

National Archives and Records Administration
Websites of Interest to Genealogists
May 8, 2012

Census Records-Home Page Introduction to NARA Holdings and Services

<http://www.archives.gov/research/census/>

Census Records – How to Use NARA Microfilm Catalogs

<http://www.archives.gov/research/census/using-microfilm-catalogs.html>

Census Records – Native American Census Rolls

<http://www.archives.gov/research/census/native-americans/index.html>

Census Records – 1940 Census

<http://1940census.archives.gov/>

<http://1940census.archives.gov/about/>

<http://1940census.archives.gov/getting-started/>

<http://1940census.archives.gov/search/#searchby=location&searchmode=browse&year=1940>

<http://1940census.archives.gov/faq/>

Census Records – Soundex System (Explanation)

<http://www.archives.gov/research/census/soundex.html>

Genealogy Holdings/Beginners Links (NARA Services and PowerPoint)

<http://www.archives.gov/research/genealogy/start-research/>

Genealogy Homepage

<http://www.archives.gov/research/genealogy/index.html>

Genealogy Notes and Articles (Prologue Magazine)

<http://www.archives.gov/publications/prologue/genealogy-notes.html>

Guide to Federal Records Available for Searching

<http://www.archives.gov/research/guide-fed-records/>

Immigration/ Naturalizations/Ship Passenger Lists/Border Crossings

<http://www.archives.gov/research/immigration/>

<http://www.archives.gov/research/immigration/passenger-arrival.html>

<http://www.archives.gov/research/naturalization/>

Land Records and Related Records

<http://www.archives.gov/research/land/>

Locating NARA Facilities and Homepages

<http://www.archives.gov/locations/>

Military and Veterans Records

<http://www.archives.gov/research/military/index.html>

<http://www.archives.gov/veterans/>

Naturalization Records

<http://www.archives.gov/research/naturalization/>

Additional Access Options for 1940 Census Research

Ancestry.com – 1940 Census Home Page (Subscription Database)

<http://www.ancestry.com/1940-census>

**NOTE: Access to this information is available free via Ancestry Library Edition link located on the genealogy page for the Lee, Charlotte, and Collier County Library System websites).

Archives.com (NOTE: The 1940 census is an official website of the U.S. Government, administered by NARA in partnership with Archives.com).

<http://www.archives.com/1940census>

Family Search – Research Assistance Options

<https://www.familysearch.org/1940census/get-assistance/>

Family Search – 1940 Census Interactive Map

Displays latest status on image availability by state.

https://www.familysearch.org/1940census/?cid=fsHomeT1940Text_v2

My Heritage.com

<http://www.myheritage.com/1940census>

1940 Census Help and Tutorial Page – Steve Morse

<http://www.jewishgen.org/databases/stevemorse/census/quizremote.php>

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National Archives Branch Library System

For genealogical research, the National Archives is one of the most utilized sources in the world. Genealogists are the most numerous users of the Washington, DC research rooms, and the 13 regional records service facilities that comprise the National Archives Branch Library System. This research guide is designed to give genealogical researchers a brief overview of the type of information that is available.

Researchers who plan to use the original records at any location should schedule visits in advance. All researchers using original records need to obtain a **researcher ID card**. Researchers who plan on using the standard microfilm holdings are not subject to this requirement. Microfilmed records are accessible using the self-service microfilm reader room. No appointment is necessary to use these records, but there is a time limit for use of the microfilm readers when other researchers are waiting. The readers also have photocopy capabilities.

The National Archives staff will not perform genealogical research for patrons. They will look up records for mailed queries provided you know the exact citation for the record in question. The citation must be correct or you will be notified that no information was found. If the citation is correct, there will be a fee charged for processing your request. In general, the cost is usually less than \$10.00, but it is wise to request a schedule of fees before initiating a written query.

Definition of Archival Holdings

The National Archives maintains jurisdiction over records, historical and contemporary, from all three branches of the Federal Government—Executive, Legislative, and Judicial. These records reflect how Government agencies created and maintained them. Each record group usually relates to a particular department, agency, bureau, or other entity of the Federal Government.

Since the records are often organized by function rather than by subject, researchers must familiarize themselves with the Federal Government's wide range of activities to determine if records pertaining to the subject of interest can be researched in National Archives records. The majority of National Archives holdings are 30 years old or older and are available for research. However, some records are restricted from public access use because they contain information that is national security classified or otherwise exempted from release under the Freedom of Information Act (5 U.S.C. 552, as amended).

National Archives holdings also include documents that are not Federal records. Items of this nature are often donated materials that help document Federal activities. Generally, individuals, institutions, or companies donate materials that significantly supplement existing records in federal custody or provide information not available elsewhere in federal holdings. Some examples include the motion picture, sound, and video holdings, many of which were donated by private corporations or collections. The national Archives staff works with donors to establish appropriate conditions for access to these types of materials by the general public.

Due to the unique and irreplaceable nature of some of the original records, archival records

cannot be borrowed, and entry into closed stack areas is not permitted. Researchers must register and be issued an ID card and submit forms specifically stating the citation for all records requests. Staff brings the materials to a designated research area. No public access is permitted into the actual collection under any circumstances. Some records may require special handling conditions. Staff will inform researchers when applicable.

Each research facility has a Customer Service Center. The main research facility is located in Washington DC. All Washington, DC, area buildings and Customer Service Centers have readily available information about our facilities, including:

1. Holdings
2. Hours of operation
3. Registration procedures
4. Driving directions and alternative transportation methods
5. Parking regulations
6. Services for the disabled.

Researchers are advised to visit these Customer Service Centers or the National Archives website at <http://www.archives.gov/research/start/plan-visit.html> prior to visiting the facilities. All staff at the various Customer Service Centers or via the website can provide detailed answers to the following questions:

1. Locations of records (some facilities have specialized collections)
2. Registration and access procedures
3. Any applicable restrictions on various record types
4. Reference assistance
5. Retrieval schedules
6. Copying services
7. Purchasing publications
8. Obtaining free publications
9. Locating available online information.

Profile of Record Types-Washington DC Area Facilities

The following section of this study guide will provide an overview of the two main National Archives facilities in Washington, DC and College Park, Maryland. I have chosen to highlight these facilities because they are considered by most professionals to be the most comprehensive in terms of holdings, services, and variety of materials.

National Archives-Washington, DC Branch 700 Pennsylvania Avenue, NW Washington, DC 20408 Tel: 202-501-5400

1. Built in the early 1930's.
2. Original purpose was to house the following historical exhibits:
 - a. Charters of Freedom
 - b. Declaration of Independence
 - c. Constitution of the United States
 - d. Bill of Rights

- e. Exhibits highlighting historical themes and events
- 3. Documentation Research Center: The Washington DC facility is the main major research facility for historical records of all three branches of the Federal Government, including judicial records of the U.S. Supreme Court and the District of Columbia court.

Textual Records

The Washington DC facility houses the following textual record types:

1. Executive branch records housed in the National Archives Building include those of the Bureau of Indian Affairs.
2. Civilian agencies responsible for maritime affairs.
3. Agencies responsible for public buildings, monuments, and local government in the District of Columbia.
4. Military records include records of the Army before World War I and the Navy & Marine Corps before World War II.
5. There are also many records relating to the Federal Government's interaction with individuals that are often consulted for genealogical research. These include:
 - a. Decennial census records
 - b. Land entry files
 - c. Passport applications
 - d. Ship passenger arrival lists
 - e. Records documenting late 18th & 19th century military service, including pension applications.
 - f. Researchers are advised to visit the following website for additional information <http://www.archives.gov/executive/>.

Legislative Records

The Washington DC facility houses the Center for Legislative Archives. This is the designated repository, reference center, and outreach organization for the historically valuable records of the U.S. Congress. The Center holds records the following record types:

1. Records dating from the First Federal Congress to the present.
2. Official records from the various committees of the House of Representatives and the Senate including standing, select, special, and joint committees.
3. Records of legislative agencies, including out-of-print publications of the Government Printing Office (GPO).
4. Researchers are advised to visit the following website for more information on holdings <http://www.archives.gov/legislative/>.

Microfilm Research & Genealogical Research Room

The National Archives offers insight into the lives of people, their families and our history. Because the records at the National Archives come from every branch of the Federal government, almost all Americans can find themselves, their ancestors, or their community in the archives. Knowing how a person interacted with the federal government is key to a successful search. The National Archives houses a variety of record groups containing potentially useful information for genealogists. The best first step for researchers is to visit the genealogy research

section of the National Archives website <http://www.archives.gov/genealogy/>. However, researchers should note that the National Archives does not maintain any official files of birth, marriage, divorce, or death records, or wills—all of which are held at the state, county, and local levels, because such matters are not under Federal jurisdiction.

The microfilm research room contains self-service census records, ship passenger arrival lists and indexes to late 18th- and 19th-century military service and pension records. The genealogy research room staff will provide initial guidance, help locate pertinent microfilm, and provide assistance with ordering related non-microfilmed records. The following leaflets which describe specific types of genealogical records are available in the genealogy room as well as all other research facilities and online at the National Archives genealogy website

<http://www.archives.gov/genealogy/> :

1. ***RIP 110: Using Civilian Records for Genealogical Research in the National Archives, Washington, DC area.***
2. ***RIP 10: Records at the National Archives Relating to Military Service.***
3. ***GIL 67: Research in the Land Entry Files of the General Land Office.***

Many of the microfilmed genealogical records also are available at the majority of National Archives regional records services facilities nationwide. All of the National Archives microfilm resources (genealogical and non-genealogical) are described online at the following websites for the meeting room <http://www.archives.gov/research/>.

**National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001
301-837-2000**

The National Archives at College Park, MD, was especially designed for housing archival records and supporting archival research. The research complex is located on five floors, consisting of separate research rooms for textual, microform, still picture, motion picture and sound, cartographic and architectural, and electronic media. A library of secondary sources relating to records housed at College Park and a Customer Service Center are also available.

In addition to textual records, the College Park facility contains the following materials:

1. Special media records, including motion pictures
2. Still photographs
3. Posters
4. Sound recordings
5. Maps
6. Architectural drawings
7. Aerial photographs
8. Electronic records.

TEXTUAL RECORDS

Records of civilian agencies date from 1789. The following agencies are included among the record types available for research:

1. Department of Agriculture

2. Department of Commerce
3. Department of Education
4. Department of Energy
5. Department of Health and Human Services
6. Department of Housing and Urban Development
7. Department of the Interior
8. Department of the Justice
9. Department of Labor
10. Department of State
11. Department of Transportation
12. Department of Treasury

Also among the records are those for World War I emergency agencies, New Deal and Depression-era agencies, Office of Management and Budget and other components of the Executive Office of the President.

Notable bodies of investigative records include those relating to the assassination of President John F. Kennedy and those accumulated by the Watergate Special Prosecution Force and Independent Counsels.

Military holdings at College Park include records of the Army and Army Air Forces dating from World War I; and Navy, Marine Corps, intelligence, seized-enemy, and defense-related records dating from World War II.

These records document policy making at the most senior level as carried out by the civilian service secretaries, the uniformed chiefs of services, and the Joint Chiefs of Staff. Although generally we do not have records documenting the service and contributions of individual military personnel in the 20th century, we do hold the organizational records of a variety of military units. Documented units include World War II Army Air Forces bomb groups, World War II Marine Corps units, Navy ships, and Army units that served in World War I and II, Korea, and Vietnam.

Microfilm Holdings

The microfilm research room at College Park offers access to microfilmed records on a self-service basis. One of the largest microfilm collections in this consists of records of the Department of State, including diplomatic and consular instructions and dispatches, and significant segments of the Department's information-rich decimal file. Other important resources available are the microfilmed records of the Berlin Document Center and other Records of the World War II-era German Government that were captured by U.S. military Forces and microfilmed before their repatriation after the war. The finding aids available to Provide access to these records include our online microfilm locator found at <http://www.archives.gov/research/>.

Electronic Records

Most of the electronic files in our custody were created after 1960. These records may be from Any type of computer application such as data processing, word processing, computer modeling,

or geographic information systems. Among the types of holdings or subject areas currently represented are data relating to agriculture, attitudinal surveys, demographics, economic and financial statistics, education, environment, health and social services, international affairs, the military services, and science and technology. In some cases where specific records or data elements within electronic records are restricted from public access, we may make an extract of the records in a disclosure-free version, also known as a public use file. Documentation for electronic records is available for research, and you may obtain photocopies either with the data or separately.

Still Pictures

Photographs and other visual images, such as pictorial drawings and posters, are included among the records in our custody. Military subjects, social programs, natural resources and the environment, and science and technology are dominant themes represented in the records. Among the holdings are official photographs created by the four military services, the Matthew Brady Civil War photographs, Lewis Hine's documentation of child labor, Ansel Adams's photographs of National Parks, and the Work of New Deal photographers. Examples of virtually every photographic and photomechanical process and format can be found among these records, with records paralleling the ever-evolving history of photography. An estimated 15,000 posters, mostly produced during the two World Wars by the military services and civilian agencies supporting the war effort, are kept here as well.

Motion Pictures, Sound and Video Recordings

The College Park branch houses one of the world's largest audiovisual collections. Most motion picture and sound documentation relates to the activities of Federal agencies, including coverage of the principal officials, programs, and impact in the United States and abroad. Farming, environment, labor, urban affairs, military operations, international relations, culture, civil defense, nuclear power, aviation, and space exploration are among the many diverse subjects portrayed.

The films are primarily nonfiction and consist of edited and unedited footage, documentaries, newsreels, news film, instructional films, screen magazines, combat films, research and development test films, and other formats. The sound recordings consist of voice recordings of speeches, interviews, press conferences, interrogations, proceedings, and meetings. Video recordings consist of television news programs, telecast proceedings of Congress, agency information programs, public service spots, press conferences, meetings, interviews of Federal officials, edited programs, and unedited video footage of historical events. Donated materials from private individuals and organizations, such as newsreels and recordings of radio broadcasts that relate to many aspects of U.S. and world history, also are here.

Cartographic and Architectural Records

The College Park houses a number of different types of records and materials related to this interesting subject matter. A sample of what this collection includes is listed below:

1. Exploration and scientific surveys
2. Public land surveys and settlement
3. Indian affairs
4. Hydrography and navigation
5. Topography and natural resources
6. Census data
7. Urban development
8. Foreign countries

9. Military campaigns
10. Several major series of architectural and engineering drawings created by civilian and military agencies, including some 28,000 plans of public buildings across the United States.

Significant among the holdings are over 100,000 original drawings submitted to the Patent and Trademark Office with applications for Federal patents between 1790 and 1870, including Eli Whitney's cotton gin. Aerial photographs, covering about 90 percent of the contiguous United States, as well as some foreign areas, date mostly from 1935 to the 1960s. The records also include some satellite imagery. Maps predating the establishment of the Federal Government and pre-20th-century maps of areas outside the United States are rare among our holdings. Similarly, architectural and engineering drawings relate almost exclusively to structures and equipment built by or for the Federal Government.

Staff research support services primarily consist of supplying information about the records in our custody, making the records available in branch research rooms, and providing ordering information if you wish to obtain copies of readily identifiable records. The ability of our staff to assist researchers is greatly enhanced when the patron has done the background preparation necessary for research in primary records.

Archives staff can offer assistance onsite in the following manner:

1. Orienting you to research support services, research facilities, and rules for handling archival materials.
2. Assisting you in the navigation of relevant indexes and finding aids.
3. Facilitating your completion of the forms necessary to request delivery of original records to a research room.
4. Aiding you in the safe handling of the records and in the use of self-service copiers when original records are delivered to a research room
5. Directing you to alternate sources of pertinent information when known.

If you contact the branch from your home or office, staff can assist in the following manner:

1. Accepting your telephone, e-mail, postal mail, or fax queries concerning the potential availability of records relevant to your research.
2. Researching available indexes and other finding aids to determine whether we hold records relevant to your request.
3. Offering reproductions of the records for a fee or recommending a research visit if necessary.
4. Directing you to alternate sources of pertinent information when known.

Services for Onsite Users – Frequently Asked Questions

What should I do to prepare before visiting?

1. You can save valuable archival research time by learning as much as possible about our holdings prior to your visit by visiting our website at <http://www.archives.gov/research/start/plan-visit.html> or visiting one of our Customer Service centers at any branch.
2. Doing some background research to help determine the relevance of the archival documents you hope to review. This background research can begin in a library with encyclopedia entries, books, and journal articles on your topic, or it can involve interviews with experts. Names of people and places and dates of events gathered from these sources will help you narrow your focus and use your archival research time efficiently.
3. Researchers are strongly advised to contact the facility in advance of their visit. By discussing your plans with staff beforehand, they can confirm that pertinent records are among the holdings and available for research.

4. Provide the staff with reliable contact information in case they need to advise you of any complicating circumstances that could interfere with your research plans. It is possible, for example, that restrictions on access apply to the records of interest to you. Sometimes it is necessary for staff to move records between our Washington-area facilities to accommodate building renovations or expansion of holdings. Some of the oldest records may be in storage and the retrieval process requires at least 24 hours.
5. A telephone call, letter, or e-mail to us in advance could save you the needless frustration of discovering on your arrival that the records you need are not available.

When is the best time to schedule an initial visit to a given branch or facility?

To maximize your chances for ultimate success, your initial visit should occur during business hours which are generally Monday through Friday, 8:45 A.M.-5 P.M.. The final section of your handout will provide the current operating hours for the major research facilities within the National Archives system. For a complete listing of all repositories within the system, visit their website at <http://www.archives.gov/research/start/plan-visit.html>. Early arrivals are especially important because this is when most of the subject specialists and archivists are available to help you begin research.

An afternoon arrival after 3 P.M. will not allow enough time for records to be identified and retrieved from the stack area for your examination that day. Records are stored in closed stack areas, so you will need to order records through one of the staff research consultants. However, you may use the copies of records housed in our microfilm and video research rooms at any time during our hours of operation without making prior arrangements.

Are there any user fees?

There are no fees to use records in the research rooms at any facility. This also applies to research support services that our staff may provide. There are fees to make or obtain copies of records.

Do I need to register as a researcher?

Yes. Before using archival records, you must obtain a researcher identification card at one of our Customer Service Centers. To obtain a card, you must be at least 14 years old. If you are not 14 Years of age, you must have a note from a teacher or other school official stating that you are working on a research project requiring the use of primary documents. Also, you must be accompanied by an adult who agrees to be present while you do your research. If you and another person or group of people are planning to work together on a project, you will need to register as a team. Special rules apply to researcher teams. For more information about team research, contact the manager in charge of the research room in which you expect to work, preferably before your visit.

Before issuing the researcher identification card, our staff will ask you to show some sort of photographic identification, such as a valid driver's license, school or business identification card, or passport. You must present the NARA researcher identification card, or passport. You may register for research cards on Tuesday, Thursday, and Friday evenings and on Saturday, but you must order records before 3:30 P.M., Monday through Friday.

How do I get research guidance after I arrive?

After obtaining a research card, you will meet with a staff member about your topic and consult onsite finding aids that describe our holdings. Finding aids are available for many, but not all, record groups. They include guides, inventories, lists, and indexes. The type and level of coverage of these finding Aids vary from record group to record group. Staff can assist you in relating these various information resources to your research interest.

If you find that more background research is needed to locate information in archival sources after arriving at any facility, staff may direct you to the Archives Library Information Center (ALIC) for assistance. The Archives Library Information Center in each has informational brochures for all of our reference collections, and additional information about U.S. history and Federal agency administrative history.

What may I bring with me?

To ensure the safe handling of our original records, we have established research room procedures. Items permitted into our research rooms are limited. You may bring very small personal items, such as hand-held wallets or coin purses, into research rooms, but they are subject to inspection when you enter or leave. You may bring a personal laptop computer. We have outlets available for this purpose.

Items not needed for research (such as outerwear and large bags, purses, backpacks, and brief-cases) must be placed in a locker. These lockers, which we provide for your convenience, require a refundable quarter deposit. We make all determinations regarding what is acceptable for taking into our research rooms.

Prior approval must be given for other items such as loose-leaf notes, lists, or references to be taken into the research room area. If approved they will be stamped as inspected and approved prior to entry into the research area. This allows security personnel to easily identify these papers as non-NARA items. In most locations, staff provides pencils and specifically marked paper and notecards for your use in taking notes. Research room staff can instruct you in the proper handling of records. For additional information, consult GIL 57, *Rules for Using Historical Records in the National Archives*, which is available in all research rooms. Our research rooms rules are codified in the *Code of Federal Regulations* (36 CFR 1254, Subpart B). All these rules regarding belongings are relaxed in the Microfilm Research Room in the National Archives Building in Washington, DC, because original records are not used there.

Can I get copies of records while visiting?

It is possible to obtain copies of most of the records that we make available in our research rooms. The options for doing so vary according to the type of record and its condition.

1. **Self-Service Copies:** The National Archives and Records Administration is one of the few archival institutions in the world to offer researchers the opportunity to make self-service copies of records. This rare privilege carries with it responsibilities for careful handling of original documents. Because of preservation considerations, our research room staff must examine all original records before you make copies. Fragile or oversized records may not be self-photocopied. Self-service black-and-white photocopiers are available for your use in our electronic, still picture, and textual research rooms. A self-service color copier is also available in our still picture.
2. **Research room:** A debit card reader attached to each copier deducts money as a copy is made. Debit cards may be purchased onsite through vending machines or at our Cashier's Office. The vending machines take bills only. The Cashier's Office is open from 8:45 A.M. to 4:30 P.M. in the National Archives Building in Washington, DC, and from 10 A.M. to 4:30 P.M. in the National Archives at College Park, Monday through Friday. Self-service reader-printers are available in our microfilm research rooms. Like the photocopiers described above, these reader-printers require debit cards. You may duplicate reference copies of unrestricted audiovisual materials in our motion picture, sound, and video research room. There is no charge if you use your own equipment. Such equipment is subject to inspection when you arrive and depart. A dubbing station is available for you to use for a fee.

3. **NARA Prepared Copies:** The cartographic and architectural research room is equipped with a copier capable of producing black-and-white copies of many types of oversized records. Staff operate this equipment and can usually complete the work while you wait. NARA reproduces electronic records in a variety of media, with varying encoding. Staff member familiar with these records can provide you with current information about copying options.
4. **Vendor-Prepared Copies:** When you are unable to make your own copies of records in our custody, such as in the case of fragile documents, NARA has authorized certain vendors to make copies for the public. If the records to be reproduced are textual records, we will contact the vendor for you. If the records to be reproduced are aerial photographs, architectural plans, maps, motion pictures, posters, sound recordings, still pictures, or video recordings, we will provide you with the vendor contact information. Prices for vendor-reproduced copies will vary according to format.

Am I allowed to bring my own copying equipment?

You may bring your own camera to photograph records, but you may not use a flash. You may use your own scanner with the following restrictions: the copying surface (platen) must be the same size or larger than the record; the scanner must not cause friction, abrasion, or otherwise damage records; light sources must not generate heat on the records; and equipment surfaces must be clean and dry before being used. Drum and automatic feeder scanners are prohibited.

Personal paper-to-paper copiers are permitted only under certain restricted conditions and are subject to highly specific guidelines. If you intend to bring a scanner or copier, you must make prior arrangements with the Customer Service Center in the building in which you intend to work. Because of preservation considerations, our research room staff must examine all original records before you make copies using your own equipment.

Are some records protected by copyright?

Because they were created by employees or agents of the Federal Government, most of the records in custody of the National Archives of the United States are in the public domain. However, we do hold some documentary materials that originated in private hands, and these may be protected by copyright. If so, it's your responsibility to obtain any necessary permission from the copyright holder. Particularly in the case of some special media records, Federal agencies may have obtained materials from private commercial sources, and these may carry publication restrictions, as well as copyright protection. Furthermore, the owners of these images may impose usage fees.

Services for Offsite Researchers-Frequently Asked Questions

Can I conduct archival research if I am unable to visit NARA?

The archive facilities are staffed to provide research support services, not research itself. The extent that staff can support patron research when you are unable to visit us is limited by three key factors, namely the complexity of your research question, the precision of available finding aids, and the arrangement of the most relevant records.

When contacting the archives staff, we will do our best to address your needs by searching our finding aids for you. If your request is specific and the finding aids for possibly relevant records are detailed enough, we may be able to locate the exact item you need. If your request is a broad one or the finding aid entries are general, we may be able to identify whole files or series that could relate to your topic, but not individual items. Sometimes our search of the finding aids will reveal no match at all. In all cases, we will inform you of the results of our search.

In many instances the complex nature of archival research does not lend itself to long-distance navigation of finding aids and voluminous series of records. In these cases we may recommend that you identify someone who can conduct research for you in our research rooms. Good sources of information about experts in archival research are professional associations of historians and genealogists or the history departments of colleges and universities in the vicinity of the facility where you are searching from.

Can I get copies of records if I cannot visit?

If our review of our finding aids reveals that we have records relevant to your research topic, we will enclose information about how to order copies in our response.

Do you provide forms for me to use to do my research?

We have forms for requesting copies of specific genealogical records: military service records, Pension files, census schedule listings, ship passenger arrival lists, land entry files, and Eastern Cherokee applications. Contact one of our Customer Service Centers or our Old Military and Civil Records staff.

Profile of Regional National Archives Branch Facilities

When planning a trip to a specific branch, be sure to take notice of the hours of operation. As you review the information in this research guide, note that the hours follow the same general pattern, but there are differences among the various branches, particularly in regard to evening and Saturday hours. None of the archive branches are open on Sunday or Federal holidays.

National Archives – Pacific Alaska Region

654 West Third Avenue

Anchorage, AK 99501-2145

Internet: <http://www.archives.gov/pacific-alaska/anchorage/index.html>

E-Mail: Alaska.archives@nara.gov

Tel: (907) 261-7820

Fax: (907) 261-7813

Hours: Monday-Friday: 8:00am - 4:00pm; First Saturday of each month: 8:00am - 4:00pm.

Holdings: Branch holdings include the most complete collection of original records from Alaska dating from the 1780s to the present. These original records include photographs, maps, and architectural drawings relating to the regional history of Alaska and surrounding areas. The records include such subjects as forestry, Native American history, land and resource management, weather, shipping, and transportation. Among their national records on microfilm are U.S. Census returns for all states from 1790-1920, census record indexes for 1880, 1900-1920, various military service records, various passenger arrival lists, Native American records, Freedmen's Bureau records and naturalization records.

National Archives - Central Plains Region

NOTE: SOME OF THE MATERIALS IN THE KANSAS CITY ARCHIVES ARE BEING RELOCATED TO A FACILITY IN THE UNION STATION DISTRICT OF KANSAS CITY. RESEARCHERS ARE STRONGLY ADVISED TO CONTACT THE CURRENT MAIN FACILITY PRIOR TO VISITING TO CONFIRM WHERE SPECIFIC RECORDS ARE LOCATED.

400 West Pershing Road

Kansas City, MO 64108

Internet: <http://www.archives.gov/central-plains/kansas-city/>

E-mail: kansascity.archives@nara.gov

Tel: 816-268-8000

Fax: (816) 268-8038

Hours: Monday - Friday 8:00am to 4:00pm. Closed weekends and Federal holidays.

Holdings: Branch holdings include materials and original regional records from Iowa, Kansas, Missouri, and Nebraska. The original records include photographs, maps, and architectural drawings relating to regional history, and include subjects such as frontier history, Native American records, and judicial matters. Among their national records on microfilm are U.S. Census returns for all states from 1790-1920, census record indexes for 1880, 1900-1920, various military service records, pensions and bounty land warrant applications, and Freedmen's Bureau records.

National Archives - College Park

**NOTE: MAIN FACILITY FOR RESEARCH IS IN WASHINGTON, DC

National Archives at College Park

8601 Adelphi Road

College Park, MD 20740-6001

Internet: <http://www.archives.gov/dc-metro/college-park/>

E-Mail: collegepark.archives@nara.gov

Tel: (301) 837-2000

Fax: (301) 837-2001

Hours: Monday, Tuesday and Saturday: 9:00am - 5:00pm; Wednesday, Thursday, and Friday: 9:00am - 9:00pm. Closed Sunday and Federal holidays.

Holdings: Materials at the National Archives at College Park include the Cartographic and Architectural Collections; Richard Nixon Presidential Materials and Electronic Records (dealing with Watergate); John F. Kennedy Assassination Records; the Berlin Documents Center Microfilm; and textual records from most civilian agencies and military records dating from World War II.

National Archives - Great Lakes Region

7358 South Pulaski Road

Chicago, IL 60629-5898

Internet: <http://www.archives.gov/great-lakes/contact/>

E-Mail: chicago.archives@nara.gov

Tel: (773) 948-9001

Fax: (773) 948-9050

Hours: Monday through Friday 8:00am to 4:15pm. Second Saturday of the month: visit web site to verify dates.

Holdings: Branch holdings include materials from Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin dating from the 1780s to the present. The records on-site include photographs, maps, and architectural drawings relating to the regional history of the states covered, and

include subjects such as Native Americans, agriculture, economic development, commerce, and judicial records. Among their national records on microfilm are United States census returns for all states from 1790-1920, census indexes for 1880, 1900-1920, Indian census data from 1885-1940, various passenger lists and indexes to passenger lists, military records from the Revolutionary War, the War of 1812, the Patriot War of 1838, the Mexican War, as well as records of volunteer soldiers for the Civil War, the war with Spain, and the various Indian Wars.

National Archives - Mid Atlantic Region

900 Market Street

Philadelphia, Pennsylvania 19107-4292

(Entrance on Chestnut Street, between 9th and 10th Streets.)

Telephone: 215-606-0100

Fax: 215-606-0116

Internet: <http://www.archives.gov/midatlantic/public/>

E-mail: philadelphia.archives@nara.gov

Hours: Monday-Friday: 8:00am - 5:00 pm; Second Saturday of each month: 8:00am - 4:00pm. Closed Sundays and Federal holidays.

Holdings: Branch holdings include original regional records from Delaware, Maryland, Pennsylvania, Virginia, and West Virginia. The historical records on file date back to the Revolutionary War period. The original records include photographs, maps, architectural drawings relating to regional history, and include subjects such as Chinese-American, U.S. historical and social development, National parks, and the Merchant Marine. Among their national records on microfilm are U.S. census returns for all states from 1790-1920, census record indexes for 1880, 1900-1920, various military service records; pensions and bounty land warrant applications, naturalization records from federal courts in the region, passenger arrival lists from Philadelphia and Baltimore, documents related to pre-Federal and early Federal history; military history; and U.S. diplomacy.

National Archives-National Personnel Records Center

National Archives – St. Louis, MO. - National Personnel Records Center (Military)

National Personnel Records Center - Military Personnel Records

9700 Page Avenue

St. Louis, MO 63132-5100

Internet: <http://www.archives.gov/st-louis/>

E-mail: MPR.center@nara.gov

Status Check: mpr.status@nara.gov

Tel: (314) 801-0800 (314) 801-9250 for Civilian Personnel Records; (314) 801-0800 for Military Personnel Records

Fax: (314) 801-9195

Hours: Monday-Friday: 7:30am - 3:45pm. Closed weekends and Federal holidays.

Holdings: The National Personnel Records Center is the central repository of personnel-related records, both military and civil service. Access to these records is granted to Government agencies, military veterans, former civilian Federal employees, family members, researchers and historians within legal guidelines. Requests for military personnel records or information from them CANNOT be accepted via e-mail. The Privacy Act of 1974 (5 U.S.C. 552a) and

Department of Defense directives require a written request, signed and dated, to access information from military personnel records. Researchers are strongly advised to visit their website to review guidelines for access to records before contacting the archives at the following site: http://www.archives.gov/facilities/most_louis/military_personnel_records.html

National Archives – Northeast Region, Boston

Frederick C. Murphy Federal Center
380 Trapelo Road
Waltham, Massachusetts
02452-6399

Internet: <http://www.archives.gov/northeast/boston/>

E-mail: waltham.archives@nara.gov

Phone: (781) 663-0130

Fax: (781) 663-0154

Hours : Monday, Tuesday, Wednesday and Friday 7:00am - 4:30pm; Thursday 7:00am - 9:00pm. See website for Saturday hours. Closed Sundays and Federal holidays.

Holdings: Branch holdings include original records from Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. The historical records date from the Colonial period to the 1970s. The original records include photographs, maps, and architectural drawings relating to regional history. Subjects covered include the following: natural resources, local court records, social and economic conditions, and historical development. Among their national records on microfilm are the U.S. census returns for all states from 1790-1920, census records indexes from 1880, 1900-1920, various military service records, pensions, and bounty-land warrant applications, especially from the Revolutionary War and for volunteer soldiers in the War of 1812, naturalization records for selected regional courts, and a variety of passenger arrival lists.

National Archives - Northeast Region, New York City

201 Varick Street

12th Floor

New York, NY 10014

(Entrance on Houston Street, between Varick and Hudson.)

Internet: <http://www.archives.gov/northeast/nyc/>

E-Mail: newyork.archives@nara.gov

Toll-Free: 1-866-840-1752

Tel: (212) 401-1620

Fax: (212) 401-1638

NOTE: The National Archives at New York City is pleased to announce that within the next two years we will move our office to the Alexander Hamilton U.S. Custom House at One Bowling Green in New York City. Our new home will be located in the same building as the Smithsonian Institution's National Museum of the American Indian. The building is currently known as the Custom House building, designed by Cass Gilbert in the Beaux Arts style and listed on the National Register of Historic Places.

Hours: Monday through Friday: 8:00am - 4:30pm. Open one Saturday a month from 8:30 a.m. to 4:00p.m. (Microfilm research only). Call the toll free number to verify Saturday hours. Closed Sundays and Federal holidays.

Holdings: Branch holdings include original records and documents from New Jersey, New York, Puerto Rico, and the Virgin Islands. The records date from the present back to the Colonial Era. The original records include photographs, maps, and architectural drawings relating to regional history, and include subjects such as regional court records, U.S. Customs records, and records from the Army Corps of Engineers. Among their national records on microfilm are the U.S. census returns for all states from 1790-1920, census indexes from 1880, 1900-1920, various military service records, passenger arrival lists for 1820-1847 and 1897-1948, naturalization records for 1792-1906, concentration camp records, and New York City directories.

National Archives - Pacific Region (2 Facilities)

23123 Cajalco Road

Perris, CA 92570

Internet: <http://www.archives.gov/pacific/riverside/>

E-Mail: riverside.archives@nara.gov

Tel: (951) 956-2000

Fax: (951) 956-2020

Hours: Monday through Friday: 8:00am - 4:30pm; first Saturday of each month: 8:00am - 4:30pm. Closed Sundays and Federal holidays.

Holdings: Branch holdings include original records from Arizona, Southern California, and Clark County, Nevada. These records date from the present back to territorial times. The original records include photographs, maps, and architectural drawings relating to regional history, and include such subjects as Native Americans who settled in the Southwest, ports and naval bases on the Pacific Coast, smuggling, and regional court records. Among their national records on microfilm are the U.S. census returns for all states from 1790-1920, census return indexes from 1880, 1900-1920, various military service records, passenger lists, Native American records, Freedmen's Bureau records, and naturalization records.

or

1000 Commodore Drive

San Bruno, CA 94066-2350

Internet: <http://www.archives.gov/pacific/archives/san-francisco/contacts.html>

E-Mail: sanbruno.archives@nara.gov

Tel: (650) 238-3501

Fax: (650) 238-3510

Hours: Monday through Friday: 8:00am - 4:30pm; first Saturday of each month: 8:00am - 4:30pm. Closed Sundays and Federal holidays.

Holdings: Branch holdings contain materials that include Northern California, Hawaii, Nevada (except Clarke County), the Pacific Trust Territories, and American Samoa. The original records date from the present back to 1850. These original records consist of photographs, maps, and architectural drawings relating to regional history, and include subjects such as gold mining, Native American history and economics, Chinese immigrants, and regional court records

including naturalizations. Among their national records on microfilm are U.S. census returns from 1790-1920, indexes of U.S. census returns from 1880, 1900-1920, Native American and Samoan censuses, and various military service records, pension and bounty land warrant applications.

National Archives - Seattle

6125 Sand Point Way NE

Seattle, Washington 98115-7999

Internet: <http://www.archives.gov/pacific-alaska/seattle/index.html>

Email: seattle.archives@nara.gov

Tel: (206) 336-5115

Fax: (206) 336-5114

Hours: Monday-Friday: 7:45am - 4:15pm; second Saturday each month, 9:00am - 4:00 pm (Microfilm research). Textual research by prior arrangement only. Closed Sundays and Federal holidays.

Holdings: Branch holdings include original records from Idaho, Oregon, and Washington State. Records date from the present back to territorial times. The original records include photographs, maps, and architectural drawings relating to regional history, and include subjects such as Native Americans of the region, regional judicial records, fishing, and the records covering the 1962 Seattle World's Fair. Among the national records on microfilm are U.S. census returns from 1790-1920, census indexes from 1880, 1900-1920, censuses of Native Americans; naturalization records of regional courts, and various military service records.

National Archives - Northeast Region, Pittsfield, MA

Silvio O. Conte National Records Center

10 Conte Drive

Pittsfield, MA 01201-8230

Tel: (413) 236-3600

Fax: (413) 236-3609

E-Mail: Pittsfield.archives@nara.gov

Web Site: www.archives.gov/northeast/pittsfield

Hours: Monday-Friday 8:00am - 4:30pm. For Saturday hours, visit the web site.

Holdings: Branch holdings include approximately 60,000 microfilm rolls. Among their microfilm records are U.S. census returns for all states from 1790-1920, census records indexes for 1880, 1900-1920, military service, pension, and bounty land records and indexes, selected naturalization records for New England, passenger arrival lists for selected ports, including Boston, New York, and Philadelphia; various Native American census records, and selected African-American records, including indexes to deposit ledgers in branches of the Freedmen's Savings and Trust Company for the years 1865-1874.

National Archives - Rocky Mountain Region

Denver Federal Complex

5th & North Street

Denver, CO 80225

Mailing Address: **P.O. Box 25307 Denver, Colorado 80225**

Textual Research Room

Denver Federal Center

Building 48

Microfilm Genealogy Room

Denver Federal Center

Building 46

Tel: (303) 407-5751

Fax: (393) 407-5709

Internet: <http://www.archives.gov/rocky-mountain/>

E-Mail: denver.archives@nara.gov

Hours: Monday through Friday 7:30am - 3:45pm. Closed weekends and Federal holidays.

Holdings: Branch holdings include original regional records from Colorado, Montana, North & South Dakota, Utah, Wyoming, and portions of New Mexico, from territorial times to the present. The original records consist of historical maps, photographs, and architectural drawings. Among the national records on microfilm are U.S. census returns from 1790-1920, census indexes from 1880, 1900-1920, military service records, pensions, and bounty land warrant applications, IRS assessment files, and an extensive collection of Native American censuses, and various passenger arrival lists.

National Archives - Southeast Region

5780 Jonesboro Road

Morrow, GA 30260

Internet: <http://www.archives.gov/southeast/>

E-Mail: Atlanta.archives@nara.gov

Tel: (770) 968-2100

Fax: (770) 968-2547

Hours: Tuesday through Saturday 8:30am - 5:00pm. Closed Sundays, Mondays and Federal holidays.

Holdings: This branch contains original regional records from Alabama, Florida, Georgia, Kentucky, Mississippi, North & South Carolina, and Tennessee. These materials date from the Revolutionary War period through the present. Materials include photographs, maps, and architectural drawings relating to regional history, regional court records, and World War I Draft Registration Cards. Among their national records on microfilm are U.S. census returns from 1790-1920, census record indexes from 1880, 1900-1920, military service records, especially those related to the Civil War; passenger arrival lists for Southern and Gulf Ports, and various Native American censuses.

National Archives - Southwest Region

Address for Textual Research:

1400 John Burgess Drive

Fort Worth, Texas 76140

Internet: <http://www.archives.gov/southwest/index.html>

E-mail: ftworth.archives@nara.gov

Tel: 817-551-2051
 Fax: 817-551-2034

Address for Microfilm Research:
 501 West Felix Street, Building 1
 Fort Worth, Texas 76115-3405
 Phone: 817-831-5620
 Fax: 817-551-2034

Mailing Address:
 1400 John Burgess Drive
 Fort Worth, Texas 76140
Hours: Monday-Friday: 6:30am - 4:00pm. Closed weekends and Federal holidays.

Holdings: Branch holdings include original regional records from Arkansas, Louisiana, Oklahoma, Texas, and a portion of New Mexico, dating from territorial times to the present. The original records include photographs, maps, and architectural drawings relating to regional history, and include subjects such as homesteading, Native American cultural and political history, mining, and regional court records. Among their national records on microfilm are U.S. census returns from 1790-1920, census records indexes for 1880, 1900-1920, military service records, pensions, and bounty land warrant applications, IRS assessment files, various passenger lists, and an extensive collection of Native American censuses.

National Archives - Washington, DC

700 Pennsylvania Avenue, NW
 Washington, DC 20408-0001
 Internet: <http://www.archives.gov/dc-metro/washington/researcher-info.html>
 E-Mail: washington.archives@nara.gov
 Tel: (303) 407-5751
 Fax: (303) 407-5709

Hours: Monday, Tuesday and Saturday: 9:00am - 5:00pm; Wednesday, Thursday, Friday: 9:00am - 9:00pm; Saturday: 8:45am - 4:45pm. Closed Sundays and Federal holidays.

Holdings: The Washington, DC branch contains historical records dating from the Revolutionary War through the present day. Original records include photographs, architectural drawings, video and sound recordings, and textual records relating to United States history, and include subjects such as the expansion of the United States, wars, military history, Native Americans, slavery, the judicial system, immigration, and the duties and activities of all governmental agencies. Most of the materials of use to genealogists are on microfilm, although some hard copy materials are available. The microfilm collection includes the U.S. Federal Census returns for all states from 1790-1930, census indexes for 1880, 1900-1920, military service records, passenger immigration lists and records, and naturalization records from 1906 forward.

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Taylor, John Phillip Colletta, Elissa Scalise Powell, William M. Litchman, Birdie Monk Holsclaw, c2007. **Genealogy Reference 929.1 SALT**

American Records and Research: Focusing in Families-Course Two. Salt Lake City, UT: Salt Lake Institute of Genealogy, Coordinator-Paula Stuart Warren, Contributors: Church Knuthson, Marianne Crump, Thomas McGill, Anne Wuehler, Anne Roach, Ruth Maness, John Phillip Colletta, Kory Meyerink, Judith W. Hansen, Birdie Monk Holsclaw, c2008. **Genealogy Reference 929.1 SALT**

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- - - . *Military Service Records: Select Catalog of National Archives Microfilm Publications*. Washington, DC: National Archives Trust Fund Board, 1985. **Genealogy Ref. 016.355 NAT**
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NOTE: This study guide is meant to serve as an overview or outline for patrons using the genealogy collection at Fort Myers-Lee County Library. The compiler emphasizes that the information contained in this study guide should not serve as a substitute for taking the time to read one of the books or articles cited in the bibliography, or attend lectures given by the subject specialists cited as authors.

Compiled by Bryan L. Mulcahy, Reference Librarian, Fort Myers-Lee County Library, 11/3/2010.