not definitely known.” It is easy to miss the extraordinary entry in the July 20, 1969, Daily Diary of President Richard Nixon. Among the meetings and phone calls listed for that historic Sunday evening is an “interplanetary conversation” that the President held by telephone with astronauts Neil Armstrong and Buzz (Ed) Aldrin shortly after their landing on the moon.

The Security Officer’s Log of the Watergate Office Building records the discovery of unlocked doors and the subsequent call to the police in the early hours of June 17, 1972, a call that set in motion a chain of events that we know as “Watergate.” Contact with these documents weakens the aura of inevitability pervading our impressions of history — brings us closer to another moment in time — adding suspense and poignancy.

The words of historical legends — larger than life — are here. Frederick Douglass, venerated abolitionist and champion of human rights, in his seventies, accepts the appointment as Minister to Haiti. Representative David Crockett, of Tennessee, proposes the abolishment of West Point Military Academy, on the grounds that it serves only the wealthy. Amelia Earhart writes President Franklin D. Roosevelt asking for the assistance of the U.S. Navy

as she prepares for her historic, but ill-fated attempt to fly around the world.

NARA has made part of the exhibit available on its Online Exhibit Hall. Visitors can reach the site at <http://www.nara.gov/exhall/exhibits.html>.

The documents in “American Originals” represent the larger historical record that documents our national life in all its complexity. This mountain of records captures the sweep of America’s past: from the greatest event to the smallest detail; from peace treaties with foreign powers to doorknobs on federal buildings; from the founding fathers to space explorers; from the Monroe Doctrine to the Watergate tapes; from Yorktown to Saigon; from heroes to scoundrels; from presidents to slaves. While offering intimate contact with the past, the National Archives and Records Administration attests to the accountability of a government which lays itself open, through its records, to the scrutiny of present and future generations.



LIFEBOAT FILLED WITH SURVIVORS OF THE TITANIC WAITING TO BE RESCUED, APRIL 15, 1912 (NATIONAL ARCHIVES — NORTHEAST REGION)

*archival images:*

**NARAs  
MOTION PICTURE  
COLLECTION  
AND THE PUBLIC  
FILM PROGRAM**

The holdings of NARA's Motion Picture, Sound and Video Branch, in addition to being an invaluable resource for researchers and film makers, provide a constant source of inspiration and ideas for NARA's film program presented by the Office of Public Programs. The objective of the public film program is two-fold: to educate the general public, researchers, and staff about NARA's vast motion picture holdings by presenting original film documents from the collection, and to provide a showcase for recent historical documentaries that have used the collection in their production.

Since NARA began offering regular film programs in 1984, audiences have gathered to view such classic documentaries as Pare Lorentz' lyrical *The Plow that Broke the Plains* (1936), John Huston's powerful *The Battle of San Pietro* (1944), or Leni Riefenstahl's infamous *Triumph of the Will* (1935). The popular "Newsreel Theater" and *March of Time* retrospectives are just two examples of how audiences have been given insight into the fascinating variety of donated films in the National Archives Gift Collection (RG 200). Acclaimed documentary film makers such as Charles Guggenheim and Ken Burns, who make extensive use of National Archives' materials in their productions, have introduced and presented their work in our theaters.

These and other screenings presented by the public film program are designed to demonstrate to the general public that Government film is much more than mundane training and instructional films. Closer examination reveals a rich collection of film that is of great historical and creative merit — with value not only as a research tool, but as an educational and entertaining key to the past.

In 1996, the public film program presented "Archival Rarities," a series of unique and unusual short films drawn solely from NARA's motion picture holdings. The series began with a brief look at some of the oldest films in the collection, including Thomas Edison's experimental *Carmencita*, *Spanish Dance* (1894), and Edwin S. Porter's *The Great Train Robbery* (1903). From there the series proceeded chronologically, providing an opportunity to trace the history of



SCENE FROM THE 1963 USIA PRODUCTION, *THE SCHOOL AT RINCON SANTO*.

the Government-produced and sponsored film by highlighting the three great eras of U.S. Government film making: The Depression Era, World War II, and the USIA films of the 1960s.

### Film and The New Deal

The 1930s was an exciting time for the motion picture. While it is referred to as Hollywood's "Golden Age," it was also a creative and prolific era for U.S. Government film. This was due to the commitment that the Roosevelt Administration made to using film to explain to the American people the policies and philosophies of the New Deal and the various government agencies designed to help business, conserve natural resources and provide employment to those left jobless by the Depression. As a result, this period left us with such documentary classics as Pare Lorentz' *The River* (1937), and those produced by the short-lived U.S. Film Service including *The Fight For Life* (1940).

### World War II

During WWII, as it had during the Depression, the Government realized the importance of using film to disseminate information both at home and overseas. The Armed Services had film production units working around the clock, and used many of Hollywood's most celebrated directors like Frank Capra, John Huston, John Ford and William Wyler. Other government agencies such as the Departments of Agriculture (RG 16) and Treasury (RG 56) were busy producing films with wartime themes.

This relationship between the Government, more specifically the Office of War Information (OWI) (RG 208), and Hollywood was not an easy one. The

Hollywood studios sincerely wanted to help in the war effort, but often objected to the level of what they considered government interference, particularly in regard to feature films.

As World War II drew to a close, the Signal Corps produced instructional films like *Radio and Television* (1945), designed to show returning servicemen what job opportunities would be open to them at home.

### Renaissance: The Films of the USIA

During the years 1962-1967, the United States Information Agency (USIA) Motion Picture Service was under the direction of George Stevens, Jr. Son of the famous Hollywood director, Stevens was appointed to the post at the age of 28, and proceeded to bring in such acclaimed documentarians as Charles Guggenheim, Leo Seltzer, and Bruce Herschensohn to make films for foreign audiences that promoted democracy and the American way of life, social programs both here and abroad, civil rights, and achievements in the Arts. James Blue's *The School at Rincon Santo* (1963), is a simple, beautiful film about the Kennedy Administration's Alliance For Progress program, and how it assisted with the building of the first schoolhouse in a tiny Colombian village.

The USIA collection at NARA is a virtually untapped resource for the public film program because it wasn't until a 1990 Act of Congress that the majority of these films were allowed to be shown to domestic audiences. It is just one example of the never-ending supply of precious "archival images" that NARA continues to present to the public.

*the future*  
*Bush Presidential*  
*Library:*

## AN UPDATE FROM COLLEGE STATION

Almost four years have passed since the first staff member arrived in College Station, Texas, to begin a process that will culminate in the establishment of the George Bush Presidential Library Center.

### First Destination: A Bowling Alley

The initial task facing the staff was to prepare a recently renovated bowling alley to receive the records of the Bush White House. First came the installation of steel shelving, a computer network, and an electronic security system. Next came the first shipment of Bush records and memorabilia, a substantial

volume of materials that had been shipped to Texas aboard two C-5A transport planes and later transported to the temporary facility via eleven tractor trailer trucks. Using two more C-5As and nine trucks, these procedures were repeated. By the early afternoon of January 21, 1993, all of the Bush materials were secured in College Station.

Even though the tiny staff of three archivists were drained from the experience, they also were excited about the challenges that lay ahead. By the summer of 1993, the staff included two more archivists, two archives technicians, and an office automation clerk. With enough staff to perform more than basic reference and warehousing duties, the staff launched the initial archival processing during that summer.

### Early Records Processing

Since the Presidential Records Act stipulated that Bush Vice-Presidential records would be subject to Freedom of Information Act (FOIA) requests in January 1994, the archivists began arranging these records into discrete series with folder-title lists. They completed this project in early 1994. Throughout 1993 and 1994, the archivists also preserved, arranged, and described extensive series of Bush personal papers which had been transferred to their custody from Houston. Most of these historical treasures dealt with George Bush's life prior to the Vice-Presidency — his work as a businessman, congressman, UN Ambassador, Republican National Committee Chairman, Liaison to China, and CIA Director. The archival and museum collections thus were expanding rapidly beyond the core holdings of Bush Vice-Presidential and Presidential records and artifacts which totaled about 36,000,000 pages of documents and 40,000 museum objects.

### Serving the Researcher Public

Special access projects absorbed much work time in 1994-95. At first, the archivists responded to numerous special access requests for Presidential records from the White House, the Justice Department, and other federal agencies.

Meanwhile, other reference demands were accelerating. Audiovisual ref-



THE GEORGE BUSH PRESIDENTIAL LIBRARY CENTER (PHOTO BY MICHAEL R. KELLETT)

erence proliferated significantly, especially requests from documentary film makers for video and photographs.

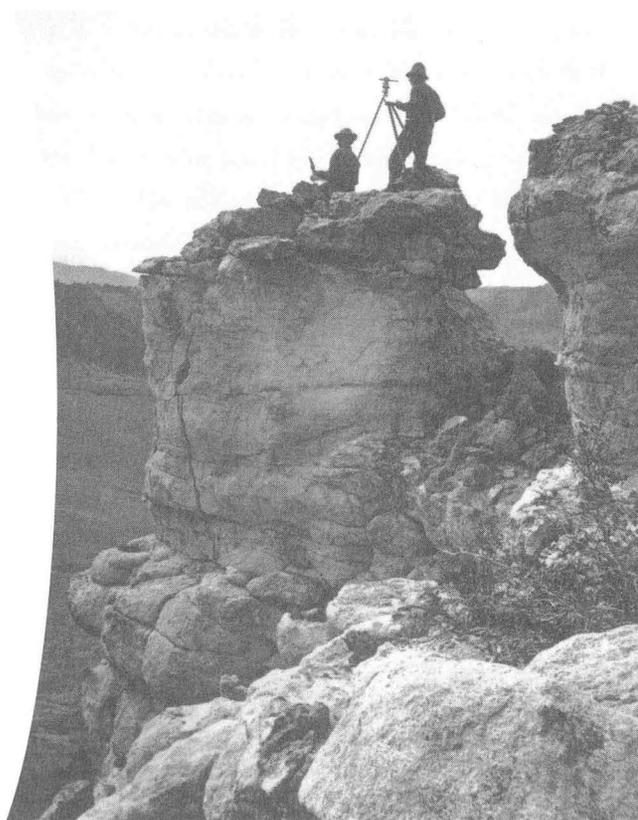
The processing and reference duties were not confined to the archival collections. There were docent and education programs to be organized as well as the preparation of artifacts for exhibit in the future Bush Library. There were museum objects to be accessioned and cataloged and museum volunteers to be trained.

With the employment of additional archivists in the summer of 1996, the Bush team expanded the processing of presidential records, including the records of the Presidential Speech writing Office and the SP (Speeches) category of the White House Office of Records Management (WHORM) Subject File. These records will be of great interest to Presidential rhetoricians and other scholars who study the White House speech writing process.

The archivists are also concentrating on processing various WHORM Subject File categories as well as the Scheduling Office's Presidential Daily Diary. Their goal is to have a significant body of substantive Presidential records processed and available for scholars when the Bush Library's research room opens in January 1998.

While the archival and museum processing progresses, construction of the Bush Library is ahead of schedule. The new facility will be ready for occupancy during the summer of 1997. The staff is planning to move into the building about three months prior to the Bush Library dedication ceremony, which is currently scheduled for November 1997. The Bush Library has come a long way since that day in 1993 when the first staff member entered the temporary facility.

*“surveying the west”:*  
**A COOPERATIVE EFFORT  
IN THE REGIONS**



“TOPOGRAPHICAL WORK,”  
A PHOTOGRAPH TAKEN BY  
WILLIAM HENRY JACKSON  
OF HAYDEN SURVEY IN 1874.  
(NATIONAL ARCHIVES 57-HS-1112)

A recent exhibit, “Surveying the West: Stupendous and Remarkable Manifestations,” at the Center of the Visual Arts of the Metropolitan State College of Denver, demonstrated the kind of innovative, cooperative work in which National Archives and Records Administration facilities across in the country are engaged. Through the collaborative efforts of the National Archives-Rocky Mountain Region, NARA units in Washington, DC, and historical organizations, federal agencies, and institutions of higher learning in the Denver area, an extraordinary exhibit was developed.

Through the presentation of historical documents, maps, drawings, photographs, original works of art, and artifacts, the display documented the great surveying expeditions of the 19th and early 20th centuries. It presented the American West through the eyes of those first surveyors and accompanying artists who created a compelling record of their travels.

#### The Predecessor

The predecessor to this exhibit was the popular National Archives exhibit “Western Ways: Images of the American West,” which had been displayed in the National Archives Building in Washington, DC. The exhibit included 127 items and was intended to urge the American public to take a closer look at the 19th century frontier experience.

Shortly after the closing of this critically acclaimed exhibit, Joel Barker, Director of the National Archives-Rocky Mountain Region, was selected as a member of the local arrangements committee for the Western History Association’s annual conference to be held in Denver in October 1995. Wanting to make a NARA-sponsored contribution to this nationwide

conference, Barker decided to investigate the possibility of borrowing all or parts of the “Western Ways” exhibit for display in conjunction with the conference.

#### A Cooperative Venture

Exhibit planners decided to supplement the unique materials coming from Washington, D.C. They wanted to maintain the exhibit’s focus on federal records, and were fortunate in having two excellent Denver area sources for records and artifacts relating to early surveying work: the United States Geological Survey’s (USGS) Field Records Library and the Colorado State Office of the Bureau of Land Management (BLM). The USGS library had early diaries vividly describing the daily difficulties the first government surveyors faced as well as the unique scenery, flora, and fauna they saw. There were also sketches by the artists-topographers of the early surveys in Colorado, New Mexico, Utah and Yellowstone Park.

The BLM proved to be a haven for early surveying equipment: Gunter chains used for linear measurements, a solar compass, transits, brass caps used as survey monuments, even a section of a bearing tree blazed with the legal description of the land from the 1880’s.

A major focus of the exhibit became the presentation of works that showed the outstanding artistic significance of the expeditions. Many of the most valuable artistic pieces already selected, including sketches, albumen prints, and lithographs of the immensely talented photographers and artists who joined the early Federal expeditions, were found in the holdings of NARA, USGS, and BLM. Additional items were borrowed from the

Colorado Historical Society, the Denver Public Library, and private donors. With these final enhancements, the “Surveying of the West” exhibit contained approximately 90 paintings, drawings, maps, prints, documents and objects, most of which were of federal origin.

#### The Public Response

According to *The Rocky Mountain News*, “If the photographs are spellbinding, and if a gold region map by John E. Dillingham is a historical gem, tiny sketches by William Henry Holmes fascinate with their detail and offhand sense of immediacy.

#### ‘Surveying the West’

tries to put art in context with exploration — of the land and of ways to make money from it, a very real part of the American vision of settlement and discovery.”

“Surveying the West” allowed the Rocky Mountain Region to strengthen its ties with client Federal agencies, with local cultural institutions and the academic community, and with professional colleagues. It furthered public awareness of the National Archives and Records Administration and the richness of its holdings.

*preserving records  
of the early computer:*  
**AN NHPRC-SUPPORTED  
PROJECT**

An NHPRC-supported project to preserve records relating to the early history of the computer has been receiving notice from historians, computer professionals, and even the White House. The records in question were assembled in the late 1960s and early 1970s as trial exhibits in *Honeywell v. Sperry Rand*, a lawsuit that sought to determine who owned the patent rights to the Electronic Numerical Integrator and Computer (ENIAC).

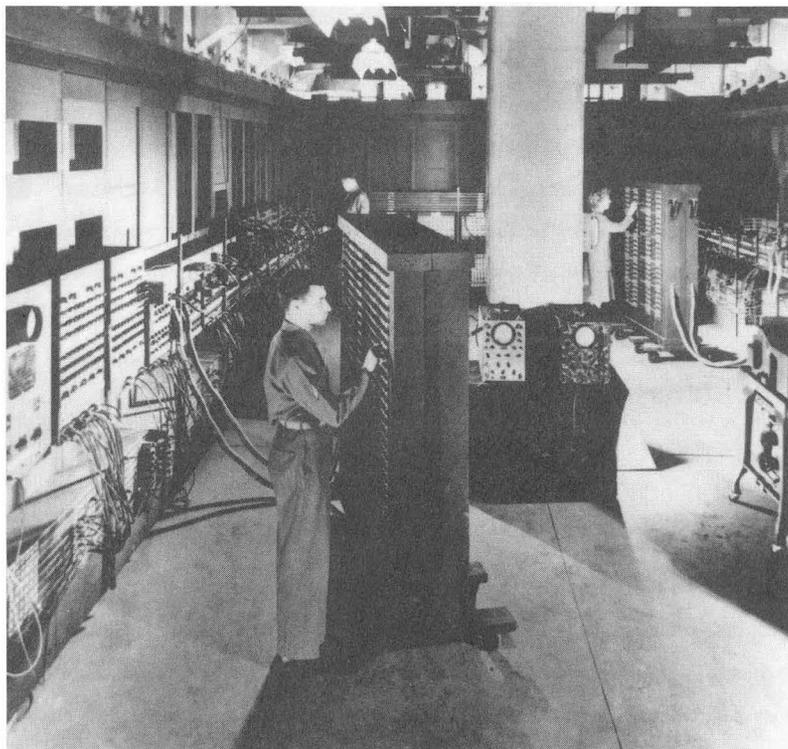
The Commission awarded a grant to three collaborating institutions — the University of Pennsylvania, the Hagley Museum and Library in Wilmington, Delaware, and the Minneapolis-based Charles Babbage Institute for the History of Information Processing — for a project to microfilm the deteriorating photocopies of trial exhibits held by the three institutions. The originals have been lost, and no institution has a complete set.

The ENIAC was developed by John Mauchly and J. Presper Eckert at the University of Pennsylvania's Moore School of Electrical Engineering during World War II. This year marks the 50th anniversary of the ENIAC, and the celebration is focusing new attention on the ENIAC records, recognized as the most significant documentation in the United States of the early history of the electronic digital computer.

At the University of Pennsylvania on February 14, Vice President Al Gore attended the opening ceremony of a projected 18-month anniversary celebration of the beginnings of the computer. As part of the kick-off, the Vice President flipped a switch to restart one of the ENIAC's original decade counters.

Computer Professionals for Social Responsibility, a nonprofit organization headquartered in Palo Alto, California, has established an online discussion list devoted to gathering information from early computer professionals about the evolution of computing (See the Web site at <[http://www.reach.com/matrix/community\\_memory.html](http://www.reach.com/matrix/community_memory.html)>). The group has expressed a particular interest in the memoirs of people who played a role in the Army's use of the ENIAC in the 1940s.

The records that document the history of the ENIAC, dating from 1936 to 1970, would most likely have been lost had the issue of who owned the rights



ENIAC COMPUTER, 1947. (THE UNIVERSITY OF PENNSYLVANIA ARCHIVES)

to electronic digital computer technology not wound up in court in an infringement and antitrust suit. The lawsuit produced thousands of pages describing the history of the computer industry in the United States, as lawyers for Honeywell and Sperry Rand traveled the country collecting documents as part of the trial discovery procedure. After the trial, both companies realized that the collections they had assembled had unusual historical significance.

In 1983, Sperry deposited its collection with the Hagley Museum and Library. The next year, Honeywell placed its collection at the Charles Babbage Institute. The University of Pennsylvania acquired a set of exhibits as an interested party. Of historical note, no damages or court costs were awarded to either party of the dispute. The trial judge determined that the true inventor was John Vincent Atanasoff, an Iowa State University professor of mathematics who had experimented with an early prototype of a digital computer in the late 1930s.

Total ENIAC holdings of the project participants comprise 164 cubic feet. The trial transcript is already on microfiche and available on inter library loan. NHPRC funding will be used to produce a definitive microfilm edition of the plaintiff, defendant, and deposition exhibits, thus preserving the information in an archivally acceptable format and making the information more widely available to researchers. Project staff are collating the holdings of the three institutions to compile a record set of the most complete and legible copies. Staff will create an index to the exhibits to make them accessible by subject, personal name, and corporate name. The master set then will be microfilmed and the original documents rehoused in acid-neutral boxes and folders.

The new research collection should be available by mid-1998. The grantees plan to seek corporate funding to convert the microfilm to an optical digital format so that the collection can be made available electronically. The NHPRC is proud to assist in the preservation of this historically significant collection.

*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 and Records Administration 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 and organizations and, in certain circumstances, to individuals 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 1996, the Commission recommended support for 96 proposals for projects in 24 states and the District of Columbia.

### The Commission's Plan

The year was the third one 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 tool to assist it in making funding recommendations that reflect the needs of the beneficiaries of its projects — historians, other scholars, legislators, lawyers, journalists, and genealogists, to name only a few.

### Support for Preservation and Publication

Projects funded during the year that reflected the Commission's top priorities included seven for electronic records research and program development; four for archives and records program planning in the states; and eight to support the editing and 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 14 projects to process and make available for use materials documenting such diverse topics as the arts, the lives of women, Native Americans and African Americans, the West, and the history of computing. (See "Preserving Records of the Early Computer: An NHPRC-Supported Project," page 22.) Regrant projects in Georgia, Maine, South Carolina and Vermont provided local institutions and records keepers with assistance and training, while other grants developed further NHPRC's partnership with the states.

#### Training and In-House Activities

The NHPRC continued its program to advance the training of archivists and documentary editors. Eighteen interns participated in the NHPRC-supported Institute for the Editing of Historical Documents, held at the University 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 supported an institute on government information policy at the University of Pittsburgh for experienced archivists, records managers, and information resource managers. In addition, the NHPRC's own in-house, three-volume documentary publication

project, *The Emerging Nation: A Documentary History of the Foreign Relations of the United States under the Articles of Confederation, 1780-1789*, was completed.

#### A Partnership with the States

In its work, the Commission is assisted by a network of historical records coordinators and historical records advisory boards in the states, territories, and the District of Columbia. Through its grants for strategic planning in the states, as well as regrants that support numerous small, local institutions, the Commission strives to promote better archival programs and services to the public nationwide. The needs of the states are reflected in the Commission's long-range plan as well as in the work of the state boards as they pursue their own programs to promote archival preservation 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.

# INFORMATION SECURITY OVERSIGHT OFFICE

The Information Security Oversight Office (ISOO) oversees the security classification programs in both Government and industry. ISOO's authority is based in Executive Order 12958, "Classified National Security Information" and in Executive Order 12829, "National Industrial Security Program." ISOO became a component of the National Archives and Records Administration in November 1995.

ISOO has eight primary functions:

- Develops implementing directives and instructions;
- Maintains liaison with agency counterparts and conducts onsite inspections and special document reviews to monitor agency compliance;
- Develops and disseminates security education materials for Government and industry; monitors security education and training programs;
- Receives and takes action on complaints, appeals, and suggestions;
- Collects and analyzes relevant statistical data and reports them annually, along with other information, to the President;
- Serves as spokesperson to Congress, the media, special interest groups, professional organizations, and the public on these issues;
- Conducts special studies on identified or potential problem areas and develops remedial approaches for program improvement;
- Provides program and administrative support for the Interagency Security Classification Appeals Panel (ISCAP).

During FY 1996, ISOO focused on the implementation of Executive Order 12958, which the President signed on April 17, 1995, and became effective October 14, 1995, with a particular emphasis on declassification. ISOO expects to issue the FY 1996 report to the President in May 1997, the first report to be issued under the Clinton executive order. Please refer to that report for more details.



*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 19,675,870 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 and to Federal Agencies*

The records centers received for storage more than 1.75 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 \$21.61 per cubic foot, or more than \$31 million. Annual cost avoidance realized by the Government through use of records centers now approaches \$440 million.

The records centers also save Federal funds by destroying agencies' records that are no longer needed. During the fiscal year, centers destroyed 1,125,912 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 1.36 million cubic feet of veterans' personnel, medical, and related files, and 710,000 cubic feet of retired and separated Federal civilian employees' personnel and pay records. Last year, the Center received more than 2 million requests concerning these records from veterans, former civil servants, and their families.

In 1996, the centers further enhanced access to another important collection of records that support American rights and interests by expanding a 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.

The centers responded to nearly 16.6 million reference requests from agencies and the public in fiscal year 1996, of which nearly 7.8 million requests pertained to IRS tax returns. The centers also microfilmed more than 7.6 million images at agencies' requests.

Centers trained 6,700 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.

#### 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 more than 73,000 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.

#### Courtesy Storage for Records 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 records 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 of the United States. During 1996, some 5.6 percent of the records centers' holdings (1,114,863 cubic feet) were archival records. The centers transferred about 42,000 cubic feet of archival records to the National Archives in 1996.



*office of*  
**PUBLIC PROGRAMS**



GOLD AND ENAMEL TEAPOT, BY DAVID ANDERSON. GIFT TO PRESIDENT ROOSEVELT FROM OLAV AND MARTHA, THE CROWN PRINCE AND PRINCESS OF NORWAY (THE FRANKLIN D. ROOSEVELT LIBRARY). FEATURED IN *TOKENS AND TREASURES: GIFTS TO TWELVE PRESIDENTS* EXHIBIT

The Office of Public Programs provides the public with ready access to the rich resources of the National Archives of the United States through exhibitions, online and multimedia technology, print and microform publications, mementos, workshops and lectures, films and dramatic performances, special events, and volunteer-led tours and outreach.

Nearly one million people visited the National Archives Exhibition Hall in FY 1996. In addition, tens of thousands of individuals take advantage of other opportunities to see, to study, and to learn from the records of our presidents, and other documentary treasures through a variety of public outreach programs — some of which are featured here.

#### Exhibits

*American Originals* presents a selection of the most compelling and significant documents gathered from NARA locations across the country. “American Originals” will continue through December 1998, with a new selection of documents on display every 12 months. (See “Exhibiting ‘American Originals,’” page 13.)

*Tokens and Treasures: Gifts to Twelve Presidents* highlights more than 200 gifts to America’s most recent Presidents, Herbert Hoover through William J. Clinton. The gifts are drawn from the collections of NARA’s Presidential Library System. A gold mine of historical information, the Presidential Libraries are also home to hundreds of thousands of Presidential gifts — ranging from homespun to high art, from decoupage to diamonds.

*Emancipation Proclamation*. The fourth annual special display of the Emancipation Proclamation was repeated January 11-18, despite a major

blizzard. Many visitors braved the weather for the chance to view this powerful document.

*Federal Photographer Series: Walter Lubken: Photographer and Publicist of the American West* opened at Archives II on June 1. This exhibit highlights the work of Walter J. Lubken, who was the official photographer for the United States Reclamation Service from 1903 to 1916. It is the first in a series of exhibitions featuring the work of 20th-century photographers employed by the Federal government.

*Featured document exhibits.* Presented prominently in the Rotunda, featured document displays highlight a single document of particular current public interest. The Featured Document displays offer an opportunity for visitors to the Exhibition Hall to connect NARA holdings to current affairs. Among this year's displays were:

- *A 1874 petition to Congress*, signed by Elizabeth Cady Stanton and Susan B. Anthony, was displayed November 1-7, 1995, to mark the 75th anniversary year of the woman's suffrage amendment.
- *A letter about Sgt. William H. Carney of the 54th Massachusetts Volunteer Infantry* marked in September the dedication of a new memorial in Washington, DC honoring the African Americans who fought for an end to slavery.

#### Researcher Education Programs

*Elementary, Secondary and General Adult Education Programs.* NARA vigorously encourages the use of primary sources at all levels of education. Through the highly regarded Primarily Teaching Institute, a NARA-wide education conference held at the Truman Library in April, and numerous workshops for a variety



"PRESIDENT OF THE U.S.A. SAXOPHONIST BILL CLINTON," BY BILL POTTS, DENVER, COLORADO. GIFT TO PRESIDENT CLINTON BY MR. POTTS. (NATIONAL ARCHIVES, OFFICE OF PRESIDENTIAL LIBRARIES; PHOTO BY THE WHITE HOUSE HISTORICAL ASSOCIATION). FEATURED IN *TOKENS AND TREASURES: GIFTS TO TWELVE PRESIDENTS* EXHIBIT

of audiences, the education staff offered instruction on archival research and the expanded use of documents in classrooms and publications — both traditional and online. Among the publications produced this year were articles in *Social Education*, the journal of the National Council for the Social Studies and in *Cobblestone*, the history magazine for young people; a volume of documents entitled *The Civil War: A Survey* in Cobblestone's "Teaching with Primary Sources Series"; NARA's online Digital Classroom; and the conference volume, *A Woman's War Too: U.S. Women in the Military in World War II*.

*Genealogy Program.* The genealogy program, offering workshops in census records, military service and pension records, passenger records, and naturalization records, was broadened to include workshops in Italian and French genealogy and African-American genealogy.

#### Outreach Programs

*Special Events.* The annual July 4th Independence Day and September 17 Constitution Day ceremonies were especially memorable this year. An audience of 5,000 people, the largest crowd ever, visited the National Archives Building for an Independence Day celebration. In honor of Constitution Day, a naturalization ceremony was held in the Rotunda featuring guest speaker General John M. Shalikashvili, Chairman of the Joint Chiefs of Staff. Thirty-two petitioners took the oath of citizenship in front of the Charters of Freedom.

*Archival Sources Program.* Dramatic performances, offering the public another medium of access to documents, included specially commissioned performances by the Time Travelers, historical "living history" characters, in the Rotunda in December for the opening of the new exhibit, "American Originals." In April, a duo piano performance of Gustav Holst's *The Planets* was presented

before an audience of 400 at the National Archives at College Park. Accompanying the performance was a video presentation of archival planetary images. The performance was co-sponsored by the International Piano Archives and the Music Library of the University of Maryland at College Park.

#### Films

This year, the Office of Public Programs presented film festivals at both the National Archives Building and in the auditorium at the National Archives at College Park. These festivals included "The Presidential Image," a three-month series of documentary and feature films and "Archival Rarities," a five-week program of short films culled from the holdings of NARA's Motion Picture, Sound and Video Branch. (See "Archival Images: NARA's Motion Picture Collection and Public Film Program," page 15)

#### Volunteer Services

Volunteers form an increasingly important adjunct workforce at NARA, committed to extending outreach services to a varied group of customers and to providing assistance to the archival staff on projects and in reference. Currently, there are more than 1,000 volunteers serving NARA in Washington, DC and in the Regional Archives and Presidential Libraries located across the country. In Washington, at the National Archives Building and the National Archives at College Park, more than 320 volunteers contributed 43,000 hours of service. Docents conducted tours, document workshops and other programs at NARA and presented outreach

programs to schools and community groups reaching a total of 24,000 persons. 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. The opportunities for volunteers are in areas which augment the work of professional staff and do not take its place.

### Publications

The Office of Public Programs produced more than 125 printed materials and publications including:

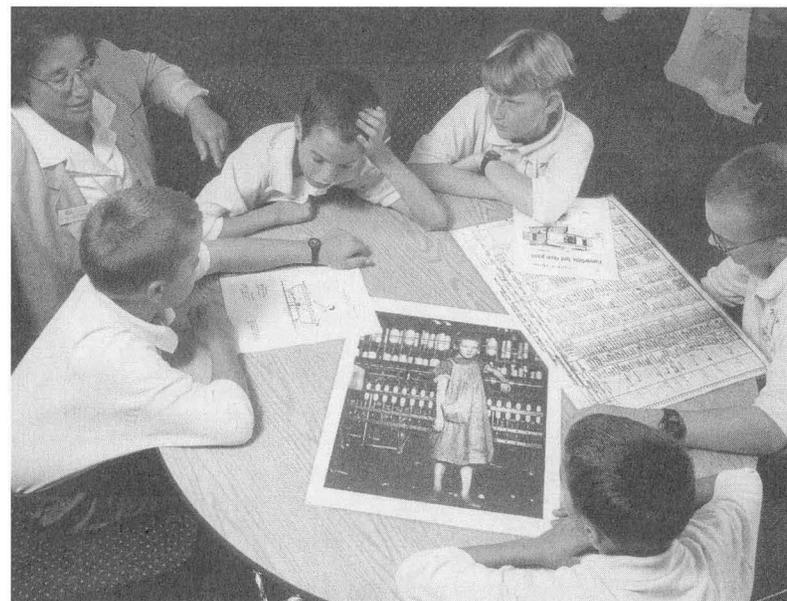
- *Prologue: Quarterly of the National Archives and Records Administration*
- The exhibit catalog *Tokens & Treasures: Gifts to Twelve Presidents*
- *Milestone Documents in the National Archives*
- *Cornerstones of American Democracy*, a book of facsimile documents
- Revised editions of the microfilm catalogs *National Archives Microfilm Resources for Research: A Comprehensive Catalog*, *1900 Federal Population Census*, *Black Studies*, and *Genealogical & Biographical Research*
- The *Tokens & Treasures* catalog was produced as the result of a first-time co-publishing agreement with the White House Historical Association.

Electronic publishing continued to grow. The Online Exhibit Hall attracted praise from several reviewers, including the *Wall Street Journal*, the *Los Angeles Times*, and a four-star rating from Magellan, a website reviewing service. The Charters of Freedom page (combining the Declaration of Independence, the Constitution, and the Bill of Rights) opened in October 1995, and features such as the Magna Carta were added to it throughout the year.

The Digital Classroom, Bookstore, and Gift Shop also went online. Three major exhibits opened ("Tokens & Treasures" "American Originals," and "People at War"), and the *Prologue* page added articles. The Publications staff added another microfilm catalog (*Genealogical & Biographical Research*) to the NARA gopher and updated four other online catalogs and two general information leaflets.

### Author Lecture Series

The author lecture series featured 49 speakers, including Member of Parliament Dafydd Wigley, Evan Thomas, and David Wise. Five of the lectures were broadcast by C-SPAN.



NARA DOCENT DENA GREENSTEIN WORKS WITH BOY SCOUT TROOP 1001 FROM NOKOMIS, FLORIDA.

*t h e*

## FEDERAL REGISTER

The linkage between the National Archives and Records Administration's mission of providing ready access to essential evidence and the Office of the Federal Register's responsibility for publishing the *Federal Register* and its special editions, has never been closer. During 1996 there was a growing convergence in the means employed by the Office of the Federal Register and its parent agency to serve the information needs of the American people and their government.

NARA's efforts to improve access to the essential historical evidence of the Federal government, and the Office of the Federal Register's efforts to improve access to current essential Federal government information, found a common ground exploring the expanding frontier of cyberspace, and employing the ever-increasing resources and capabilities found there. In other NARA offices essential historical evidence is being converted into electronic formats and made available electronically. In the Office of the Federal Register essential new evidence is being created and made available electronically on a daily basis.

The Office was reorganized this past year to enable staff to adjust

more easily to changing production needs and to more complex work arising out of ongoing government-wide initiatives to streamline Federal regulations and organizations. The Office responded with a variety of strategies: the customer service staff created a new finding aid, the Reminders section in the daily *Federal Register*; senior editors held specialized workshops to advise agencies on editorial requirements of the Code of *Federal Regulations*; staff participated with the Office of Management and Budget and staff of the National Performance Review to develop guidance for writing regulations in plain English; and staff began development of an online electronic edition of the *Document Drafting Handbook*.

Progress toward electronic access to Federal Register publications was significant. At the end of the fiscal year, the Government Printing Office (GPO) was poised to place online the first volumes of the *Code of Federal Regulations* (CFR) in electronic format. This was the culmination of an intensive year-long cooperative project involving the Office of the Federal Register and GPO. Converting the complex information in the CFR into an easily readable and searchable data base, while retaining its status as an official legal document, was a challenge of the first order. However, the fourfold increase in use of the online version of the *Federal Register* during from 1995 to 1996 (to more than 1.2 million individual searches per month) made clear that the codified version of the regulations which are published in the *Federal Register* would be of unparalleled interest to researchers seeking access to this information.

The Office established two worldwide websites on the Internet to provide additional access to Federal Register publications and to information about the Electoral College process in which the Office plays a role. The Electoral College website won the prestigious PRN (Internet radio network) Award of Excellence. The Office converted its card catalogue of Executive Orders (1962 – Present) into an electronic database and made this important information available at its website.

In addition, the Office continued to test new applications of information technology in its internal publication processes. One of the most significant pilot projects tested the feasibility of electronic submission and authentication of documents for publication. Another involved online editing of documents.

During this challenging period, the Office maintained the quality and timeliness of its major publications: the daily *Federal Register*; the *Weekly Compilation of Presidential Documents*; the individual Public Laws of the United States in slip law form as they become law; the annual revision of the 205-volume *Code of Federal Regulations*; the multi-volume 1995 edition of the *U.S. Statutes at Large*; the compilation of the *Public Papers of the Presidents*, 1994 Book II and 1995 Book I; *The U.S. Government Manual 1996/97*; the indexes of the Federal Register; and the biennial *Privacy Act Compilation, 1995*.

The importance of the Office of the Federal Register's mission was clearly underlined in November 1995 when the Office of the Federal Register was one of a handful of Federal agencies required to

continue operations during the Government furlough resulting from the absence of appropriations. Public service — serving the needs of the American people and their Government — was a source of great pride for the staff of the Federal Register during those days.



"CANAL LEADING TO HOLTVILLE POWER PLANT IN HOLTVILLE, CALIFORNIA."  
IMPERIAL VALLEY PROJECT, CALIFORNIA, AUGUST 31, 1909. (NATIONAL ARCHIVES, 115-JL-188)

*office of*  
**RECORDS ADMINISTRATION**

The Office of Records Administration executes NARA's records management oversight role by developing records management regulations, authorizing the disposition of Federal agency records, and evaluating Federal agencies' adherence to the regulatory requirements. To assist agencies, the Office provides guidance on implementing NARA regulations, mainly through training and publications that promote proper creation and maintenance of Federal records in all media and appropriate records disposition. The Office appraises the records of the Federal government to determine which have sufficient enduring research value to justify preservation in the National Archives of the United States and to authorize the disposal of the remainder after an appropriate period of time.

#### Regulations and Guidance

During FY 1996, revised regulations regarding audiovisual records management and a revision of the instructional guide, "Managing Audiovisual Records," were issued. The regulations and guide provide updated standards and instructions for the creation and maintenance of Federal records in audiovisual form, including formats not previously covered.

The Office published three new records management guides. The "Records Management Self-Evaluation Guide" provides threshold questions for agencies to use in measuring their compliance with regulation. "Vital Records and Records Disaster Mitigation and Recovery" provides guidance on implementing regulatory requirements revised in 1995 for managing the records needed to ensure continuity of operations and protection of rights. "Managing Micrographic Records," describes techniques and procedures for ensuring proper creation and maintenance of microform records.

#### Records Appraisal and Disposition

NARA has sole authority to decide which Federal records have sufficient value to warrant continued preservation by the Federal government (permanent records). NARA also authorizes the destruction or other disposition of temporary records when they are no longer needed for administrative, fiscal, and legal purposes and assists agencies in developing records schedules which, after NARA approval, 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. For the past several years, a team of appraisal archivists has assisted these agencies in developing comprehensive records schedules. The Government Printing Office is implementing its new records schedule, and NARA aided the Office of Technology Assessment in using its new schedule to appropriately dispose of its records as the agency closed down operations. In addition,



"THE TIME TRAVELERS," GEORGE WASHINGTON AND BENJAMIN FRANKLIN, PERFORMING A SPECIALLY-COMMISSIONED SCRIPT FOR THE OPENING OF THE "AMERICAN ORIGINALS" EXHIBITION IN THE ROTUNDA.



the Congressional Budget Office produced a comprehensive records schedule that was approved by NARA, and the appraisal team is assisting the General Accounting Office in updating its records schedule to cover electronic records.

#### Department of State

NARA completed a long term project, initiated in 1987, to appraise approximately 10,000 cubic feet of older, unscheduled State Department records stored at the Washington National Records Center. These records, known as "Lot Files," were maintained apart from the Department's central files by a wide variety of departmental components. These records often include unique documentation on important issues and events.

NARA continued to work closely with the Department to schedule more recent files. During 1996, schedules were approved for records of numerous departmental offices including: the Bureau of Democracy, Human Rights, and Labor and the Bureau of Diplomatic Security.

#### National Aeronautics and Space Administration

During FY 96, NARA and the National Aeronautics and Space Administration completed a long-term, intensive effort to expand the agency's records disposition handbook, portions of which dated back more than 20 years. Both agencies will focus on an initiative to train NASA staff in properly implementing the schedule and applying its provisions to the tens of thousands of cubic feet of older NASA records.

#### Electronic Access to Records Schedules

In 1996, NARA began testing a system to collect Federal agency records schedules in electronic format. By the end of the year, schedules from 35 agencies were placed into a data base that is accessible to NARA staff and records

managers from a limited number of other Federal agencies. Electronic access to records schedules could eliminate extensive printing and distribution of paper copies and facilitate the scheduling process by providing a searchable information resource of use to both NARA and other agencies.

#### Records Management Training

As part of its mandate to offer records management training to the Federal community, the Office in 1996 conducted 34 classes and provided general records management briefings at 11 agencies for 938 Federal employees. The training consisted of 11 formal courses ranging from introductory materials to advanced issues. A new briefing, "Recordkeeping in the Modern Office," focused on the impact of office automation on recordkeeping, was presented to more than 1,400 Federal officials and staff at 23 agencies and three interagency meetings and conferences.

The eighth annual Records Administration Conference, held on May 10, 1996, attracted a capacity crowd of more than 325 Federal records and information resource managers. Speakers at the conference provided an overview of NARA and agency perspectives on recordkeeping in the Federal Government.

#### Federal Agency Evaluations

In 1996 NARA completed 10 evaluations of the records management programs at the National Aeronautics and Space Administration Office of Aeronautics, Naval Sea Systems Command Engineering Drawing Management Program, U.S. Secret Service, U.S. Customs Service, U.S. Mint, Internal Revenue Service, U.S. Arms Control and Disarmament Agency, Federal Communications Commission, the Defense Intelligence Agency, and Consumer Product Safety Commission.

## *office of* **PRESIDENTIAL LIBRARIES**

Some of the most important materials maintained by the National Archives and Records Administration 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*

On December 9, 1995, Richard Norton Smith, Director of the Reagan Library and Executive Director of the Reagan Foundation, was named Director of the Ford Library and Museum. He has also served as Director of the Hoover Library and Acting Director of the Eisenhower Library. Mark Hunt, former director of the National Museum of the Boy Scouts of America, has been appointed Director of the Reagan Library. At the Nixon

Presidential Materials Project, Karl Weissenbach, formerly the Supervisory Archivist, was named Acting Director of the Project.

### *President Clinton and Russian President Boris Yeltsin Visit Roosevelt Library*

On October 23, 1996, the Roosevelt Library hosted the Hyde Park Summit between President Clinton and Russian President Boris Yeltsin. In conjunction with the Summit, President Yeltsin presented the library with 100 World War II Soviet combat photographs.

### *Bush Presidential Library*

Construction continues on the Bush Library and Museum, which is scheduled to open November 5-6, 1997. During the year the Bush Project launched its new docent program with a cadre of 10 volunteers. The docents led more than 700 visitors through the temporary site during the year. When the Bush Library and Museum opens this group will form the foundation of the museum's docent program.

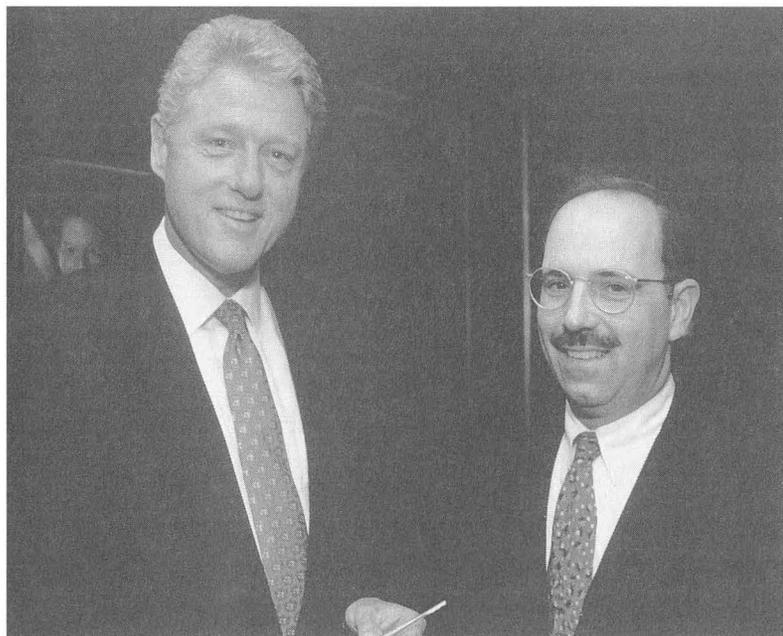
(See "The Future Bush Presidential Library: An Update from College Station," page 18.)

### *Opening of the Nixon Materials*

The Archivist announced on April 12, 1996, that NARA reached an agreement with three other parties lifting obstacles to the release of White House tapes from the Nixon administration. (See "The Nixon Tapes Agreement" on page 9.)

### Declassification Activities

As part of the effort to fulfill the requirements of Executive Order 12958, NARA, in conjunction with the interagency External Referral Working Group, implemented the Remote Archives Capture Project (RAC). RAC was created to scan optically the estimated 7,000,000 pages of classified materials more than 25 years old held by the Presidential Libraries and to make digital copies available to all of the classifying agencies for declassification review. The Johnson and Kennedy Libraries conducted pilot projects, scanning more than 200,000 pages. At the Johnson Library, more than 6,000 items have already been declassified as part of this effort.



AT THE UNITED NATIONS, PRESIDENT CLINTON SIGNED THE COMPREHENSIVE NUCLEAR TEST BAN TREATY WITH THE PEN USED BY PRESIDENT KENNEDY TO SIGN THE INSTRUMENT OF RATIFICATION OF THE LIMITED NUCLEAR TEST BAN TREATY IN 1963. PRESIDENT CLINTON IS WITH KENNEDY LIBRARY DIRECTOR BRAD GERRATT, SEPTEMBER 23, 1995 (THE WHITE HOUSE PHOTO OFFICE)

### Customer Service Initiatives

Both the Kennedy and Truman Libraries conducted museum visitors surveys with the public during the year. The libraries plan on using the information collected to help direct and redesign future museum exhibits. The Truman Library has already drawn on the advice of teachers and other experts to develop a formal Educational Programs Framework which will guide the library's expanded programs for teachers and students.

### Johnson Library Fire Safety Work

The Johnson Library received \$1.2 million dollars from Congress to replace and upgrade the library's fire safety systems. The library is working with the General Services Administration on the final design plans, and work is scheduled to begin during 1997.

### Eisenhower Library Breaks Researcher Record

June 1996, was the busiest single month at the Eisenhower Library research room since the library opened in 1962. The increase reflects the steady growth in research interest in the life and times of Dwight D. Eisenhower.

### Significant Accessions and Openings

Under the provisions of the Presidential Records Act, the Reagan Library opened more than 110,000 pages of presidential records in response to Freedom of Information Act, or FOIA, requests. And in conjunction with the library's conference commemorating the 10th anniversary of the Geneva

Summit, 19,000 pages of presidential records pertaining to the historic Reagan-Gorbachev meeting were opened.

The Reagan Library accessioned an additional 475 feet of Presidential records relating to Iran-Contra and other foreign and domestic issues of the Reagan Administration.

A deed of gift has been negotiated by the Kennedy Library finalizing the donation of the papers of Joseph P. Kennedy (1888-1969), father of President Kennedy and Ambassador to Great Britain (1938-40). The collection includes business, personal, political and diplomatic papers; memorabilia and audio-visual materials; and correspondence with individuals such as William Randolph Hearst, the Roosevelts, and the King and Queen of England. The collection, which totals 270 cubic feet, is closed pending processing.

In March, former White House Press Secretary Marlin Fitzwater donated his personal papers to the Bush Presidential Materials Project. And in January, First Lady Barbara Bush donated 40 evening gowns that she wore at the White House to the Project.

The Ford Library accessioned several significant collections, including the papers of Sidney Jones, senior economic advisor in the Nixon, Ford, Reagan and Bush administrations; and the papers of Patricia Lindh, President Ford's Special Assistant for Women's Programs.

The Roosevelt Library received a "daybook" belonging to Sara Delano Roosevelt, the President's mother, from members of the Elliott Roosevelt family. The book contains poems, newspaper clippings, and letters. Also during the year, the library opened the Sumner Welles papers, chronicling his tenure as Assistant Secretary of State (1933-37) and Under Secretary of State (1937-43).

The Hoover Library increased its substantial holdings on the development

of atomic energy with the acquisition of the papers of Philip Sporn, an executive with American Electric Power; and the papers of James B. Henderson, the director of the compliance division of the Atomic Energy Commission and later the Nuclear Regulatory Commission. The Sporn and Henderson papers are important supplements to the papers of Lewis Straus, Harold Price and other officials in this field.

The Eisenhower Library acquired more than 200,000 pages of personal papers, including the collections of Henry F. Holland, Assistant Secretary of State for Inter-American Affairs (1954-56); Ambassador Gerard C. Smith, Director of Policy Planning Staff, Department of State (1957-61); and Edward F. Howrey, Chairman of the Federal Trade Commission (1953-55).



ROOSEVELT LIBRARY DIRECTOR VERNE NEWTON GREET'S PRESIDENT CLINTON AS HE ARRIVES IN HYDE PARK FOR SUMMIT WITH RUSSIAN PRESIDENT BORIS YELTSIN, OCTOBER 23, 1995 (THE WHITE HOUSE PHOTO OFFICE)



The Carter Library accessioned an accretion to the papers of Robert Lipshutz, Counsel to President Carter (1977-79), and Alonzo MacDonald, White House Chief of Staff.

#### Museum Programs

The Reagan Library opened its remodeled Presidential Gallery permanent exhibit in February 1996. The new gallery features hands-on interactive exhibits, and a sample of Reagan-style humor from a bank of computer kiosks. The renovation was made possible due to a generous donation from the Ronald Reagan Presidential Foundation.

The Truman Library completed the first phase of a major, multi-year renovation of its museum with the opening in December 1995, of its new White House Gallery and its greatly enhanced Oval Office replica. The first phase cost of \$2.3 million was supported entirely by private funds raised by the Truman Library Institute.

The Truman Library offered 33 temporary exhibits during the year, more than at any other time in their forty-year history, including "I'm Just Mild About Harry," and "1945: Year of Decision."

Nearly 80,000 visitors viewed the "41 Men" exhibit at the Ford Museum. The exhibit included more than 200 personal items from each of the country's presidents. The new museum gift shop, which opened in conjunction with the exhibit, has generated increased sales of nearly 50%.

During the 1996 Olympics in Atlanta, the Carter Library's museum attendance increased by almost 20%, and the library was visited by several heads of state, ambassadors, ministers of sport and other representatives of foreign countries.

The Reagan Library sponsored "Back to the 60s," an exhibit on America in the 1960s that included presidential documents from Presidents Kennedy and Johnson, as well as a 1965 Mustang convertible and a full size replica of the Mercury space capsule. The opening weekend of the exhibit, which included several public programs, drew a record total of 6,000 visitors.

Artifacts from the Presidential libraries are being featured in "Flexing the Nation's Muscle," a NARA traveling exhibition which has been displayed at the White House Visitors Center and the Ford Museum. The exhibit was sponsored by the President's Council on Physical Fitness and the Foundation for the National Archives, and was curated by Clay Bauske of the Truman Library.

#### Public Programs

Through the medium of cable television, the Hoover Library instituted an innovative plan to increase "visitors" to the museum. The library's audio-visual staff produces original video tape programs of its exhibits, conferences, and special programs. The tapes are distributed free of charge to public access and educational television channels across the state. More than three dozen channels across Iowa currently broadcast Hoover Library programs.

The Kennedy Library sponsored six Children's Hour Programs which drew approximately 2,400 children and families from a wide range of cultural and economic backgrounds.

The Reagan Library sponsored the conferences "The Cold War: Ten Years Later," featuring former Secretary of State George Shultz; and "The Reagan Legacy" with Mike Wallace and Former Polish President Lech Walesa.

The Johnson Library held a number of their well-regarded "An Evening With..." programs during the year. Speakers included economist John Kenneth Galbraith; historian Gary Gallagher, President Truman's grandson Clifton Truman Daniels; and First Daughters Susan Ford Bales, Luci Johnson and Maureen Reagan.

Nineteen public forums were held at the Kennedy Library during the year. Topics included the Japanese surrender at the end of World War II, the history of Massachusetts, David Donald's recent biography of Abraham Lincoln and the 1996 Presidential election.

The Ford Library hosted a conference entitled "The Trouble with Washington," featuring former Speaker of the House Tom Foley, historian Daniel Boorstein, former Senator George McGovern, and many other notable speakers.

#### Awards

The Kennedy Library made two awards in their Profiles in Courage series during the year. Dr. Corkin Cherubini, superintendent of schools in Calhoun County, Georgia, was the recipient of the seventh annual Profiles in Courage Award. Dr. Cherubini was honored for his leadership in dismantling the long-standing practice of tracking students by race. And high school junior Ari Rabin-Havt was the winner of the Profiles in Courage Essay Contest. Ari wrote about former U.S. Senator Wayne Morse and his vote against the Tonkin Gulf Resolution.

The Roosevelt Library was presented with the Dutchess County Executive Tourism award in March 1996. In presenting the award

County Executive Bill Steinhaus praised the efforts of the library and its Director in promoting Dutchess County on a national, as well as international, level.

#### Automation Activities

Two libraries have unveiled new websites on the Internet. The Kennedy Library's new homepage, at [www.cs.umb.edu/jfklibrary/index.htm](http://www.cs.umb.edu/jfklibrary/index.htm), was created by library staff and resides at the University of Massachusetts at Boston. The Ford Library and Museum's homepage, at [www.lbjlib.utexas.edu/ford/index.html](http://www.lbjlib.utexas.edu/ford/index.html), resides at the University of Texas at Austin and includes descriptive information about the library's archival collections, digitized images, selected Presidential speeches, online exhibits, and the museum's gift catalog. Both websites are accessible through the NARA homepage.

The Truman Library inaugurated a photograph imaging system which contains descriptive information for 90,000 photographs and images of 15,000 photographs, all linked and retrievable through Zyfind software.

The Roosevelt Library's "Day by Day" computer database chronicling President Roosevelt's daily activities is complete for the entire wartime period and three-quarters complete for the New Deal period. The library's finding aids database is part of the library's homepage, which resides at Marist College and is accessible through the NARA homepage at <http://www.nara.gov>.



office of  
**SPECIAL AND REGIONAL  
ARCHIVES**



"GUNNISON TUNNEL OPENING; THE ARCH AT MONTROSE." UNCOMPANGRE PROJECT, COLORADO, SEPTEMBER 23, 1909. (NATIONAL ARCHIVES, 115-JAF-604)

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 administers and preserves the historically valuable records of the U.S. Congress and legislative branch agencies. The Center's staff assists congressional committees by answering committee requests for information and records, serves the public's reference needs, offers records management advice to Congress, and creates educational materials and traveling exhibitions featuring the records of Congress. Located in the National Archives Building in downtown Washington, DC, the Center features the Congressional Research Center, where researchers can consult with congressional archives specialists, research 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 the staff conducted a survey of modern records and examined more than 50,000 boxes of House and Senate committee records extending from the 90th Congress (1967) forward. The survey was undertaken in response to the Second Report of the Advisory Committee on the Records of Congress and the committee's focus on the adequacy of documentation of the legislative process. The Advisory Committee, the House Legislative Resources Center, the Senate Historical Office, and the Center will use the survey results to advance efforts to ensure maximum documentation of the legislative process.

NARA and the Department of Defense's Office of POW/MIA Affairs signed a joint agreement to expedite the declassification of the records of the Senate Select Committee on POW/MIA Affairs. The records of this committee are high-interest sources for many Americans seeking information about veteran friends and family members who did not return from the Vietnam conflict.

#### Center for Electronic Records

The Center for Electronic Records continues to make substantial progress in ensuring the preservation of valuable electronic records. With 34 additional series of electronic records appraised as permanent during FY 1996, the number of permanent series has increased by 120% in the last 10 years, from 430 series to 946. Accessions have likewise increased as the number of files of electronic records transferred to NARA rose from 167 in FY 1988 to 7,668 in FY 1996. NARA has expanded its capabilities for dealing with electronic records with enhancements to its automated systems. For example, during FY 1996, the Center augmented its automated accessioning system enabling it to process variable length records and to exploit technical documentation in electronic formats. Its Archival Preservation System raised preservation productivity by tenfold. The Interagency Committee on Information Resources Management recognized this dramatic improvement when it awarded its Technology Excellence Award to the Chief of the Technical Services Branch for re-engineering the preservation process and implementing the new system. Other enhancements to the system during FY 96 allowed the Center to

expand greatly the transfer options available to agencies and to secure the transfer of records which previously would have been lost. In the area of reference, on an average work day, the staff responded to 13 substantive inquiries about its holdings or completed one order for copies of its records.

The challenge of electronic records continues to grow at a formidable pace. The electronic records currently identified as permanent undoubtedly represent only a small fraction of those that should be preserved. NARA's experience indicates that agencies have not scheduled their electronic records. Between 1991 and 1995, NARA received nearly 1,900 records schedules from agencies. Only 248 of these included any electronic records. This pattern did not change last year as NARA received 225 schedules and only 54 listed any electronic records. The increase in accessions of electronic records is dwarfed by the fact that about 75% of the transfers of electronic records to NARA scheduled for FY 1996 did not occur. If they had, the resources available would not have been sufficient to preserve the records. At the end of FY 1996, more than 20,000 files of electronic records transferred to NARA remained in need of preservation processing. Despite its expanded capabilities and increased capacities, the Center is limited to only the simplest forms of electronic records.

The Center last year took fledgling steps in an area in which no progress had occurred in more than two decades. Public access to electronic records in NARA had remained limited to providing researchers with copies of entire files in formats that require processing on mainframe computers. To counter this, the Center acquired an in-house reference system which will provide formats for processing on personal computers.

## 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 microfilm reading facility in Pittsfield, MA.

The regional archives provide a full range of archival activities and programs to the public. (See "Surveying the West: A Cooperative Effort in the Regions" page 20)

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 NARA as accessible as possible, the regional archives also maintain copies of those 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 63,000 rolls of microfilm. Researcher visits to the regional archives totaled 158,000 in FY 1996.

The regional archives further increased their involvement with the Federal community from which they receive permanently valuable records, 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 archives tours, open houses, and records workshops for client federal agencies, reaching almost 750 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 411 nationwide and contributed a total of more than 44,000 hours of work, or the equivalent of about 25 full-time employees.

The Regional Archives System is also responsible for oversight of "affiliated archives." First authorized under the Federal Records Act of 1950, affiliated archives are non-NARA institutions that hold — by formal written agreement with NARA — records that are accessioned into the National Archives of the United States. Affiliated archives are established in special instances where the value of the records for the researcher is significantly enhanced by being deposited at a non-NARA facility.



"HANCOCK HOMESTEAD. SETTLER FROM BENSON, MINN." SUN RIVER PROJECT, MONTANA, JULY 23, 1910. (NATIONAL ARCHIVES, 115-JAD-224)

*office of the*  
**NATIONAL ARCHIVES**

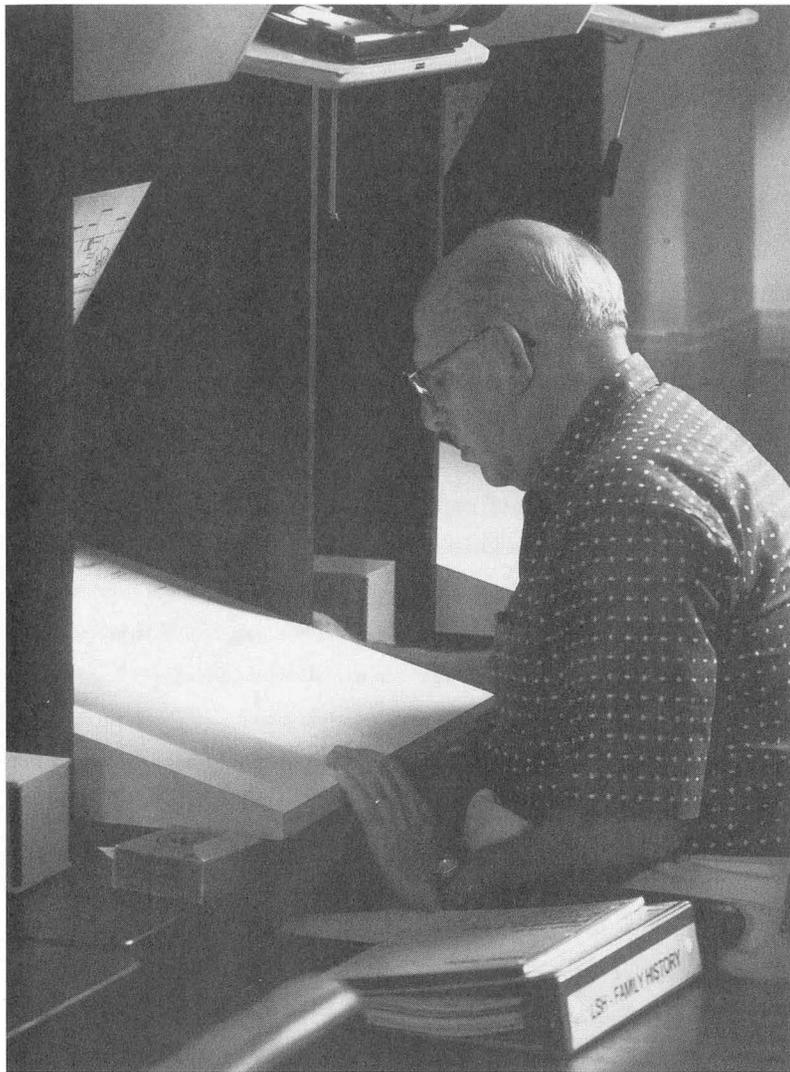
The Office of the National Archives has custodial responsibility for most historically valuable archival records in the Washington area, including textual documents, still photography, motion picture films, aerial photography, video and sound recordings, and architectural, engineering and cartographic records. In FY 1996 the Office focused on the continuing move of records to Archives II, made major changes in the declassification process, and introduced new processes for more effective internal operations and better customer service. At the same time the Office continued to perform its traditional accessioning, reference, and preservation duties.

*Archives II Move*

The massive relocation of approximately 1,100,000 feet of textual records and of approximately 110,000 feet of nontextual records, beginning in December 1993, continued to be a major activity in 1996. The move of nontextual records was completed in 1994, but the move of textual records, which began in January 1994, continued through 1995 and 1996. By the end of FY 1996 more than 825,000 cubic feet of textual records had been moved and reopened for researchers. This volume represents about 91% of the textual records to be moved. More than 600,000 feet were moved to the National Archives at College Park. The space vacated at the National Archives Building in Washington, DC was used to relocate over 200,000 feet of accessioned records from the Washington National Records Center (WNRC). The move will be completed during FY 1997.

*Accessions*

During 1996 the holdings of the office grew substantially. Major transfers of textual records included cryptologic records from the National Security Agency, Navy World War II operational records from the Naval Historical Center, and the Central Foreign Policy Files of the Department of State through 1966. A major transfer of nontextual records was a collection of satellite imagery from the Central Intelligence Agency derived from the CORONA project, the first successful spy reconnaissance satellite program.



L. S. HIRSH OF WILLIAMSBURG, VIRGINIA TRACES HIS FAMILY HISTORY. (PHOTO BY CADE MARTIN)

## Records Declassification

Executive Order 12958 calls for the backlog of 25 year-old records to be declassified by April 2000. Any records not already declassified or specifically exempted will be automatically declassified. NARA could not complete a review of 460 million pages in five years by continuing to do page-by-page review. To implement fully the Executive Order, the Records Declassification Division made major changes in its approach to declassification review.

Instead of page-by-page review, the Division staff now surveys records series to determine which can be declassified quickly and easily. A survey takes into account past experience with similar records and the information available about the series to be reviewed. The survey targets for closest examination the areas of the files most likely to contain sensitive information.

The Division declassifies those records that can be done on the basis of the survey and sets aside for later review those records that require more in-depth examination. Many of these records require agency review, and NARA has been providing training and guidance on how to handle permanently valuable records.

In the past year, the Declassification Division, using surveys, examined 131 million pages, released 111 million and set aside 20 million for further review. The number of pages released is almost 25% of the backlog, exceeding the 15% target for the first year established by the Executive Order. Another 10 million pages were reviewed by agency personnel working at NARA.

The Declassification Division also completed the move of security classified records from WNRC. With the exception of a small amount of Legislative records, all classified accessioned records are now consolidated at the National Archives at College Park. Approximately 176,000 cubic feet of records were moved to College Park from Washington, DC and from WNRC over the course of two years.

#### Reference

The Office operates the National Archives Library and seven research rooms. During the year an eighth research room at the WNRC closed after all the accessioned archival records were removed from the Center as part of the textual records move.

During FY 1996 reference service provided by the Office continued at a high volume. There were 114,317 visits to the research rooms, and 57,510 of these were at the Microfilm Research Room in Archives I; 435,087 items were furnished to researchers. Researchers purchased more than 2,000,000 reproductions of records made by NARA or its approved private vendors, while another 2,700,000 copies were made by the public on self-service copiers in the research rooms. The Office answered 256,094 oral inquiries and made 267,978 written replies and referrals to assist researchers.

Researchers will find help in locating records pertinent to their interests in the new comprehensive three volume *Guide to Federal*

*Records in the National Archives of the United States*, which was completed and printed during 1996. (See "NARA Guide Published" on page 8.)

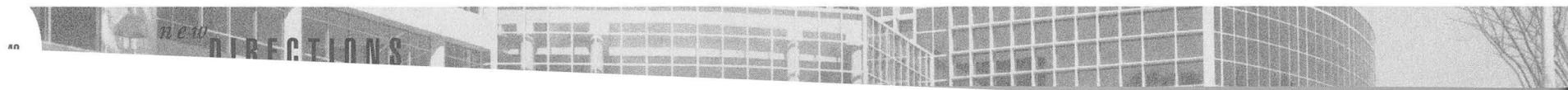
#### Preservation

The Preservation Policy and Services Division is responsible for ensuring the physical well being of Federal and Presidential records in the custody of NARA; 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 System and Presidential Libraries.

As part of its ongoing responsibility to preserve and monitor the Charters of Freedom, the Division began efforts to provide new encasements for the Constitution, the Declaration of Independence, and the Bill of Rights. The rehousing of the Charters will be part of NARA's remodeling of the Rotunda of the National Archives Building.

During the year, the Document Conservation Branch treated more than 14,000 loose sheets, volumes, maps and photographs in the combined branch labs at College Park and in the National Archives Building. More than 15,000 special containers or shrink packages were finished in the year, assuring safe moving conditions for records and, in many instances, long-term, high-quality housing for material that cannot be housed in standard archives boxes.

The Preservation Division's technical specialists continued to help set government-wide preservation policies and to organize forums for



information exchange on preservation issues. To encourage the sharing of information on preservation issues, for example, the 11th Annual NARA Preservation Conference was held on March 14, 1996, on the topic of magnetic tapes and optical disks as physical media for long-term storage of analog and digital electronic information. Speakers from government and industry concluded that tapes and disks must be stored and handled carefully and redundantly so they will outlast the systems required to read them, allowing time for the information on them to be copied to more current media before obsolescence and deterioration render them unreadable.

#### Rethinking Archival Processes

During 1996 study groups reexamined major archival processes to define the core elements of essential functions and to think of more effective ways to operate and to provide better service. Out of these study groups came a new pilot project to make declassification review part of the accessioning and initial processing of records. If successful, this will result in quicker availability for research of declassified records and will help prevent the accumulation of new backlogs of classified records.

Another result of the study groups was a cross-unit collaboration to develop and implement a new preservation risk assessment procedure for all textual records accessions. In addition, the Office instituted a product planning method to coordinate better the allocation of staff time for special projects beyond basic daily functions.

Another area of innovation is the increasing use of automated databases for describing records. The most fully developed so far is the National Archives

Information Locator (NAIL). NAIL is a database that currently provides access to series level and item level descriptions of the office's nontextual holdings. For example, the Still Picture Branch has 2,660 series descriptions in NAIL, 18,700 item level descriptions, and about 3,000 actual images online. The images are hyper-linked to series descriptions to which they belong. NAIL also has data on motion pictures and includes about 100 series of the Cartographic and Architectural Branch's holdings along with 80 scanned images. As part of the pilot for the kiosk project, data and scanned images from two series of textual records from Record Group 48, Records of the Office of the Secretary of the Interior, were included in the database. NAIL is available to the public through the Internet at the NARA website. (See "Launching New Online Resources," page 6.)



"CHILDREN IN DEMOCRACY." BY DOROTHEA LANGE, NOVEMBER 1940 (NARA, RG 83, RECORDS OF THE BUREAU OF AGRICULTURAL ECONOMICS)

## ADMINISTRATIVE SERVICES

Administrative Services provides the agency nationwide assistance in the planning and administration of financial, personnel, procurement, and facilities programs. In addition, the office acts as liaison with the Office of Management and Budget and Congress (OMB) 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 and Records Administration in FY 1996 by appropriation under Public Law 104-52 for direct operating expenses was \$193,341,000, including \$28,971,000 for the year's payments of principal and interest on the Archives II facility located in College Park, Maryland; \$592,000 to complete staffing of the Bush Presidential Materials Project and to process Vice-Presidential records in accordance with the Presidential Records Act of 1978; \$1,200,000 for repairs and alterations to the Johnson Presidential Library; and \$4,500,000 to expand public electronic access to Agency records and historical documents. Also available was \$5,175,000 for grants by the National Historical Publications and Records Commission, and \$1,500,000 for repairs and restorations to Agency owned buildings, including Presidential libraries. Other funding available was \$42,000 from other budget authority earned through recycling; \$556,000 reappropriated from unobligated balances of the

FY 1995 appropriated funds for Archives II financing; and \$158,000 for alterations at the Kennedy Library, including the design of improved access, additional archival storage, and building condition report item repairs. The Omnibus Consolidated Reversions and Appropriations Act of 1996 (P.L. 104-134) rescinded \$191,000 granted under P.L. 104-52. This bill specified that the rescission was to be taken only from administrative and travel accounts. The combined funding totaled \$206,873,000.

Of the funds available, \$60,979,000 was obligated by the Office of Federal Records Centers to accession, store, provide reference service, and dispose of records of the Federal government. The Office of the National Archives and the Office of Special and Regional Archives obligated \$56,552,000 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 Information Security Oversight Office obligated \$1,345,000 for oversight of the information security program established by Executive Order 12958 and the policy oversight for the National Industrial Security Program established under Executive Order 12829. The Office of Records Administration obligated \$4,727,000 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 \$28,847,000 to operate the nine existing Presidential libraries and to retain and process the Nixon and Bush Presidential materials. The Office of Public Programs obligated \$3,926,000 for publication, exhibition, audiovisual, and public outreach activities. The Office of the Federal Register obligated \$5,998,000 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 \$2,794,000 to review Federal records for possible declassification. Also, the National Historical Publications and Records Commission obligated \$4,991,000 in grants and \$1,574,000 to administer the grants program.

Beginning in 1994, the Archives 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, \$25,515,000 was obligated for interest payments on the Archives II facility and \$4,013,000 was treated as redemption of debt for principal.

The following table summarizes funds available and actually expended in FY 1996

Fund	Availability	Expended
Operating Expenses, Direct	\$200,040,000	\$194,887,000 <sup>1</sup>
Grants	5,175,000	4,991,000 <sup>2</sup>
Kennedy Library	158,000	130,000 <sup>3</sup>
Repairs and Restorations	1,500,000	1,253,000 <sup>2</sup>
T o t a l	\$206,873,000	\$201,261,000

<sup>1</sup> Includes \$4,013,000 which is considered redemption of debt on the principal for the Archives II facility.

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

<sup>3</sup> 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, \$17,272,000 has been obligated to date, including \$130,000 obligated in FY 1996 for the building extension construction and related services.

During FY 1996, NARA received \$33,097,000 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 1996, \$24,960,000 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 \$8,137,000.

#### Financial Subsystems

NARA's financial subsystems were evaluated as required by the OMB Circular A-127 Revised. All subsystems were in conformance with the overall objectives detailed in the circular. NARA's financial organization also provided information for inclusion in the annual Federal Managers' Financial Integrity Report to the President and Congress showing that the subsystems are in compliance with the objectives detailed in the guidelines.

## Financial and Electronic Commerce Programs

### *Credit Card Usage by the Public and NARA Employees*

The Mellon Bank credit card sales in Federal record centers, Presidential libraries, museum stores, and other Agency locations across the country increased again this year. In FY 1996, the dollar amount of sales rose by 19.4 percent and the number of sales increased by 23.5 percent. The increased credit card sales will help NARA meet its nationwide financial goals.

The VISA (I.M.P.A.C.) purchase card usage by NARA employees improved dramatically in an attempt to meet and exceed Federal government and National Performance Review (NPR) initiatives. In FY 1996, the number of purchases made by Agency employees with the VISA purchase cards increased by 46.6 percent and the dollar amount of purchases increased by 85.9 percent. NARA continues to encourage its personnel to use the purchase card for all small purchases instead of using certified invoices and other costly paper processes.

### *Electronic Funds Transfer (EFT) and Direct Deposit*

In FY 1996, with the consent of Vice-President Gore's office, the Department of the Treasury gave NARA the distinction of being the "Most Improved" Federal agency using EFT - Direct Deposit in the program's twenty-year history. In FY 1996, NARA strove for 100 percent employee salary and award participation, and nearly reached that goal with a 99.6 percent participation rate.

Other electronic commerce issues were addressed and initiated, such as 100 percent usage of the Automated Clearing House (ACH) for vendors, a reduction in the number of imprest funds, and requiring payments by EFT for all NARA organizations across the country.

### *Travel Innovations*

In FY 1996, NARA's American Express government cardholders began obtaining approved travel advances for out-of-pocket expenses by using automated teller machines (ATMs). This change is in response to recommendations of the U.S. Treasury to eliminate imprest funds by using electronic commerce and plastic card technology.

The groundwork has been set so that, in FY 1997, NARA will be able to pay all travel reimbursements via the EFT-Direct Deposit program; new travel education programs and other improvements are likely to follow.

### *Prompt Payments*

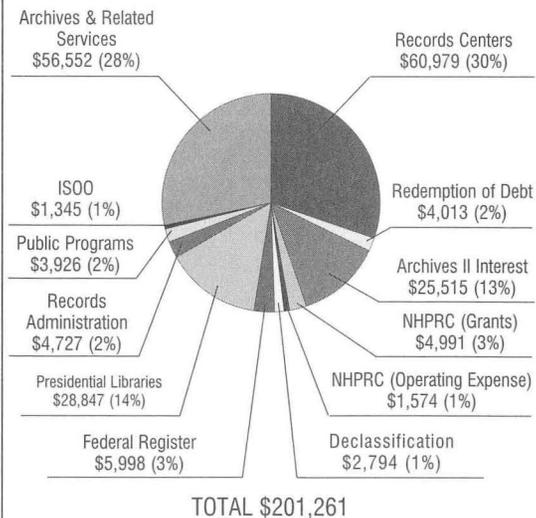
NARA continues to maintain a low volume of interest penalty payments to vendors. The dramatic improvement in NARA's financial processes can be attributed to continued and increased financial education of the Agency's organizations; an increased awareness by Agency employees as to the importance of electronic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

# APPROPRIATIONS AND COSTS

## DIRECT APPROPRIATIONS (including Grants and Repairs and Restorations)

Obligations by Program Area and Redemption of Debt  
Administrative Expenses Prorated

(dollars in thousands)



## DIRECT APPROPRIATIONS (including Grants and Repairs and Restorations)

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

Full-time permanent employment compensation.....	\$63,539
Other than full-time permanent employment compensation.....	4,412
Other personnel compensation.....	1,981
<b>Total personnel compensation.....</b>	<b>69,932</b>

Personnel benefits .....	14,496
Benefits for former personnel .....	215
Travel and transportation of persons .....	712
Motor pool travel.....	111
Transportation of things .....	136
Rental payments to GSA .....	31,417
Communications, utilities and miscellaneous charges.....	2,804
Printing and reproduction .....	1,454
National Archives Buildings I and II operations and maintenance .....	16,763
Presidential Library operations and maintenance .....	12,028
Presidential Library alterations.....	130
Preservation contractual services .....	686
Other services:	
Commercial contracts .....	5,687
ADP studies and ADP maintenance services .....	3,059
Accounting and payroll services .....	813
Supplies and materials .....	2,155
ADP equipment.....	1,999
Other equipment .....	836
Shelving.....	1,218
Grants .....	4,991
Insurance claims and indemnities.....	91
Interest and dividends .....	25,515
Redemption of debt.....	4,013
<b>TOTAL .....</b>	<b>201,261</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	\$786	\$498	\$3	\$0	\$5	\$1,292
Roosevelt	721	867	4	0	0	1,592
Truman	903	1,019	8	0	0	1,930
Eisenhower	1,032	1,074	0	0	0	2,106
Kennedy	1,124	1,817	133	0	0	3,074
Johnson	1,185	1,375	1,200	0	0	3,760
Nixon Presidential Materials Staff	921	0	0	0	0	921
Ford	999	1,313	22	0	0	2,334
Carter	1,135	929	59	0	0	2,123
Reagan	1,100	1,458	28	0	0	2,586
Central Office: Planning & Direction White House Liaison; and Bush Presidential Materials Project	1,507	849	34	318	778	3,486
<b>Total</b>	<b>\$11,413</b>	<b>\$11,199</b>	<b>\$1,491</b>	<b>\$318</b>	<b>\$783</b>	<b>\$25,204</b>

\* Repair and alteration costs include \$130K for Kennedy Library for the 114X account and \$161K for the 117X account.

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

\*\*\* Does not include \$3,643K share of allocated administrative costs.

## PERSONNEL ON BOARD

(All Funds as of September 30, 1996)

PROGRAMS	Washington, DC Area			Field Locations			Nationwide Total		
	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total
Records Centers	169	52	221	565	786	1,351	734	838	1,572
Archives and Related	560	107	667	79	23	102	639	130	769
Public Programs	56	2	58	0	0	0	56	2	58
Records Administration	53	0	53	0	0	0	53	0	53
Presidential Libraries	83	8	91	203	56	259	286	64	350
Federal Register	69	1	70	0	0	0	69	1	70
Records Declassification	42	3	45	13	0	13	55	3	58
National Historical Publications & Records Commission	15	0	15	0	0	0	15	0	15
<b>Total</b>	<b>1,047</b>	<b>173</b>	<b>1,220</b>	<b>860</b>	<b>865</b>	<b>1,725</b>	<b>1,907</b>	<b>1,038</b>	<b>2,945</b>

# HOLDINGS AND SERVICES

## ARCHIVAL HOLDINGS BY UNIT FISCAL YEAR 1996

Total Holdings (Cubic Feet)  
Negative numbers are enclosed in parentheses.

Unit	Balance 9/30/95	Net Change	Balance 9/30/96
<b>WASHINGTON, DC, AREA</b>			
Textual Projects	1,158,354	28,070	1,186,424
Cartographic and Architectural Records	55,136	245	55,381
Motion Picture, Sound and Video Branch	38,453	91	38,544
Still Picture Branch	18,933	410	19,343
Center for Legislative Archives	89,224	1,000	90,224
Center for Electronic Records*			
DC Area Totals	1,360,100	29,816	1,389,916
<b>REGIONAL ARCHIVES</b>			
New England Region	21,743	595	22,338
Northeast Region	60,111	0	60,111
Mid Atlantic Region	47,354	800	48,154
Southeast Region	69,860	2,423	72,283
Great Lakes Region	62,041	1,329	63,370
Central Plains Region	38,355	1,095	39,450
Southwest Region	65,346	1,077	66,423
Rocky Mountain Region	22,664	6,241	28,905
Pacific Southwest Region	27,753	932	28,685
Pacific Sierra Region	36,219	(160)	36,059
Pacific Northwest Region	30,726	(1,110)	29,616
Alaska Region	5,561	0	5,561
Regional Archives Totals	487,733	13,222	500,955
<b>NATIONWIDE TOTALS</b>	<b>1,847,833</b>	<b>43,038</b>	<b>1,891,826</b>

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

**AFFILIATED ARCHIVES\*\***      955                      0                      955

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

## ARCHIVAL HOLDINGS OF NONTEXTUAL RECORDS FISCAL YEAR 1996

Total Holdings (Number of Items)  
Negative numbers are enclosed in parentheses.

Unit	Balance 9/30/95	Net Change	Balance 9/30/96
<b>TEXTUAL RECORDS UNITS</b> <i>(also hold these nonpaper records)</i>			
Artifacts	1,799	1	1,800
16mm microfilm	142,551	341	142,892
35mm microfilm	129,825	1,602	131,427
Microfiche	32,543	2,245	34,788
Other microforms	50,549	16,000	66,549
<b>CARTOGRAPHIC AND ARCHITECTURAL RECORDS</b>			
Aerial Photos	9,238,167	34,283	9,272,450
Maps and charts	2,408,414	240,504	2,648,918
Architectural & engineering plans	2,826,782	12,772	2,839,554
<b>MOTION PICTURE, SOUND &amp; VIDEO BRANCH</b>			
Motion pictures	123,698	334	124,032
Sound recordings	179,511	607	180,118
Video recordings	33,761	148	33,909
<b>STILL PICTURE BRANCH</b>			
Filmstrips	655	(19)	636
Posters	2,017	200	2,217
Still pictures	8,607,021	870,510	9,477,531
<b>CENTER FOR ELECTRONIC RECORDS</b>			
Computer data sets	7,591	0	7,591
<b>TOTAL NONTEXTUAL ITEMS</b>	<b>23,784,884</b>	<b>1,179,528</b>	<b>24,964,412</b>

### HOLDINGS OF PRESIDENTIAL LIBRARIES

	Papers pages	Still Pictures images	Film feet	Video Tape hours	Audio Tape hours	Museum Obj.
Hoover	8,414,276	43,166	155,591	141	521	5,478
Roosevelt	16,716,560	134,335	308,676	28	1,024	24,199
Truman	14,891,079	98,668	335,025	185	308	25,946
Eisenhower	22,536,687	311,814	617,925	269	1,111	34,259
Kennedy	31,268,989	146,494	7,163,333	1,285	7,343	16,977
Johnson	35,759,600	620,107	824,877	8,258	13,587	37,105
Nixon	46,110,000	435,000	2,200,000	3,900	1,490	21,750
Ford	19,859,930	325,442	786,606	1,514	1,582	8,184
Carter	27,685,830	1,500,253	1,120,080	1,434	2,000	40,053
Reagan	49,071,250	1,625,439	770,000	19,398	13,350	75,364
Bush Project	40,784,550	438,743	201	600	219	44,338
<b>TOTAL</b>	<b>313,026,424</b>	<b>5,679,199</b>	<b>14,282,314</b>	<b>37,012</b>	<b>42,531</b>	<b>333,653</b>

### USING THE NATIONAL ARCHIVES

	Researchers Microfilm	Researchers Non-Microfilm	Oral Inquiries	Written Inquiries
<b>Washington, DC, Area</b>				
DC Area Totals	57,510	56,807	256,094	267,978
<b>Regional Archives</b>				
New England Region	14,517	2,190	8,427	2,350
Pittsfield Region	6,084	0	11,275	178
Northeast Region	8,288	2,815	48,576	3,975
Mid-Atlantic Region	11,499	411	8,451	2,533
Southeast Region	8,292	409	5,540	7,841
Great Lakes Region	12,129	419	29,803	2,817
Central Plains Region	8,024	322	22,357	1,251
Southwest Region	11,896	213	9,417	2,329
Rocky Mountain Region	11,433	640	2,647	397
Pacific Southwest Region	18,615	559	10,295	1,013
Pacific Sierra Region	14,764	1,110	22,148	1,142
Pacific Northwest Region	17,402	639	16,929	578
Alaska Region	3,915	1,183	8,781	222
Regional Archives Total	146,858	10,910	204,646	26,606
Legislative Electronic			2,519 1,976	646 1,456
<b>NATIONWIDE TOTALS</b>	<b>204,368</b>	<b>67,717</b>	<b>465,235</b>	<b>296,686</b>

### USING PRESIDENTIAL LIBRARIES

	Researchers	Oral Inquiries	Written Inquiries	Public Program Participants	Outreach Program Participants	Museum Visitors
Hoover	278	1,422	856	32,564	3,197	78,201
Roosevelt	511	9,021	1,736	7,167	0	159,347
Truman	974	10,955	4,025	21,552	1,290	111,156
Eisenhower	345	1,888	2,383	9,468	1,308	69,887
Kennedy	713	6,997	1,616	18,000	271	229,135
Johnson	674	2,428	4,801	17,290	551	271,364
Nixon	372	3,496	1,100	0	0	0
Ford	304	998	1,410	22,893	4,551	90,045
Carter	243	2,016	1,413	827	786	74,091
Reagan	191	5,781	1,548	14,540	2,465	155,649
Bush Project	1	824	183	714	1,284	0
<b>TOTAL</b>	<b>4,606</b>	<b>45,826</b>	<b>21,071</b>	<b>145,015</b>	<b>15,703</b>	<b>1,238,875</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 \$435,000 for fiscal year 1996, up from the \$261,000 operating loss in fiscal year 1995. The net operating loss for the Presidential libraries amounted to more than \$143,000. 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 \$415,000.

Assets decreased by more than \$271,000 in fiscal year 1996. Liabilities decreased by nearly \$687,000. Retained earnings/capital increased from \$15.7 million to \$16.1 million with \$5.6 million held in the Trust Fund for the exclusive use of the particular library that generated the funds and \$10.5 million held for all other National Archives Trust Fund operations.

### Income and Expense

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

Gross sales decreased by nearly \$894,000 from fiscal year 1995, with most program areas reporting lower sales. The cost of goods and services decreased by nearly \$720,000, reflecting lower costs in most categories.

To cover the costs of producing electrostatic copies for administrative use, the National Archives and Records Administration appropriated fund reimbursed the Trust Fund \$263,060, a 39 percent decrease from fiscal year 1995. This decrease reflects the full annual savings from the contract for electrostatic copying equipment which began during 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:

- \$1,546,588 to the Office of the National Archives for archival handling and reproduction services;
- \$908,979 to the Office of Federal Records Centers for reproduction services;
- \$441,434 to the Office of Public Programs for order fulfillment and publication development;
- \$146,721 to the Office of Special and Regional Archives for archival handling and reproduction services; and
- \$24,765 to the Office of Presidential Libraries for services related to reproduction and museum sales.

#### Program Highlights

Reference copies ordered nationwide reached 2.4 million pages. Use of self-service copier equipment in the Washington, DC, area remained steady at 2.7 million pages. The Federal Records Centers nationwide reproduced 3.3 million pages of court documents, an increase of 23 percent from the previous year. Income from the reproduction of records held in the form of photographs, motion pictures, and sound recordings decreased to \$288,000 from nearly \$539,000 in fiscal year 1995, as a result of the expansion of an out-sourcing 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 \$914,000 in income during fiscal year

1996, a slight decrease from the previous two years.

*Publications* and product sales declined from the levels achieved during the previous year. Microfilm sales income surpassed \$1.4 million, an increase of 24 percent which reflects a price increase in May 1996.

*Presidential libraries* reported decreases in admissions from fiscal year 1995. Museum store and catalog sales revenue increased for many of these libraries. The declines in visitors can be attributed to severe winter weather and a smaller number of special events and exhibitions since the conclusion of World War II commemorations.

Total library revenue was more than \$4.5 million, consisting mainly of museum store sales and admissions of \$3.8 million and reproduction services of more than \$322,000. The net operating loss for all Presidential libraries in fiscal year 1996 was slightly more than \$143,000. After accounting for other income and expenses, the libraries showed a total net income of \$185,000.

*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 \$31,000.

*The investment* balance at the end of the fiscal year was \$16,285,857, consisting of \$172,056 invested in securities held by ASB Capital Management, Inc. and \$16,113,801 in U.S. Treasury Bills and Notes. Total interest earned in fiscal year 1996 was \$959,832. Trust Fund investments earned \$258,150 for the Presidential libraries and \$540,967 for other Trust Fund organizations. Gift Fund investments earned \$135,162 for Presidential libraries and \$25,553 for other Gift Fund investments.

## TRUST FUND INCOME STATEMENTS

*(for the fiscal years ended September 30)*

	1996			1995		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<b>REVENUE:</b>						
Reproduction service	\$ 322,473	\$ 3,968,409	\$ 4,290,882	\$ 355,350	\$ 4,264,033	\$ 4,619,383
Microform publications	0	1,407,035	1,407,035	0	1,136,309	1,136,309
Over-the-counter sales	1,897,656	927,446	2,825,102	1,854,451	1,017,584	2,872,035
Publications	0	207,626	207,626	0	435,985	435,985
Audiovisual sales and rentals	0	0	0	0	344,081	344,081
Admissions	1,888,188	0	1,888,188	2,003,952	0	2,003,952
Other income	432,420	48,959	481,379	414,172	167,978	582,150
<b>Total revenue</b>	<b>4,540,737</b>	<b>6,559,475</b>	<b>11,100,212</b>	<b>4,627,925</b>	<b>7,365,970</b>	<b>11,993,895</b>
<b>COST:</b>						
Cost of goods and services	4,683,954	6,851,254	11,535,208	4,489,063	7,765,778	12,254,841
<b>Income/(loss) from operations</b>	<b>(143,217)</b>	<b>(291,779)</b>	<b>(434,996)</b>	<b>138,862</b>	<b>(399,808)</b>	<b>(260,946)</b>
<b>OTHER INCOME:</b>						
Prior year income	14,704	(25,605)	(10,901)	3,245	970	4,215
Interest income	258,150	540,967	799,117	245,208	635,030	880,238
Other	59,468	97,640	157,108	73,249	1,602	74,851
<b>Total other income</b>	<b>332,322</b>	<b>613,002</b>	<b>945,324</b>	<b>321,702</b>	<b>637,602</b>	<b>959,304</b>
<b>OTHER EXPENSES:</b>						
Prior year expense	(1,652)	89,326	87,674	37,936	25,498	63,434
Investment management fee	5,564	1,724	7,288	17,726	8,745	26,471
<b>Total other expenses</b>	<b>3,912</b>	<b>91,050</b>	<b>94,962</b>	<b>55,662</b>	<b>34,243</b>	<b>89,905</b>
<b>NET INCOME</b>	<b>\$ 185,193</b>	<b>\$ 230,173</b>	<b>\$ 415,366</b>	<b>\$ 404,902</b>	<b>\$ 203,551</b>	<b>\$ 608,453</b>

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

TRUST FUND STATEMENTS OF FINANCIAL CONDITION

(as of September 30)

	1996			1995		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<b>ASSETS</b>						
Current assets:						
Cash in U.S. Treasury	\$ 177,376	\$ 383,910	\$ 561,286	\$ 121,681	\$ 311,359	\$ 433,040
Cash in transit	50,549	231,729	282,278	153,586	84,549	238,135
Accrued interest receivable	44,538	92,844	137,382	45,282	76,848	122,130
Securities	4,675,548	9,468,101	14,143,649	4,457,098	10,334,002	14,791,100
Accounts receivable (net of allowance for uncollectible accounts)	70,627	402,454	473,081	3,321	263,447	266,768
Advances to employees	525	1,500	2,025	0	1,000	1,000
Inventories (net of reserve for obsolescence)	702,626	529,446	1,232,072	681,978	455,965	1,137,943
Prepaid expenses	503	49,539	50,042	503	135,103	135,606
Total current assets	5,722,292	11,159,523	16,881,815	5,463,449	11,662,273	17,125,722
Non-current assets:						
Property and equipment (at cost less accumulated depreciation)	346,126	534,405	880,531	304,166	603,661	907,827
<b>TOTAL ASSETS</b>	<b>\$ 6,068,418</b>	<b>\$ 11,693,928</b>	<b>\$17,762,346</b>	<b>\$ 5,767,615</b>	<b>\$12,265,934</b>	<b>\$18,033,549</b>
<b>LIABILITIES AND FUND BALANCE</b>						
Current liabilities:						
Accounts payable	\$ 339,032	\$ 574,666	\$ 913,698	\$ 213,825	\$ 1,267,533	\$ 1,481,358
Sales tax payable	6,151	0	6,151	13,181	0	13,181
Deferred revenue	4,665	488,238	492,903	12,101	593,679	605,780
Total current liabilities	349,848	1,062,904	1,412,752	239,107	1,861,212	2,100,319
Long-term liabilities:						
Annual leave liability	102,984	124,491	227,475	98,115	128,362	226,477
Total long-term liabilities	102,984	124,491	227,475	98,115	128,362	226,477
Total liabilities	452,832	1,187,395	1,640,227	337,222	1,989,574	2,326,796
Fund balance	5,615,586	10,506,533	16,122,119	5,430,393	10,276,360	15,706,753
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 6,068,418</b>	<b>\$ 11,693,928</b>	<b>\$17,762,346</b>	<b>\$ 5,767,615</b>	<b>\$12,265,934</b>	<b>\$18,033,549</b>

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

**STATEMENTS OF CHANGES IN  
FINANCIAL CONDITION**

*(for the fiscal years ended September 30)*

	1996	1995
<b>SOURCES OF WORKING CAPITAL:</b>		
From operations:		
Net income (loss)	\$ 415,366	\$ 608,453
Items not affecting working capital:		
Depreciation	339,165	319,854
Adjustments to property and equipment	90	0
Working capital inflow from operations	754,621	928,307
From other sources:		
Increase in annual leave liability	998	17,719
Working capital inflow from other sources	998	17,719
Working capital inflow from all sources	755,619	946,026
<b>USES OF WORKING CAPITAL:</b>		
Purchase of operational assets	311,959	489,859
Decrease in deferred revenue	0	728,302
Total working capital used for all purposes	311,959	1,218,161
Increase/(decrease) in working capital	\$ 443,660	\$ (272,135)

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

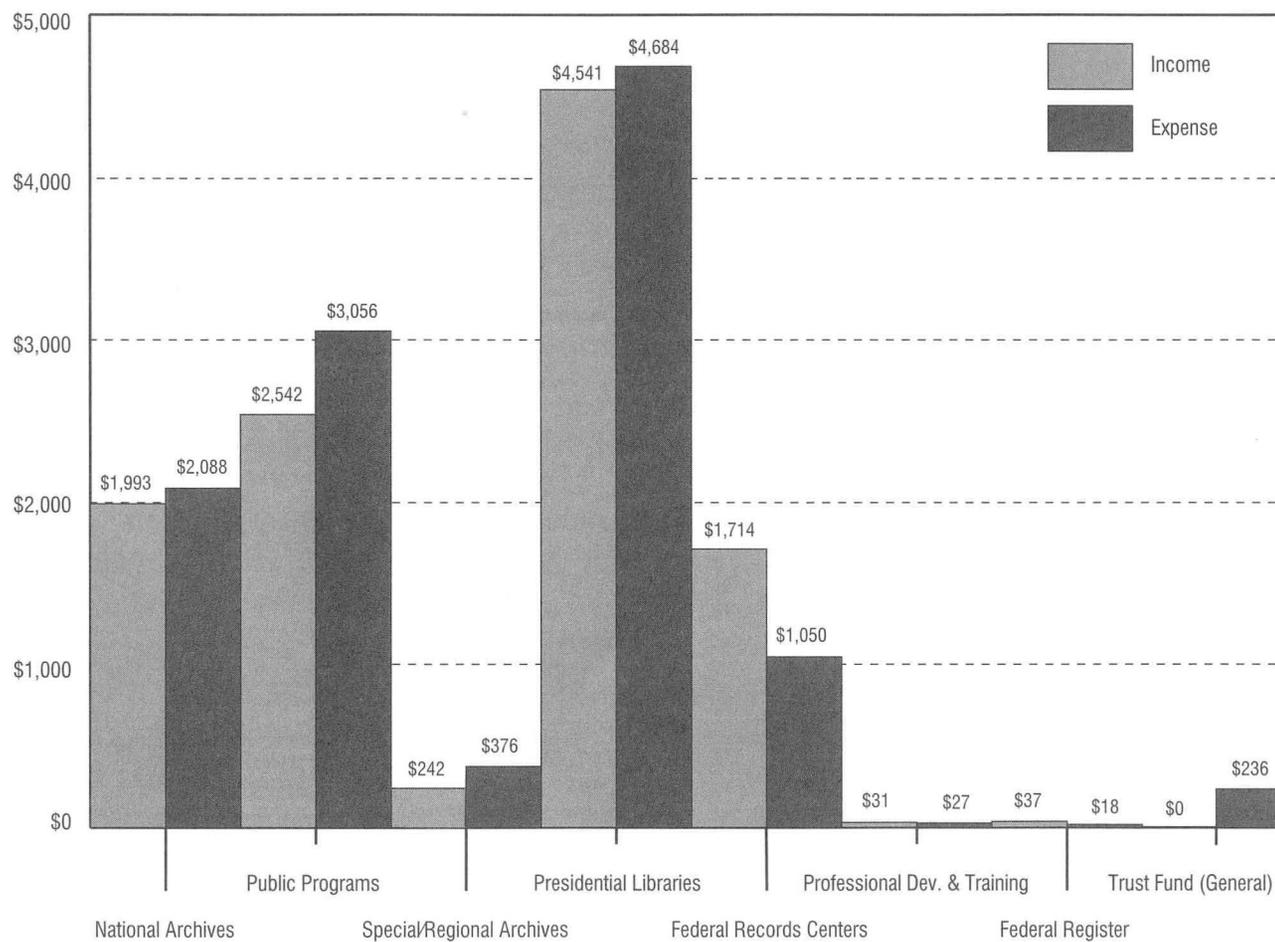
**SCHEDULES OF CHANGES IN  
WORKING CAPITAL**

*(Effect on Working Capital)*

	1996	1995
<b>CURRENT ASSETS:</b>		
Cash in U.S. Treasury	\$ 128,246	\$ (72,102)
Cash in transit	44,143	53,767
Accrued interest receivable	15,252	43,707
Securities	(647,451)	(1,177,609)
Accounts receivable	206,313	(337,041)
Advances to employees	1,025	400
Inventories	94,129	(576,869)
Prepaid expenses	(85,564)	8,062
<b>CURRENT LIABILITIES:</b>		
Accounts payable	567,660	96,782
Sales tax payable	7,030	(450)
Deferred revenue	112,877	1,689,218
Increase/(decrease) in working capital	\$ 443,660	\$ (272,135)

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

OPERATING INCOME/EXPENSE BY ORGANIZATION  
*(in thousands)*



NOTES TO FINANCIAL STATEMENTS AND EXPLANATIONS OF  
SIGNIFICANT ACCOUNTING POLICIES

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

*Investment Valuation:* (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.

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

	1996	1995
General	\$ 656,416	\$ 1,298,875
Estimated Year-End Accruals	85,175	6,757
Payroll	167,712	137,476
Disbursements in Transit	4,395	38,250
Totals	\$ 913,698	\$ 1,481,358

*Adjustment to Prior Years Operations:* An adjustment was made to account for approximately \$89,000 of fiscal year 1994 Trust Fund selling expenses which were not properly reported and paid to the National Archives and Records Administration appropriated fund until fiscal year 1996.

*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 NARA activities. New donations of nearly \$403,000 were received during fiscal year 1996.

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 its various activities. Gifts are summarized on page 66.



OLLA (JAR), BY G. LUCERNO, LAGUNA, NEW MEXICO. GIFT TO PRESIDENT CARTER FROM FLOYD R. CORREA, GOVERNOR OF THE PUEBLO OF LAGUNA. (JIMMY CARTER LIBRARY; PHOTO BY THE WHITE HOUSE HISTORICAL ASSOCIATION)

## GIFT FUND STATEMENTS OF AVAILABILITY

*(for the fiscal years ended September 30)*

	PRESIDENTIAL LIBRARIES	OTHER UNRESTRICTED	OTHER RESTRICTED	1996 TOTAL	1995 TOTAL
Balances available October 1	\$ 1,722,949	\$ 133,451	\$ 204,438	\$ 2,060,838	\$ 1,972,204
INCREASES OF AVAILABILITY:					
Grants and donations	329,563	57,357	15,987	402,907	467,418
Interest on securities	135,162	19,659	5,894	160,715	118,643
Total available	2,187,674	210,467	226,319	2,624,460	2,558,265
DECREASES OF AVAILABILITY:					
Travel and transportation	32,859	2,898	11,459	47,216	60,985
Supplies and materials	192,007	14,115	885	207,007	144,891
Equipment rental	4	0	0	4	506
Printing and reproduction	1,890	32,766	167	34,823	21,880
Payments to commercial contractors	62,927	8,494	10,508	81,929	136,417
Payments to other agencies or funds	68,269	696	31,172	100,137	133,376
Total decrease	357,956	58,969	54,191	471,116	498,055
Adjustments to prior years operations	5,842	2,195	(38,736)	(30,699)	(628)
Ending balances available	\$ 1,823,876	\$ 149,303	\$ 210,864	\$ 2,184,043	\$ 2,060,838

GIFT FUND STATEMENTS OF  
FINANCIAL CONDITION

(as of September 30)

	1996	1995
<b>ASSETS</b>		
Current assets:		
Cash in U.S. Treasury	\$ 41,122	\$ 116,041
Cash in transit	4,755	4,332
Accrued interest receivable	11,878	19,502
Securities	2,142,208	1,988,357
Advances to employees	725	0
<b>Total assets</b>	<b>\$ 2,200,688</b>	<b>\$ 2,128,232</b>
<b>LIABILITIES AND FUND BALANCE</b>		
Current liabilities:		
Accounts payable	\$ 16,645	\$ 67,394
<b>Total liabilities</b>	<b>16,645</b>	<b>67,394</b>
<b>Fund balance</b>	<b>2,184,043</b>	<b>2,060,838</b>
<b>Total liabilities and fund balance</b>	<b>\$ 2,200,688</b>	<b>\$ 2,128,232</b>

STATEMENTS OF CHANGES IN  
FINANCIAL CONDITION

(for the fiscal years ended September 30)

	1996	1995
<b>SOURCES OF FUNDS:</b>		
Funds provided by operations	\$ (279,702)	\$ (378,784)
Grants and donations	402,907	467,418
Excess of revenue over expenses	123,205	88,634
<b>APPLICATION OF FUNDS:</b>		
Increase in working capital	\$ 123,205	\$ 88,634

SCHEDULES OF CHANGES IN  
WORKING CAPITAL

(Effect on Working Capital)

	1996	1995
<b>CURRENT ASSETS:</b>		
Cash in U.S. Treasury	\$ (74,919)	\$ 71,877
Cash in transit	423	(59)
Accrued interest receivable	(7,624)	11,841
Securities	153,851	58,597
Advances to employees	725	(4,982)
<b>CURRENT LIABILITIES:</b>		
Accounts payable	50,749	(48,640)
Increase in working capital	\$ 123,205	\$ 88,634



# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 1997

Archivist of the United States: John W. Carlin  
Deputy Archivist of the United States: Lewis J. Bellardo  
Congressional Affairs: John Constance  
General Counsel: Elizabeth A. Pugh  
Information Security Oversight Office: Steven Garfinkel  
Inspector General: Kelly A. Sisario  
National Historical Publications and Records Commission: Gerald W. George  
Office of Administrative Services: Adrienne C. Thomas  
Office of the Federal Register: Raymond A. Mosley  
Office of Human Resources and Information Services: L. Reynolds Cahoon  
Office of Records Services: Michael J. Kurtz  
Office of Regional Records Services: Richard L. Claypoole  
Office of Presidential Libraries: David F. Peterson

## *Records Services Facilities*

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### **NARA**

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

### **National Archives at College Park**

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

### **Washington National Records Center**

4205 Suitland Road  
Suitland, MD 20746-8001

### **NARA-Northeast Region**

Diane Le Blanc, Regional Administrator

#### **NARA-Northeast Region (Boston)**

380 Trapelo Road  
Waltham, MA 02154-6399  
(617) 647-8104

#### **NARA-Northeast Region (Pittsfield)**

100 Dan Fox Drive  
Pittsfield, MA 01201-8230  
(413) 445-6885

#### **NARA-Northeast Region (New York City)**

201 Varick Street, 12th Floor  
New York, NY 10014-4811  
(212) 337-1300

### **NARA-Northeast Region (Bayonne)**

Military Ocean Terminal,  
Building 22,  
Bayonne, NJ 07002-5388  
(201) 823-7161

### **NARA-Mid Atlantic Region**

James Mouat, Regional Administrator

#### **NARA-Mid Atlantic Region (Northeast Philadelphia)**

14700 Townsend Road  
Philadelphia, PA 19154-1025  
(215) 671-9027

#### **NARA-Mid Atlantic Region (Center City Philadelphia)**

900 Market Street  
Philadelphia, PA 19107-4292  
(215) 597-3000

### **NARA-Southeast Region**

Gayle Peters, Regional Administrator  
1557 St. Joseph Avenue  
East Point, GA 30344-2593  
(404) 763-7477

### **NARA-Great Lakes Region**

David Kuehl, Regional Administrator

#### **NARA-Great Lakes Region (Chicago)**

7358 South Pulaski Road  
Chicago, IL 60629-5898  
(312) 581-7816

#### **NARA-Great Lakes Region (Dayton)**

3150 Springboro Road  
Dayton, OH 45439-1813  
(513) 225-2852

**National Archives-  
Central Plains Region**

R. Reed Whitaker,  
Regional Administrator  
2312 East Bannister Road  
Kansas City, MO 64131-3011  
(816) 926-6920

**National Archives-  
Southwest Region**

Kent Carter, Regional Administrator  
501 West Felix Street, Bldg. 1,  
P.O. Box 6216  
Fort Worth, TX 76115-0216  
(817) 334-5515

**National Archives-  
Rocky Mountain Region**

Robert Svenningsen,  
Regional Administrator  
Denver Federal Center, Bldg. 48,  
P.O. Box 25307  
Denver, CO 80225-0307  
(303) 236-0801

**NARA-Pacific Region**

Sharon Roadway,  
Regional Administrator

**NARA-Pacific Region  
(San Francisco)**

1000 Commodore Drive  
San Bruno, CA 94066-2350  
(415) 876-9015

**NARA-Pacific Region  
(Laguna Niguel)**

24000 Avila Road  
P.O. Box 6719  
Laguna Niguel, CA 92607-6719  
(714) 360-2618

**NARA-Pacific  
Alaska Region**

Steven Edwards,  
Regional Administrator

**NARA-Pacific Alaska Region  
(Seattle)**

6125 Sand Point Way, NE  
Seattle, WA 98115-7999  
(206) 526-6501

**NARA-Pacific Alaska Region  
(Anchorage)**

654 West Third Avenue  
Anchorage, AK 99501-2145  
(907) 271-2442

**NARA-National Personnel  
Records Center**

David Petree,  
Regional Administrator

**NARA-National Personnel  
Records Center**

(Military Personnel Records)  
9700 Page Avenue  
St. Louis, MO 63132-5100  
(314) 538-4201

**NARA-National Personnel  
Records Center**

(Civilian Personnel Records)  
111 Winnebago Street  
St. Louis, MO 63118-4199  
(314) 425-5722

***Presidential Libraries***

**Herbert Hoover Library**

Timothy G. Walch, 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) 229-8114

**Harry S. Truman Library**

Larry J. Hackman, Director  
500 West U.S. Highway 24  
Independence, MO 64050-1798  
(816) 833-1400

**Dwight D. Eisenhower Library**

Daniel D. Holt, Director  
200 Southeast Fourth Street  
Abilene, KS 67410-2900  
(913) 263-4751

**John Fitzgerald 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  
Office of Presidential Libraries  
National Archives at College Park  
8601 Adelphi Road  
College Park, MD 20740-6001  
(301) 713-6950

**Gerald R. Ford Library and  
Museum**

Richard Norton Smith, Director  
**Gerald R. Ford Museum**  
303 Pearl Street, NW  
Grand Rapids, MI 49504-5353  
(616) 451-9263  
**Gerald R. Ford Library**  
1000 Beal Avenue  
Ann Arbor, MI 48109-2114  
(313) 741-2218

**Jimmy Carter Library**

Donald B. Schewe, Director  
One Copenhill  
441 Freedom Parkway  
Atlanta, GA 30307-1498  
(404) 331-3942

**Ronald Reagan Library**

Mark A. Hunt, Director  
40 Presidential Drive  
Simi Valley, CA 93065-0666  
(805) 522-8444

**Bush Presidential Materials  
Project**

David Alsobrook, Acting Director  
701 University Drive, East  
Suite 300  
College Station, TX 77840-1899  
(409) 260-9554

