JPL, NASA AND THE HISTORICAL RECORD:
KEY EVENTS/DOCUMENTS IN LUNAR AND MARS EXPLORATION

Presented by
Michael Q. Hooks, Ph.D., C.A.
Chief Archivist
Jet Propulsion Laboratory

May 8, 1999

Moon, Mars, Millennium:
Commemorating the 30th Anniversary
of the First Moonwalk Workshop
Questions and answers

San Francisco
Laguna Nigel
NAVA - Pacific Region
National Archives at College Park, MD

NASA Center History Contacts
NASA History Office
NASA Historical Resources
JPL Public Web Sites
Jet Propulsion Laboratory Image Facility
JPL Archives

Agenda
Pasadena, CA 91109-8099
4800 Oak Grove Dr.
Jet Propulsion Laboratory
M/S: 111-113
Dr. Michael Hooks, JPL Chief Archivist


and moving images
CD-ROM, audio and video tape, and still
Material formats include paper, microfilm,
administrative operations
research and development activities, and
Documents the history of JPL's flight projects,
JPL Archives

JPL Historical Resources
Finding aids available without restrictions
Document clearance required for internal documents
Access by the public

Closed during JPL-observed holidays

Hours of operation: 7:30 am – 4:30 pm, Monday – Friday

(626) 449-1593, X15
(Sherikon@sherikon.com)
Pasadena, CA 91107
145 N. Ardena Dr.
Sherikon Space Systems, Inc.
Operated by:
JPL Archives (cont'd)
Jet Propulsion Laboratory
Archives
Library, Archives, and Records Section

Take a look at our Historical Photo of the Month

The Jet Propulsion Laboratory (JPL), an operating division of the California Institute of Technology (Caltech), performs research, development, and related activities for the National Aeronautics and Space Administration (NASA). Located in the foothills of the San Gabriel Mountains near Pasadena, California, JPL employs more than 6,000 people engaged in a variety of tasks: exploring Earth and the solar system with automated spacecraft; managing the Deep Space Network for spacecraft communications, data acquisition, mission control and radio science space study; and performing basic and applied scientific and engineering research in support of the nation's interests.

In April 1989, the JPL Archives was established to document the history of JPL's flight projects, research and development activities, and administrative operations. The Archives identifies Laboratory records of historical value, collects and preserves those records, and makes them available for research by JPL personnel, scholars, students and the general public.

If you would like additional information about JPL, see the Public Affairs Office JPL Fact Sheet.

What types of requests does the JPL Archives handle?

Requests for historical information about JPL.
Requests for specific documents, both historical and current.
See Secondary Distribution - Document Requests

For current information, see:

JPL Home Page
JPL Web Directory

E-mail the JPL Public Information Office

If these sources do not provide the information you need, contact the Archives for further assistance.
Archives Collections

List of Processed Accessions
Audiovisual Materials
History Collection
Microfilm
Oral History
Publications and Miscellaneous Accessions

General Information

Business Hours
Access to the Archives
Research Services
Reproduction Requests
Secondary Distribution - Document Requests

Archives Phone-Mail/E-mail

Archives Collections

The JPL Archives contains collections that cover the range of Laboratory activities. Please consult our list of processed accessions to see which topics are covered. Finding aids are available for all processed accessions, and may be viewed in the Archives.

Audiovisual Materials

A collection of more than 300,000 photographs documents JPL’s planetary missions and research activities from 1936 to the present. The Archives also maintains collections in motion picture film, videotape, and Compact Disk--Read Only Memory (CD-ROM) formats, primarily covering planetary missions.

History Collection

This internally created research collection contains materials pertaining to the development of the Laboratory from 1936 through 1976. Within this collection are records of Army Ordnance projects such as Corporal and Sergeant; NASA programs including Ranger, Surveyor, and Mariner; and other JPL activities. The collection is indexed by author, subject and date. A list of subject headings is also available.
Microfilm

The Archives microfilm collection includes more than 1000 reels of film and covers:

- Administrative Reports
- Corporal Missile
- Fluorine Test Cell
- Hydrobomb Data
- Juno Program
- Jupiter Project
- Liquid Propulsion Section
- Mariner Missions
- Ranger Missions
- Sergeant Missile
- Surveyor Missions
- Technical Reports
- Vega Project
- Viking Missions
- Wind Tunnels

There are also collections of records identified by individual names:


Oral History

In addition to a documentary history of JPL, the Archives has developed an oral history program at the Laboratory. Through the oral history program, unique personal experiences that may go unrecorded in written documentation are captured on audiotape and later transcribed and made available for research use. Both current and former JPL employees thus have an opportunity to offer significant information about their roles at JPL --- and contribute to the overall understanding of the Laboratory's growth and development.

See our list of interviewees. Transcripts -- hard copy or electronic files -- are available.

Publications and Miscellaneous Collections

The Archives preserves JPL publications, brochures, newsletters, clippings, and a small collection of NASA publications. See our list of Publications and Miscellaneous Collections.
General Information

The Archives is open for research from 7:30 am to 4:30 pm (Pacific Time Zone), Monday through Friday, and is closed during all regular JPL-observed holidays. Visits are by appointment only.

Archives Access

Researchers planning a visit must notify the Archives of their research topic in advance. Contact the Archives for information on the availability of materials on your particular research topic.

All JPL records are considered internal documents, but they are accessible to researchers from the general public once they have been reviewed and cleared by the Laboratory for external release. This process may take from one day to several weeks, depending on whether the request is domestic or international.

Research Services

The Archives staff provides a range of research services, including assistance with locating historical records and answering questions related to JPL's projects and activities. Catalogued records are available for research use by JPL and NASA personnel, contractors and the general public.

Finding aids for catalogued records are available to researchers. Archives holdings are inventoried to the document or file folder level, and many inventories are maintained in a database accessible to patrons. Printouts of the inventory may be acquired on request.

Reproduction Requests

Photocopy reproductions of paper records and reproductions of JPL images in a variety of photographic formats are available. Contact the Archives staff for current reproduction fees and method of payment. Prepayment is required for all orders.

Secondary Distribution - Document Requests

Surplus copies of selected JPL Publications, in their original form, are available through the Archives at no charge.

Other documents are preserved on microfilm and may be reproduced for a fee.

To obtain a document, send your request by regular mail, fax or e-mail. (See mailing address and fax
In May 1967, a 23-foot mirror was lifted into place in JPL's 25-foot Space Simulator. The mirror was designed to reflect light from thirty-seven high intensity xenon arc lamps down into the test area of the chamber, to simulate the intense solar radiation encountered by spacecraft outside Earth's atmosphere. The Space Simulator was featured in the April 1999 Historical Photo of the Month page.

The mirror had been delivered to JPL on a large slow-moving truck, with two vehicles trailing behind it side-by-side, both displaying "Wide Load" signs. The truck inched up the hill to the building which housed the 25-foot Space Simulator, the mirror was carefully unloaded, then lifted into place over a period of several days.

Copies of this and other historical JPL photographs are available through the JPL Archives.
JPL Archives
Processed Accessions

Administration

Office of the Director
Bruce C. Murray, 1971-1982, 3.33 Cubic Feet (C.F.)

Office of Technical Divisions
Fred H. Felberg, 1976-1978, 1.17 C.F.

Flight Projects

Earth Observing System Project, 1988-1990, 1.83 C.F.
Mariner Missions 1958-1989, 6.33 C.F.
Office of Flight Projects, 1961-1989, 1 C.F.
SEASAT Project, 1969-1979, 14.17 C.F.
Ulysses Mission, 1969-1990, 64.93 C.F.
Viking Missions, 1970-1980, 10.5 C.F.
Voyager Missions, 1958-1990, 27.3 C.F.

Research and Development

Information Systems and Civil Programs, 1973-1987, 6.93 C.F.
Low Cost Silicon Solar Array Project, 1975-1983, 17 C.F. + 1 oversize box
Office of Technology and Space Program Development, 1978-1986, 2.33 C.F.
Pathfinder Project, 1973-1987, 7.33 C.F.
Propulsion Systems, 1952-1986, 4.33 C.F.
Radioisotope Thermoelectric Generator Project, 1980-1988, 1.8 C.F.
Railroad Wheel Failure Mechanisms and Test Facility Project, 1963-1986, 2.5 C.F.
Real-Time Weather Processor Project, 1986-1987, 1 C.F.
Solar Pond Project, 1979-1984, 2.15 C.F.
Solid Propellant and Engineering Section (photographs), 1941-1982, 1.7 C.F.

Miscellaneous Collections

Roger D. Anderson (Surveyor and Viking), 1967-1976, .17 C.F.
Joseph R. Bruman (Soviet space program), 1980s, 1 binder
B.A. Goldberg (Table Mountain Site History), 1932, 1 folder
Julian Nielsen, 1960s, .33 C.F.
Walt Powell, 1936-1983, 1 C.F.
<table>
<thead>
<tr>
<th>NAME OF INTERVIEWEE</th>
<th>DATE INTERVIEW BEGAN</th>
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<tr>
<td>Alper, Marshall</td>
<td>07/06/87</td>
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<td>Edwards, Chad</td>
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<td>Evans, Robert H.</td>
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<td>Felberg, Fred H.</td>
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<td>Hibbs, Al R.</td>
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<td>Levy, Roy</td>
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<td>Malina, Frank J.</td>
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<td>McClain, Don</td>
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JPL Archives
Publications and Miscellaneous Collections

Employee Newspapers
- GALCIT-Ear, 1944-1945

Historical Biography Collection
- JPL Fact Sheet
- JPL History
- JPL Newsclips
- Newspaper clippings
- Public Affairs Office Press Releases
- Reprints - Magazines

JPL Annual Reports
- JPL Brochures and Pamphlets
- JPL Highlights
- JPL Newsletters - Various subjects
- JPL Publications
- JPL Special Publications (SPs)
- JPL Technical Memoranda and Technical Reports
- Telecommunications and Data Acquisition Progress Report

Mission Status Reports - Various subjects
- Galileo Messenger
- International Halley Watch Bulletin
- International Halley Watch Newsletter
- Magellan
- Mars Observer
- MSAT-X Quarterly
- Parabolic Dish Project Newsletter and Parabolic Dish Technology Progress Report
- V-GRAM
- Vapeps

Photograph albums and indexes
- Lithographs

Aeronautics and Space Report of the President, previously called Report to the Congress from the President of the United States

Information Systems Newsletter
- NASA Activities
- NASA Facts
- NASA News Press Kit
- NASA Magazine
- NASA News
- NASA Publications
Agena--Guidance
Agena--Management
Agena--Objectives and Planning
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AIAA, See Also: ARS, IAS
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Aircraft--Design
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Aircraft--Rocket, See Also: X-15
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Midcourse Maneuver
Minitrack
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JPL historical resources

Regional Planetary Image Facility
- Contains images, topographic maps, and geologic maps of planets and their satellites taken both from Earth and in space

- Public web site:  http://pds.jpl.nasa.gov/rpif.htm

- Debbie Martin, Data Manager
  M/S:  202-101
  Jet Propulsion Laboratory
  4800 Oak Grove Dr.
  Pasadena, CA  91109-8099
  (jplrpif@jpl.nasa.gov), (818) 354-3343
Jet Propulsion Laboratory

The JPL Regional Planetary Image Facility (RPIF) contains images, topographic maps, and geologic maps of the planets and their satellites taken both from Earth and in space. Our collection is updated as new imagery and data products become available. The RPIF is intended for use by individuals and groups who use photographic and cartographic material of the planets in their research programs. These programs include geologic, photometric, colorimetric, photogrammetric, and atmospheric dynamical studies. Educators, students, NASA principal investigators, and others at various institutions throughout the country are encouraged to use the RPIF's capabilities.

The RPIF is used to study and select lunar and planetary imagery for research. This research may include the study of planetary surfaces and atmospheres. In special circumstances, it is possible to reproduce a few photographs at the user's expense. A library staff member is available to assist with the ordering of materials for users' retention.

Other NASA RPIFs exist at different locations.

RPIF Frequently Asked Questions

Our Holdings

The RPIF maintains an inventory on these web pages indexed by mission name and photo product. Presently, further research is available by visiting the JPL RPIF. To schedule a visit, please contact the JPL RPIF library staff.

Below are locators for the JPL RPIF data holdings. Data may be located by mission or by medium.

Locate By Mission

- **Mariner 4**: Mars Flyby Mission 1964 - 1967
- **Lunar Orbiter**: Five NASA Lunar Orbiters 1966 - 1967
- **Surveyor**: Five Lunar Lander Spacecraft 1966 - 1968
- **Apollo**: NASA Manned Missions Lunar Nine Orbiters With 6 Landings 1968 - 1972
- **Ranger 7 - 9**: NASA Lunar Probes 1964 - 1965
- **Mariner 6**: Mars Flyby Mission 1969
- **Mariner 7**: Mars Flyby Mission 1969
- **Mariner 9**: Mars Flyby Mission 1971 - 1972
- **Mariner 10**: NASA Mission to Venus and Mercury 1973 - 1975
- **Viking Orbiter**: NASA Mars Orbiter Mission 1975 - 1982
- **Voyager**: NASA Missions to Jupiter, Saturn, Uranus, Neptune 1977 - Present
JPL historical resources

JPL public web site:  http://jpl.nasa.gov

- Features include information on past missions and directory of public web sites
Mars rover test drive racks up miles and smiles

It is the ultimate test drive for the newest otherworldly vehicle. A few practice spins around an ancient lake bed in the Mojave desert this week with the next-generation Mars rover are helping NASA scientists and engineers learn more about driving the real thing on Mars.

"It's pretty exciting out here. We want to rack up a lot of miles and see how far this rover can go," said Dr. Raymond Arvidson, a geologist from Washington University in St. Louis, MO, and mission director for the field tests. "We are doing an 'end-to-end' test, using systems similar to what we will use on Mars. These test drives will help ensure that we will have a successful Mars rover mission."

(Full Story) 4/29/99

Free JPL News (Enter e-mail address):
JPL Past Missions

Solar System Exploration
- Magellan
- Mariner 2
- Mariner 4
- Mariner 5
- Mariner 6, 7
- Mariner 9
- Mariner 10
- Mars Observer
- Mars Pathfinder
- Pioneer 10
- Pioneer 11
- Ranger
- Surveyor
- Viking 1, 2

Earth Sciences
- NASA Scatterometer
- Seasat
- Spaceborne Imaging Radar-C
- Spaceborne Imaging Radar-A
- Spaceborne Imaging Radar-B

MISSIONS:
- Current
- Future
- Proposed
- Past
NASA historical resources

NASA History Office

- Holds reference documentation on major aeronautics and astronautics programs, in addition to information about key NASA and National Advisory Committee on Aeronautics (NACA) officials, and NASA policy

- Extensive publications program

- Public web site:
  http://www.hq.nasa.gov/office/pao/History/history.html

- Dr. Roger Launius, NASA Chief Historian
  Code ZH
  National Aeronautics and Space Administration
  Washington, DC 20546-0001
  (histinfo@hq.nasa.gov)
  (202) 358-0383
Current Events in NASA History - Find out about all of our recent and upcoming events, as well as hot off the presses and forthcoming publications, the current issue of "NASA History News & Notes," and our new Web sites! Also, click here to view our What's New Page.

Publications - Find out about ordering our publications, viewing many of these on-line, or review a comprehensive list of all NASA History publications and their availability. This page also contains links to back issues of our newsletter.

Historical Subjects - Search through the bulk of our reference documentation on major aeronautics and astronautics programs, in addition to information about key NASA and NACA (1915-1958) officials, policy documents, statistics, and our timeline of air and space achievements. This page also has a link to our new "hot topics" page.

Other Resources - Check out this page for sites that are external to the NASA History Office. Here you will find links to our newest monograph entitled Research in NASA History, NASA headquarters, the headquarters library, and the NASA Image eXchange, our various field centers and their historical information, as well as links to other space agencies, the National Archives and Records Administration, and interesting aerospace history sites.

NASA Web Site Privacy Statement

Updated May 27, 1998
NASA History Hot Topics

Hot History Topics/Frequently Asked Questions

Information on John Glenn's flying in space again. This page has links to biographical information on Glenn, his Mercury flight, spaceflight and again, and more.

Apollo. Click here for general Apollo information. Click here for information about the Apollo 204 accident. Click here for Apollo 11 information. Click here for Apollo 13 information.

Martian exploration. Click here to see information from the Office of Space Science about Mars. Click here to view a chronology of U.S. and Russian/Soviet probes. Click here to view an updated selected bibliography.

Shuttle. Click here for general information about shuttle history. Click here for specific information about the Challenger accident.

Astronaut information. Get biographical material on current, former, and deceased astronauts, as well as the very useful Astronaut Factbook.

Sputnik and the Dawn of the Space Age

X-Planes or Summary table of X-Planes

Students and Teachers. Please check out the NASA Education home page for information on how to access educational materials. Spacelink is also an excellent site to search.

Images. The NASA Public Affairs Office, Code PXO, has a photo bank that sells prints to journalists and the general public. Please call this office at 202-358-3100 or fax them at 202-358-3059 to order glossy photos. The NASA Image Exchange (NIX) has many photos from headquarters and field centers on-line. Several NASA field centers also have good photo galleries. The NASA public affairs office has a hot topics page, which includes links to pages with movies and various electronic images. In addition, the NASA Center for Aerospace Information (CASI) has a video catalog on-line in pdf format or you can email CASI.

Spinoffs: annual Spinoff newsletter with information on spinoff technologies.

NASA History Publications: what's in print, out of print, for sale, and to purchase. If you are looking for old technical reports or the like, go to CASI's home page or email CASI.
NASA historical resources

NASA History at the Centers
- History offices or other history contacts exist at all the NASA Centers
- Focus is on the history of their particular Centers
History at the Centers

- Ames Research Center
- Dryden Flight Research Center
- John H. Glenn Research Center at Lewis Field
- Goddard Space Flight Center
- Jet Propulsion Laboratory Archives
- Lyndon B. Johnson Space Center, Gopher Server to Historical Archives located at Rice University.
- Lyndon B. Johnson Space Center on-line photo archives
- John F. Kennedy Space Center
- Langley Research Center
- George C. Marshall Space Flight Center
- John C. Stennis Space Center

NASA Photo Gallery

- NASA Image eXchange (NIX): The NIX site includes links to photo databases at several centers. It is a convenient, user-friendly way to search by NASA photo number or by keyword.

NASA Center Directors

- Chronological List of Center Directors

Updated March 25, 1999

Roger D. Launius, NASA Chief Historian
Steve Garber, NASA History Web Curator
For further information E-mail histinfo@hq.nasa.gov
NARA (National Archives and Records Administration)

- Public web site: http://www.nara.gov/

- NASA’s historical records stored at National Archives at College Park, MD (Archives II)
  8601 Adelphi Road
  College Park, MD 20740-6001
  (inquire@arch2.nara.gov)

- California
  - NARA – Pacific Region
    - Laguna Niguel
      24000 Avila Road
      Laguna Niguel, CA 92677-3497
      (949) 360-2641
      (archives@laguna.nara.gov)
- California
- NARA – Pacific Region (San Francisco)
  1000 Commodore Dr.
  San Bruno, CA  94066-2350
  (archives@sanbruno.nara.gov)

- NASA records classified as Record Group 255
Welcome to NARA: Find speeches from the Archivist and Hot Topics. Learn about NARA's mission, history, values, Strategic Plan and performance measurements, program goals, partnerships, and more.

The Research Room: Discover NARA's nationwide holdings, learn about familyhistory/genealogy research and veterans’ service records, learn how to order reproductions, search the NARA Archival Information Locator (NAIL) database, locate Government documents and library materials, and more.

Records Management: Find Federal records schedules, records management guidance, drafts for public comment, reports, GRS20, Federal agency records officer contacts, and more.

The Federal Register: Read the officialtext of Federal laws, regulations, notices and Presidential documents, get a list of documents appearing in upcoming Federal Register issues, learn about the Electoral College, and more.

The Online Exhibit Hall: See American Originals, the Declaration of Independence, the Constitution of the United States of America, and the Bill of Rights, World War II Posters, "When Nixon Met Elvis," and more.

Digital Classroom: Find teaching curriculum, students activities, and prepare for National History Day in The Digital Classroom, and more.

Grants: Discover available grants from the NHPRC (National Historical Publications and Records Commission) and Presidential Libraries, learn about the NHPRC, and more.

Archives and Preservation Resources: Find technical guidance concerning archival preservation and management, training for archivists and preservation professionals, and resources for at-home record-keepers, genealogists, and more.

Privacy Statement: We do not provide personal data about our customers to any other parties without permission. For site improvement purposes, we log temporary information about the Internet capabilities of our online customers. Read more.
National Archives and Records Administration

Hours and Directions

National Archives at College Park, MD (Archives II)

NARA Organizational Phone List and NARA Employee Locator

Research Hours
Monday & Wednesday 8:45 am - 5:00 pm
Tuesday, Thursday & Friday 8:45 am - 9:00 pm
Saturday 8:45 am - 4:45 pm
Closed Sunday

Mailing/Visiting Address
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

Location and Directions
Archives II is located at 8601 Adelphi Road, near the University of Maryland's College Park campus. From I-495 (The Capital Beltway) take exit 28B for New Hampshire Avenue (Route 650) south. Once headed south on New Hampshire, take a left at the second light onto Adelphi Road. Follow Adelphi Road for a couple of miles until you see the large green sign for Archives II on the left. Turn into the entrance and park in the parking garage.

Parking
Ample free parking for researchers is available on site in a three level parking garage.

Bus Service
A staff shuttle bus runs on the hour from 8 am to 5 pm Monday through Friday between the College Park and Washington, DC, (Archives I) buildings. Researchers may use it on a space available basis.

- Depart Washington, DC: 8 am - 5 pm on the hour
- Depart College Park: 8 am - 5 pm on the hour
- Monday through Friday only

The R3 Metrobus, serving the Greenbelt, Prince George's Plaza, and Ft. Totten Metrorail Green Line stations, also stops at the College Park facility. It does not run on Saturday. For run times contact Metro at (202) 637-7000. A free researcher shuttle bus runs on Saturday only between the Prince George's Plaza Metrorail Green Line station (Belcrest Road side) and the College Park building on the following schedule:
NARA’s PACIFIC REGION (LAGUNA NIGUEL)

SERVICES FOR THE PUBLIC

• Genealogy Research
The Laguna Niguel facility has extensive microfilm holdings of value for genealogy research. For additional information, go to The Genealogy Page.

• Archival Holdings
NARA’s Pacific Region (Laguna Niguel) has more than 28,000 cubic feet of archival holdings dating from about 1850 to the 1980s. In addition to textual records there are architectural drawings, maps, and photographs. These holdings were created or received by the Federal courts and over 50 Federal agencies in Arizona, southern California, and Clark County, Nevada. Federal law requires that agencies transfer permanently valuable, noncurrent records to NARA.

Among the subjects covered are private land claims of the Spanish and Mexican periods in California history; the opening of the public domain to homestead settlement; the impact of the railroads on native American life and culture; ethnic diversity, Chinese exclusion, and immigration and naturalization; the maritime industry and its development; the buildup of coastal defenses and

SERVICES FOR FEDERAL AGENCIES

NARA’s Pacific Region (Laguna Niguel) provides no-cost storage on inactive records created or received by Federal agencies in Arizona, southern California, and Clark County, Nevada. It is the first stop for records after they leave the physical custody of the agency of origin. Agency records stay in the facility, where they are tracked through an automated database, until they are either destroyed through recycling or accepted by NARA as permanent records. A small sampling of U.S. agencies storing records at the facility include: the Internal Revenue Service, Immigration and Naturalization Service, U.S. Navy, Army Corps of Engineers, Bureau of Prisons, Department of Veterans Affairs, and U.S. Attorneys. All Federal agency records management and interaction with the facility is governed by the Code of Federal Regulations as it relates to records management. Access to all records stored at the facility is controlled by the agency of origin.

• Appraisal
NARA works closely with Federal agencies to preserve and make available for research historically significant, permanently
NARA's PACIFIC REGION (SAN FRANCISCO)

SERVICES FOR THE PUBLIC

• Genealogy Research
  The San Francisco facility has extensive microfilm holdings of value for genealogy research. For additional information, go to The Genealogy Page.

• Archival Holdings
  NARA's Pacific Region (San Francisco) has more than 50,000 cubic feet of archival holdings dating from 1850 to the 1980s, including textual documents, photographs, maps, and architectural drawings. These archival holdings were created or received by the Federal courts and more than 100 Federal agencies in northern California, Guam, Hawaii, Nevada (except Clark County), American Samoa, and the Trust Territory of the Pacific Islands. Federal law requires that agencies transfer permanently valuable, noncurrent records to NARA.

  Among the subjects covered are Chinese exclusion and immigration, the development of Pearl Harbor and mainland coastal fortifications, land use, mining, migrant labor camps, and tribal claims.

  The archival holdings are arranged by record group (abbreviated RG), a body of records from an agency or bureau.

SERVICES FOR FEDERAL AGENCIES

NARA's Pacific Region (San Francisco) provides no-cost storage for inactive records created or received by Federal agencies in northern California and Nevada (except Clark County), and for selected Federal agencies in Hawaii and the Pacific Ocean area. It is the first stop for records after they leave the physical custody of the agency of origin. Agency records stay in the San Francisco facility, where they are tracked through an automated database, until they are either destroyed through recycling or accepted by NARA as permanent records. All Federal agency records management and interaction with the facility is governed by the Code of Federal Regulations as it relates to records management. Access to all records stored at the facility is controlled by the agency of origin.

• Appraisal
  NARA works closely with Federal agencies to preserve and make available for research historically significant, permanently valuable records. Agencies wishing assistance in appraising unscheduled records of permanent value, or in improving records management systems in order to preserve permanently valuable information, should contact Richard Boyden by e-mail or...