



NATIONAL  
ARCHIVES

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

AN INTRODUCTION *to the*  
**U.S. National Archives and  
Records Administration**

[your name]

[your title]

January 11, 2018

[meeting and location]



# What is the National Archives?



# NARA is America's Record Keeper



The National Archives and Records Administration (NARA) preserves and provides access to the records of the government of the United States of America.

# Established in 1934



On June 19, 1934, President Franklin D. Roosevelt signed legislation creating the National Archives as an independent agency. On November 5, 1935, 120 National Archives staff members moved into the uncompleted building.

# Archivist of the United States

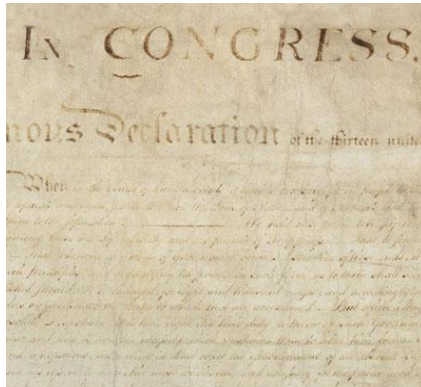


Dr. Colleen Shogan

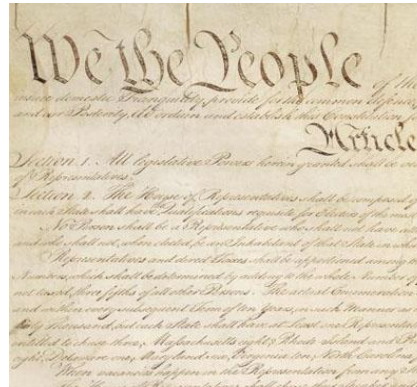
## Dr. Colleen Shogan 11th Archivist of the United States

- Nominated by President Biden on August 3, 2022
- Confirmed by the U.S. Senate on May 10, 2023
- First woman to hold office of Archivist permanently

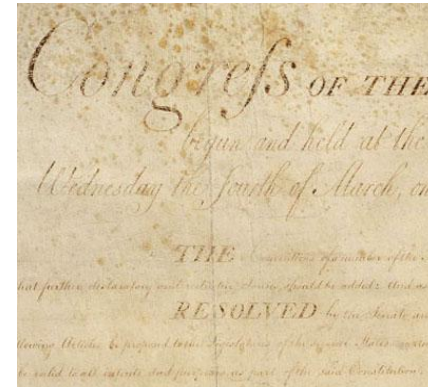
# Founding Documents of United States



*Declaration of  
Independence*



*United States  
Constitution*



*Bill of Rights*



The National Archives Museum gets over a million visitors a year



# What Records Does NARA Hold?

Federal Government records with continuing value—  
about **2 to 3%** of records created

## Size of permanent archival holdings:

- 13.5 billion pieces of paper
- More than 700,000 artifacts
- More than 448 million feet of film, or about 85,028 miles (enough to circle the earth almost 3.5 times)
- 40 million photographs; 40 million aerial images
- 10 million maps, charts, and architectural/ engineering drawings
- 835 terabytes of electronic records

# Mission

We drive openness, cultivate public participation, and strengthen our nation's democracy through public access to high-value government records.



Research Room at the National Archives in College Park, MD.

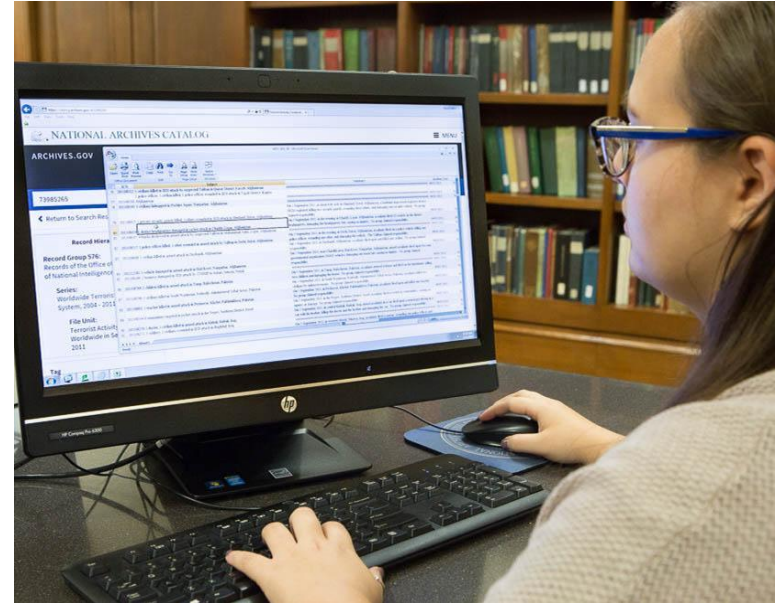


# Electronic Records

NARA has collected electronic records since 1970.

**The Electronic Records Archives (ERA)** preserves 835 terabytes (TB) of electronic records today.

- Federal records
- Congressional records
- Presidential records



Researchers can access many records preserved in the Electronic Records Archives through the National Archives Catalog.

# Federal Records Centers

## 18 Federal Records Centers

- Store both temporary and permanent records on behalf of federal agencies on a fee-for-service basis
- 26 million cubic feet
- 5+ million reference requests/year
- 1+ million claims for veterans benefits verified



The National Personnel Records Center  
in St. Louis, MO



# National Archives Facilities

## Research Facilities – Presidential Libraries – Federal Records Centers

• Denver, CO

• Seattle, WA

• Chicago, IL  
• Dayton, OH

• Pittsfield, MA  
• Boston (Waltham), MA  
• New York, NY

• Philadelphia, PA  
• Suitland, MD

▲ College Park, MD  
▲ Washington, DC

• Atlanta, GA

• Riverside, CA  
• San Francisco  
(San Bruno), CA

• Kansas City, MO  
• Lee's Summit, MO  
• Lenexa, KS  
• St. Louis, MO  
• Valmeyer, IL

• Fort Worth, TX

### Presidential Libraries & Museums

- ☉ Herbert Hoover Library, West Branch, IA
- ☉ Franklin D. Roosevelt Library, Hyde Park, NY
- ☉ Harry S. Truman Library, Independence, MO
- ☉ Dwight D. Eisenhower Library, Abilene, KS
- ☉ John F. Kennedy Library, Boston, MA
- ☉ Lyndon B. Johnson Library, Austin, TX
- ☉ Richard Nixon Library, Yorba Linda, CA

- ☉ Gerald R. Ford Library, Ann Arbor, MI
- ☉ Gerald R. Ford Museum, Grand Rapids, MI
- ☉ Jimmy Carter Library, Atlanta, GA
- ☉ Ronald Reagan Library, Simi Valley, CA
- ☉ George Bush Library, College Station, TX
- ☉ William J. Clinton Library, Little Rock, AR
- ☉ George W. Bush Library, Dallas, TX
- ☉ Barack H. Obama Library, Hoffman Estates, IL



What does  
the National  
Archives do?

# Vision

We will be known for cutting-edge access to extraordinary volumes of government information and unprecedented engagement to bring greater meaning to the American experience.



Video display in the Orientation Plaza outside the new David M. Rubenstein Gallery in the National Archives Museum, Washington, DC.



# NARA's Strategic Goals



- Make Access Happen
- Connect with Customers
- Maximize NARA's Value to the Nation
- Build Our Future Through Our People

## NARA's Values

- Collaborate
- Innovate
- Learn
- Act with Integrity
- Advance Diversity



# What We Do

## Core Work:

- Appraising government records
- Assisting other federal agencies in managing their records
- Facilitating declassification of historically significant records
- Preserving records using the latest techniques
- Providing records to researchers both in person and online
- Encouraging citizen engagement with records through social media and our social catalog
- Exhibiting records in state-of-the-art museum facilities
- Promoting records use in classrooms across America
- Managing Presidential Libraries, records centers, and regional archives



# What We Do

## NARA also:

- Oversees the government's security classification program through the **Information Security Oversight Office**
- Serves as the ombudsman for Freedom of Information Act (FOIA) through the **Office of Government Information Services**
- Publishes the *Federal Register*, *Code of Federal Regulations*, *Statutes at Large*, and other public documents
- Executes the Archivist's **Electoral College** responsibilities
- Supports historical documentation through **National Historical Publications and Records Commission (NHPRC)** grants



# Who We Are



Most of NARA's employees are:

- Archivists
- Archives Specialists
- Archives Technicians

But NARA also employs:

- Conservators
- Preservation Specialists
- Exhibit Information Specialists
- Education and Outreach Specialists
- Information Technology Specialists
- Human Resources Specialists
- Management/Program Analysts
- Budget Analysts
- Writers/Editors
- Social Media/Web Specialists
- Community Managers



Whom does  
the National  
Archives serve?



# National Archives Customers

- Congress
- Federal agencies
- Political scientists
- Historians
- Journalists
- Genealogists
- Veterans
- Teachers and students

Everyone!

NARA responds to hundreds of thousands of reference requests each year, in person and remotely.

# Citizen Engagement

## Citizen Archivist

- Public encouraged to tag, transcribe, comment on records in National Archives Catalog: [catalog.archives.gov](https://catalog.archives.gov)

## Social Media

- Many social media accounts; Many NARA staff contribute
- Archives Hashtag Parties celebrate collections, build community among archives: #ArchivesHashtagParty
- Social Media Strategy FY21-25
- Overview: [www.archives.gov/social-media](https://www.archives.gov/social-media)





# What about State and Local Archives?



# State and Local Government Archives

The National Archives is responsible **only** for records of the U.S. Federal Government.

All states and many local governments have archives of their own.

The archives of the different levels of government share information and best practices through professional organizations for archivists and records managers.

The National Archives also provides support through NHPRC grants to State Historical Records Advisory Boards and through competitive grants to state and other non-federal archives.



NATIONAL  
ARCHIVES

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

For more information, visit:

*[www.archives.gov](http://www.archives.gov)*

Catalog:

*[catalog.archives.gov](http://catalog.archives.gov)*

NARA News:

*[www.archives.gov/news](http://www.archives.gov/news)*

**THANK YOU!**