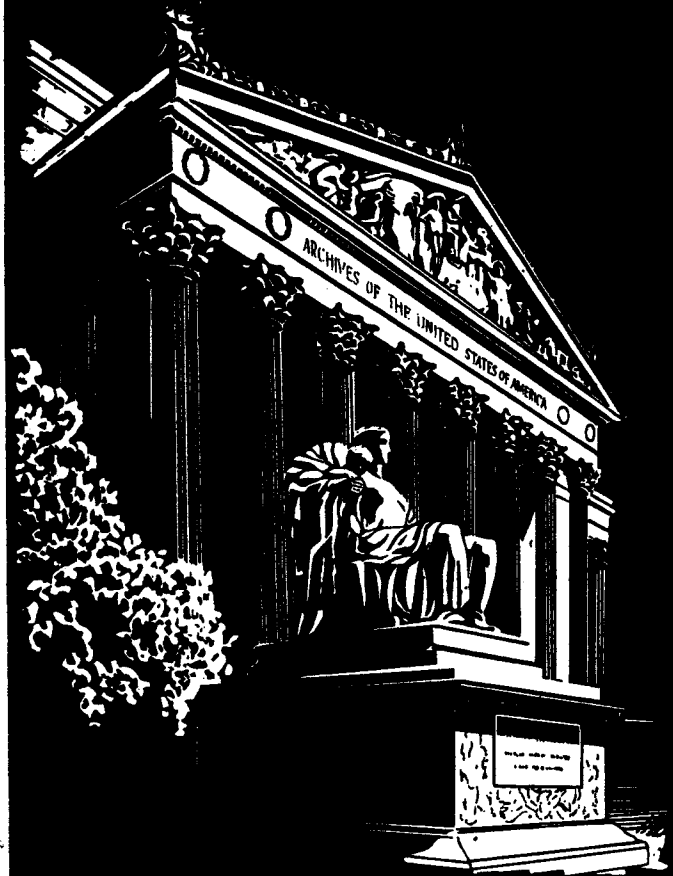


*Regulations for the
Public Use of
Records in
the National
Archives*



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THE NATIONAL ARCHIVES
NATIONAL ARCHIVES AND RECORDS SERVICE
GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20408

Subchapter B, Chapter 101 of Title 41 of the Code of Federal Regulations reads in part:

PART 101-7—NATIONAL ARCHIVES

Subpart 101-7.1—Public Use of Records and Facilities of the National Archives

§ 101-7.100 Scope of subpart.

The provisions of this subpart apply to the public use of records deposited with the National Archives of the United States.

§ 101-7.101 General provisions.

§ 101-7.101-1 Meaning of terms.

As used in this part, unless the context otherwise requires, terms shall have the meaning ascribed in the Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377; 40 U.S.C. 472, 44 U.S.C. 391).

§ 101-7.101-2 Legal custody.

The Administrator has legal custody of all records deposited with the National Archives of the United States.

§ 101-7.101-3 Availability of records in general.

(a) Records deposited with the National Archives of the United States will be made available for use subject to restrictions and limitations imposed by law, by Executive order, by the regulations in this Part 101-7, by the agency from which they have been transferred, or by the Archivist of the United States.

(b) The following general practices will be observed:

(1) Records will not ordinarily be made available for purposes that can be as well served by a public library.

(2) Persons wishing to examine records will, as a rule, be required to do so in the research rooms of the National Archives Building.

(3) The National Archives and Records Service will also render services with regard to reproductions, information, motion pictures, and sound recordings in accordance with the provisions of this Part 101-7.

§ 101-7.101-4 Access to classified and restricted records.

Access to records bearing security classification will be governed by the terms of Executive Order 10501 of November 5, 1953 (3 CFR) as amended. Access to records subject to other forms of restriction will be governed by the conditions set forth by the Archivist in the pertinent Restriction Statements.

§ 101-7.104 Admission to research rooms.

§ 101-7.104-1 Application for admission to research rooms.

Persons desiring permission to examine records in the National Archives Building must make application on a form provided for that purpose, on which they will clearly state the subject or nature of their research. The application must show a definite and serious purpose. Permission to examine records will not be given to persons under the age of 16 years unless accompanied by an adult who will undertake in writing to remain with the applicant while records are in use and to be responsible for the applicant's compliance with all National Archives and Records Service regulations. Officers or employees of foreign governments who wish to examine records must apply for permission through the Department of State. Forms will be provided and applications received at the Central Research Room Branch, National Archives Building, Eighth and Pennsylvania Avenue, NW., Washington, D.C. 20408, or the World War II Reference Branch Research Room, Federal Records Center, Building 10, Alexandria, Va. 22314.

§ 101-7.104-2 Granting and withdrawal of admission card to research rooms.

(a) If an application is approved, a card of admission to research rooms will be issued. This card will be valid for a period not longer than one year but may be renewed upon application. It is not transferable and must be produced when required. Possession of

this card does not entitle a researcher to examine records whose use is restricted. The Archivist of the United States may withdraw the privilege of admission to research rooms from any one who violates the regulations in this Part 101-7 or disregards the instructions of a research room supervisor.

(b) A person whose application for admission to research rooms has been approved and who has been issued a card of admission described in this § 101-7.104-2 shall be considered a researcher for the purpose of regulations in this part.

§ 101-7.104-3 Hours of admission to research rooms.

The research rooms and the library will be open to persons authorized to use them from 8:45 a.m. to 5:00 p.m. Monday through Friday, Federal holidays excepted. The central research room will also remain open from 5:00 to 9:50 p.m. Monday through Friday, and from 8:45 a.m. to 5:00 p.m. on Saturdays, Federal holidays excepted. In special circumstances, by direction of the Archivist of the United States, the research rooms may be closed during any of the hours specified in this section or may be opened at other times.

§ 101-7.105 Research room rules.

§ 101-7.105-1 Register of researchers.

Each day that a researcher uses records in a research room he must sign the register maintained there.

§ 101-7.105-2 Researcher's responsibility.

When a researcher has completed his use of records or leaves the research room for more than a short period of time, he must notify the supervisor. A researcher is responsible for all records delivered to him until he returns them to the supervisor. The researcher must at no time leave loose or unprotected papers on desks or tables while he is absent from the room.

§ 101-7.105-3 Protection of records.

Researchers must exercise all possible care to prevent damage to the records delivered to them. They must not use ink at desks upon which there are records,

except when a supervisor authorizes the use of a fountain pen or a ball point pen. Bottled liquids may not be placed on desks where there are records. Records may not be leaned on, written on, folded anew, traced, or handled in any way likely to damage them. Application to the records of paper clips, rubber bands, or other fasteners not on them when they are delivered to a researcher is prohibited. The use of records of exceptional value or in fragile condition will be subject to such special safeguards as the supervisor may deem necessary.

§ 101-7.105-4 Keeping records in order.

The researcher must keep unbound papers in the order in which they are delivered to him. If records appear to be in disorder, the researcher must not attempt to restore them to order but should call the fact to the attention of a supervisor. The supervisor may place a limitation on the use of records from more than one container at one time and may limit the quantity of records delivered to a researcher at one time.

§ 101-7.105-5 Night and Saturday use.

Requests for records or library books to be used at night must be submitted to the supervisor in charge of the central research room before 4:00 p.m. on the day on which they are to be used, and those for records or books to be used on Saturdays must be submitted before 3:00 p.m. on the preceding Friday.

§ 101-7.105-6 Removal or mutilation of records.

No records or other property of the National Archives and Records Service may be taken from the research rooms except by members of the Service staff acting in their official capacities or by others having written authorization from a research room supervisor. The unlawful removal or mutilation of records is forbidden by law and is punishable by fine or imprisonment or both (18 U.S.C. 2071). When so requested by a guard or a research room supervisor, a researcher must present for examination any briefcase, notebook, package, envelope, book, or other article that could be used to carry records.

§ 101-7.105-7 Disturbances.

Loud talking and other actions likely to disturb researchers are prohibited. Persons desiring to use

typewriters, to read proof aloud, or to do other work that may disturb others in the research rooms will, where possible, be assigned desks in a room designated for such purposes.

§ 101-7.105-8 Smoking and eating.

Smoking and eating in the research rooms are prohibited, and food may not be brought into the research rooms except in sealed containers.

§ 101-7.106 Reproduction services.

§ 101-7.106-1 Reproduction fees.

The National Archives and Records Service will, for a fee, furnish reproductions of records in its custody to which no restriction has been attached. Fees must be paid in advance except in cases where the Chief of a Reference Branch approves an order for handling them on an "accounts receivable basis." Fees may be paid to the National Archives and Records Service in coin or currency of the United States, by postal money order, by check drawn on a bank in the United States or one of its possessions and made payable to GSA, or by international money order or check drawn in United States dollars on a bank in the United States and payable to GSA.

§ 101-7.106-2 Reproduction equipment and personnel.

Insofar as practicable the reproduction of records in the National Archives Building will be done by personnel of the National Archives and Records Service with equipment belonging to the Service. Exceptions to this rule may be made by the Chief of a Reference Branch only when it has been determined by proper authority that the equipment proposed to be used is safe for use in the place and manner intended, and that the equipment is used under the supervision of responsible personnel of the Service.

§ 101-7.106-3 Authentication and attestation.

Upon request and the payment of appropriate fees, authentication certificates in the name of the Archivist of the United States will be prepared and attached to reproductions of records deposited with the National Archives. Authority to issue such certificates is re-delegated to the Director, Office of the Federal

Register; the Assistant Archivists for Civil and Military Archives; the Chief, Central Research Room Branch; and the Chief of any Reference Branch of the Offices of Civil and Military Archives.

§ 101-7.107 Information service.

§ 101-7.107-1 Information about records.

Upon request, information about the overall holdings of the National Archives and Records Service or information about the presence of specific records among its holdings will be furnished, provided that the time required to service such requests is not excessive.

§ 101-7.107-2 Information derived from records.

Information contained in the records will not ordinarily be furnished by the National Archives and Records Service except in the form of photo-copies of the records themselves subject to the provisions of § 101-7.101-4.