

Copy to H. WEISBERG

Upon enter Archives II you must first go to the Orientation & Research Room. There you will fill out the necessary paperwork to obtain your researchers card. You will be told of the rules and restrictions. Depending on your interests you may even have an orientation with the staff in the field that you wish to research. While at the Orientation & Research Room any papers that you need to help you with your research must be checked and stamped by them in this room. After leaving this room you will go to the elevator and go down to the bottom floor to the lockers room. All your personal belongings must be stored in the lockers. After storing your belongs take the elevator back upstairs. Exiting the elevators you turn to your left. There you will find a security guard & check point. They will check your researchers card and any papers that you had marked at the Orientation Room. Save yourself a lot of time and make sure you do the this before attempting to go researching.

Presently, the Archives has shifted researchers to different floors as the Central Research was not completed. I have been told that this has recently changed to the second floor. If you are interested in sound recordings or film you would go to Motion Picture, Sound & Video reference. If you are interested in pictures you would go to Still Pictures. Although there are JFK pictures obtainable through the JFK Assassination Reference.

Upon entering and exiting the room you must sign-in and out and before leaving the guard downstairs will search all items. Is this tiresome yes, but if you follow the rules and don't make to much of a hassle it is well worthwhile.

Security is throughout the facilities you are constantly monitored by not only the staff but by an electronic surveillance camera. The National Archives have what they call Finder's Aids and key subject listing. I was allowed to copy the Finder's Aid and have since tried to keep up with the new material, whereas, the key subject listing continues to grow. Currently the subject listing is four volumes long. This list is still growing with each new release.

Now the exciting part, obtaining the boxes with the material for you to review. You must do the following things:

First, look up your item in the Subject listing. Fill out a Subject Search Form and await the results. Be fair warned this may take anywhere from 3 hours to a week. Depending on how broad or long you make your subject search. [NOTE: Archives II was suppose to have an on-line terminal for researchers to be able to do this themselves, but as of yet this is still not available.]

Second, once you obtained the results of the search you have want they call RIF's (Research Information Form). Personally, I have obtained from as little as 3 RIF's to 497 from one computer search form with many names.

Third, read your RIF's and fill out the request forms for the boxes that you desire. There are four time-frames that they pull records for JFK: 9:00, 11:00, 1:00, and lastly 3:00. [NOTE: The time-frame is still the same but flexible depending on the work load.] It can take up to 2-3

hours before you have your boxes. This will give you time to look over your RIF's that you did not order.

Fourth, check at the front desk of the Central Research Room for your boxes about thirty minutes after you turn your request in. If the boxes are available you sign and date the form. They will go and get your records from either in the storage area for a large request or from behind the desk for request of two to three boxes. Now you are in possession of your records. Check them to make sure they coincide with what you ordered. They do pull wrong boxes and if you do not catch it right away you will be looking for a document that is not there (i.e. some boxes have an a, b, and c to them).

Fifth, if you intend to copy any of the documents you must have a debit card to insert into the machine by the copier. You can obtain this at one of three main places: Central Research Room, Cashier's Office (Ground Floor), or any of the other rooms. All copies are made on legal size paper. You must have each document checked before copying, unless you bulk copy. Bulk copy is when you sign up for one hour of straight copying time. In this respect you obtain a slug to place on the copier so that all your documents have the JFK Act on it. WARNING: The debit card machines sometimes keep the large bills while giving nothing on the debit card. So if you plan to copy a lot go down to the Cashier's Office.