

The headquarters telephone directory and certain publications and picture sets are available for sale from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. Telephone directories for NASA Centers are available only from the Centers. Publications and documents not available for sale from the

Superintendent of Documents or the National Technical Information Service (Springfield, VA 22151) may be obtained from NASA Center's Information Center in accordance with the NASA regulation concerning freedom of information.

Reading Room NASA Headquarters Information Center, Room 1H23, 300 E Street SW., Washington, DC 20546. Phone, 202-358-0000.

For further information, contact the Headquarters Information Center, National Aeronautics and Space Administration, Washington, DC 20546. Phone, 202-358-0000. Internet, www.nasa.gov.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

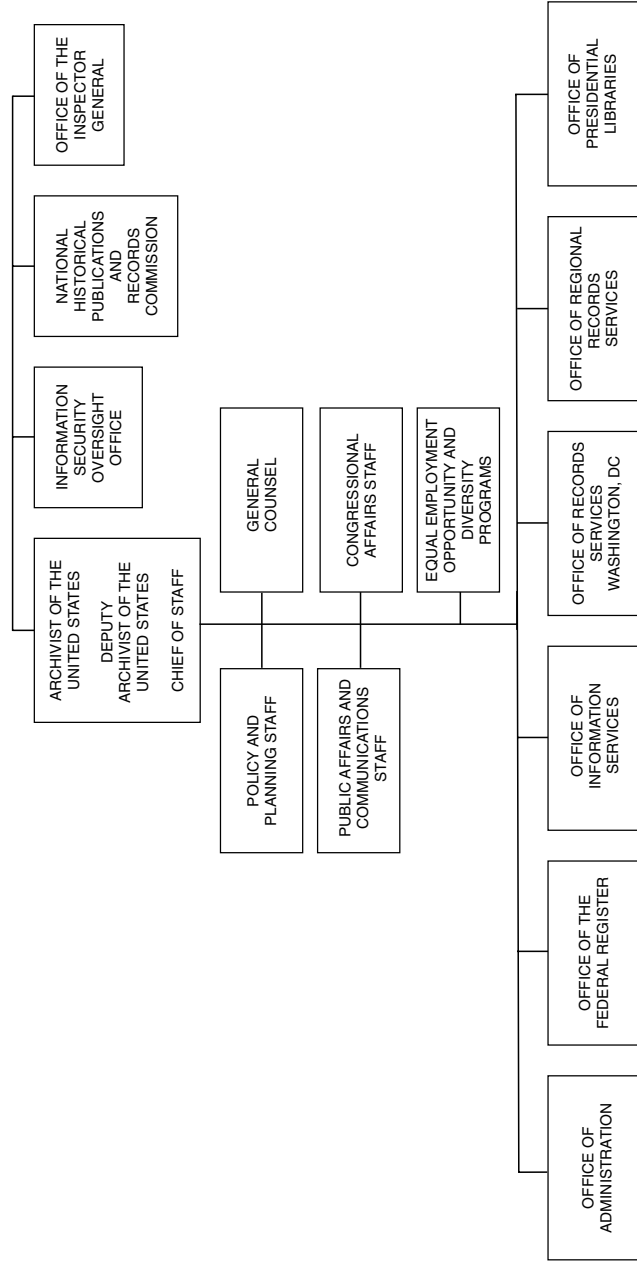
8601 Adelphi Road, College Park, Maryland 20740
Phone, 866-272-6272. Internet, www.archives.gov.

| | |
|--|-----------------------------------|
| Archivist of the United States | ALLEN WEINSTEIN |
| Deputy Archivist of the United States | ADRIENNE C. THOMAS |
| Chief of Staff | DEBRA WALL |
| Assistant Archivist for Administration | ADRIENNE C. THOMAS, <i>Acting</i> |
| Assistant Archivist for Information Services | MARTHA MORPHY |
| Assistant Archivist for Presidential Libraries | SHARON K. FAWCETT |
| Assistant Archivist for Records Services— Washington, DC | MICHAEL J. KURTZ |
| Assistant Archivist for Regional Records Services | THOMAS E. MILLS |
| Director of the Federal Register | RAYMOND A. MOSLEY |
| Director of Public Affairs and Communications Staff | SUSAN COOPER |
| Director, Congressional Affairs | DAVID MCMILLEN, <i>Acting</i> |
| Director, Equal Employment Opportunity and Diversity Programs | ROBERT JEW |
| Director, Information Security Oversight Office | WILLIAM J. BOSANKO |
| Director, Policy and Planning Staff | SUSAN M. ASHTIANIE |
| Executive Director, National Historical Publications and Records Commission | KATHLEEN M. WILLIAMS |
| General Counsel | GARY M. STERN |
| Inspector General | PAUL BRACHFELD |

[For the National Archives and Records Administration statement of organization, see the *Federal Register* of June 25, 1985, 50 FR 26278]

The National Archives and Records Administration safeguards and preserves the records of our Government, ensuring that the people can discover, use, and learn from this documentary heritage; establishes policies and procedures for managing U.S. Government records; manages the Presidential Libraries system; and publishes the laws, regulations, and Presidential and other public documents.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION



The National Archives and Records Administration (NARA) is the successor agency to the National Archives Establishment, which was created in 1934 and subsequently incorporated into the General Services Administration as the National Archives and Records Service in 1949. NARA was established as an independent agency in the executive branch of the Government by act of October 19, 1984 (44 U.S.C. 2101 *et seq.*), effective April 1, 1985.

Activities

Archival Program The National Archives and Records Administration maintains, as archival records, the historically valuable records of the U.S. Government, dating from the Revolutionary War era to the recent past; arranges and preserves records and prepares finding aids to facilitate their use; makes records available for use in research rooms in its facilities and via the Internet; answers written and oral requests for information contained in its holdings; and, for a fee, provides copies of records. These holdings include the records of the U.S. House of Representatives and the U.S. Senate, which are preserved and administered by the Center for Legislative Archives. Many important records are available on microfilm and on the NARA Web site at www.archives.gov. Archival records created in the Washington, DC, area and in the custody of NARA are maintained in NARA facilities in the Washington, DC, area. Archival records of high regional or local interest in the custody of NARA are maintained in the NARA regional archives (see the "Regional Records Services" section). NARA also has nine affiliated archives that hold NARA-owned records on behalf of NARA and make them available to the public.

Records Management To ensure proper documentation of the organization,

policies, and activities of the Government, NARA develops standards and guidelines for the nationwide management and disposition of recorded information. It appraises Federal records and approves records disposition schedules. It also inspects agency records and records management practices, develops records management training programs, provides guidance and assistance on proper records management, and provides for storage of inactive records. For agencies headquartered in the Washington, DC, vicinity, these functions are assigned to the Office of Records Services/ Washington, DC.

Office of Records Services (Washington, DC)

Modern Records Program The Modern Records Program improves the life cycle management of Federal records in all media for Government agencies; provides formal training in Federal records management; preserves and makes available permanent electronic records; and coordinates technical assistance to Federal agencies on records creation, management, and disposition to agencies in the Washington, DC, area. For more information, log on to www.archives.gov/records-mgmt.

The Washington National Records Center offers a wide range of records storage and servicing options as described below under Regional Records Services, and also offers customized workshops and records management assistance upon request and will assist agencies with their records storage problems.

For further information on records center services in the Washington, DC, area (West Virginia, Virginia, and Maryland), contact the Director of the Records Management Division, Washington National Records Center. Phone, 301-778-1650.

Washington Area Records Facilities—National Archives and Records Administration

| Facility | Address | Director | Telephone |
|-----------------------------------|--|------------------------------|--------------|
| National Archives | 700 Pennsylvania Ave. NW., Washington, DC 20408. | James Hastings | 202-357-5393 |
| National Archives at College Park | 8601 Adelphi Rd., College Park, MD 20740. | Sharon Gibbs Thibodeau | 301-837-3400 |

Washington Area Records Facilities—National Archives and Records Administration—
Continued

| Facility | Address | Director | Telephone |
|-------------------------------------|--|-------------------|--------------|
| Washington National Records Center. | 4205 Suitland Rd., Suitland, MD 20746. | Alan Kramer | 301-778-1600 |

Office of Regional Records Services

The Office of Regional Records Services provides services to agencies outside the Washington, DC, area. NARA has nine regions and the National Personnel Records Center. Each region operates a full life-cycle records program, including records management operations, records centers, and regional archives. NARA maintains information about the records management programs of Federal agencies in the region; conducts inspections, evaluations, or surveys of records and records management programs in agencies; reports on findings; and recommends improvements or necessary corrective actions. NARA also furnishes guidance and technical assistance to Federal agencies on records creation, management, and disposition; develops and conducts training aimed at improving agency records management and disposition practices; and appraises Federal records to determine whether they warrant preservation by the U.S. Government.

Federal Records Centers These Centers are for the storage and servicing of non-current and certain active records of Federal agencies. Services include the storage of textual and special media records; storage for nonclassified and classified records; retrieval of records to fulfill statutory requirements and conduct daily business; special projects to respond to sudden shifts in customer demands; expedited response to congressional inquiries, litigation, and

urgent business needs; and disposition services, providing disposal for records that have reached their required retention period or transfer to the holdings of the National Archives for permanent records.

Regional Archives Archival records of high regional significance are maintained in these facilities. Many important original records held in NARA facilities in the Washington, DC, area are available in microform in most of these regional facilities. These facilities arrange and preserve the records and prepare finding aids to facilitate their use; make the records available for use in research rooms; answer written or oral requests for information contained in the holdings; and, for a fee, provide copies of the records.

National Personnel Records Center

The Center stores, services, and disposes of civilian personnel, medical, and pay records of former U.S. Civil Service employees and military personnel and medical records of discharged military personnel. It has a research room for referencing official military personnel folders and other related records. The Center also provides Federal agencies with services and technical advice relating to records disposition, filing and classification schemes, and protection of vital civilian and military records.

For further information, contact the Office of Regional Records Services. Phone, 301-837-2950. Fax, 301-837-1617. Internet, www.archives.gov/locations/records-management.html.

Regional Records Services Facilities—National Archives and Records Administration

(HQ: Headquarters facility; A: Facility holding archival records)

| City | Address | Director | Telephone |
|-----------------------------------|---|------------------|--------------|
| Northeast Region (HQ) | 380 Trapelo Rd., Waltham, MA 02154-6399 | Diane LeBlanc | 781-663-0130 |
| Boston, MA (A) | 380 Trapelo Rd., Waltham, MA 02154-6399 | | 781-663-0130 |
| Pittsfield, MA | 100 Conte Dr., 01201-8230 | | 413-236-3600 |
| New York City, NY (A) | 201 Varick St., 10014-4811 | | 866-840-1752 |
| Mid-Atlantic Region (HQ) | 900 Market St., Philadelphia, PA 19107-4292 | V. Chapman Smith | 215-606-0100 |
| Center City Philadelphia, PA (A). | 900 Market St., 19107-4292 | | 215-606-0100 |
| Northeast Philadelphia, PA | 14700 Townsend Rd., 19154-1096 | | 215-305-2000 |

Regional Records Services Facilities—National Archives and Records Administration—
Continued

(HQ: Headquarters facility; A: Facility holding archival records)

| City | Address | Director | Telephone |
|---|---|----------------------------|--------------|
| Southeast Region (HQ) (A) | 5780 Jonesboro Rd., Morrow, GA 30260-3806 .. | James McSweeney | 770-968-2100 |
| Ellenwood, GA | 4712 Southpark Blvd., 30294-3595 | | 404-736-2820 |
| Great Lakes Region (HQ) | 7358 S. Pulaski Rd., Chicago, IL 60629-5898 | David E. Kuehl | 773-948-9001 |
| Chicago, IL (A) | 7358 S. Pulaski Rd., 60629-5898 | | 773-948-9001 |
| Dayton, OH | 3150 Springboro Rd., 45439-1883 | | 937-425-0672 |
| Kingsridge, OH | 8801 Kingsridge Dr., Miamisburg, OH 45458 | | 937-425-0650 |
| Central Plains Region (HQ) ... | 2312 E. Bannister Rd., Kansas City, MO 64131-3011. | R. Reed Whitaker | 816-268-8000 |
| Kansas City, MO (A) | 2312 E. Bannister Rd., 64131-3011 | | 816-268-8000 |
| Lee's Summit, MO | 200 Space Ctr. Dr., 64064-1182 | | 816-268-8000 |
| Lenexa, KS | 17501 West 98th St., 66219-1735 | | 913-268-8000 |
| Southwest Region (HQ) | 1400 John Burgess Dr., Fort Worth, TX 76140 ... | Preston Huff | |
| Fort Worth, TX (A) | 501 W. Felix St., Bldg. 1, P.O. Box 6216, 76115 | | 817-831-5620 |
| Rocky Mountain Region (HQ) (A). | Bldg. 48, Denver Federal Ctr., Denver, CO 80225-0307. | Barbara Voss | 303-407-5740 |
| Pacific Region (HQ) | 1000 Commodore Dr., San Bruno, CA 94066 | David Drake, <i>Acting</i> | 650-238-3477 |
| Laguna Niguel, CA (A) | 1st Fl. E., 24000 Avila Rd., 92607-3497 | | 949-360-2641 |
| San Francisco, CA (A) | 1000 Commodore Dr., San Bruno, 94066 | | 415-238-3501 |
| Riverside County, CA | 23123 Cajalco Rd., Perris, 92570-7298 | | 951-956-2000 |
| Pacific Alaska Region (HQ) ... | 6125 Sand Point Way NE., Seattle, WA 98115-7999. | Steven M. Edwards | 206-336-5115 |
| Seattle, WA (A) | 6125 Sand Point Way NE., 98115-7999 | | 206-336-5115 |
| Anchorage, AK (A) | 654 W. 3d Ave., 99501-2145 | | 907-261-7820 |
| National Personnel Records Center (HQ). | 9700 Page Ave., St. Louis, MO 63132 | Ronald L. Hindman | 314-801-0800 |

Affiliated Archives Facilities—National Archives and Records Administration

| Facility | Address | Telephone | Fax |
|---|---|--------------|--------------|
| Library of Congress | Prints and Photographs Division, Rm. 339, James Madison Bldg., Washington, DC 20540-4730. | 202-707-6399 | 202-707-6647 |
| New Mexico State Records Center and Archives. | Archives and Historical Services Division, New Mexico Commission of Public Records, 1205 Camino Carlos Rey, Sante Fe, NM 87505. | 505-476-7900 | 505-476-7909 |
| Oklahoma Historical Society | Research Division, 2401 North Laird Ave., Oklahoma City, OK 73105. | 405-522-5248 | |
| Pennsylvania State Archives | Bureau of Archives and History, Pennsylvania Historical and Museum Commission, 350 North St., Harrisburg, PA 17120. | 717-783-3281 | |
| U.S. Government Printing Office | Superintendent of Documents, 732 N. Capitol St. NW., Washington, DC 20401. | | |
| U.S. Military Academy | Special Collections and Archives Division, U.S. Military Academy Library, Jefferson and Collum Rd., West Point, NY 10996-1711. | 845-938-3259 | 845-938-4000 |
| U.S. Naval Academy | William W. Jeffries Memorial Archives, Rm. 320, Nimitz Library, 589 McNair Rd., Annapolis, MD 21402. | 410-293-6922 | 410-293-4926 |
| Yellowstone National Park Archives. | P.O. Box 168, Yellowstone National Park, WY 82190 | 307-344-2563 | 307-344-2323 |
| University of North Texas Libraries. | P.O. Box 305190, Denton, TX 76203 | 940-565-3269 | |

Presidential Libraries Through the Presidential libraries, which are located at sites selected by the Presidents and built with private funds, NARA preserves and makes available the records and personal papers of a particular President's administration. In addition to providing reference services on Presidential documents, each library prepares documentary and descriptive publications and operates a museum to exhibit documents, historic objects, and

other memorabilia of interest to the public.

The records of each President since Herbert Hoover are administered by NARA. While such records were once considered personal papers, all Presidential records created on or after January 20, 1981, are declared by law to be owned and controlled by the United States and are required to be transferred to NARA at the end of the administration, pursuant to the

Presidential Records Act of 1978 (44 U.S.C. 2201 *et seq.*).

For further information, contact the Office of Presidential Libraries. Phone, 301-837-3250. Fax, 301-837-3199.

Presidential Libraries—National Archives and Records Administration

| Library | City/Address | Director | Telephone |
|-------------------------------------|-----------------------------------|---------------------------|--------------|
| Herbert Hoover Library | West Branch, IA 52358-0488 | Timothy G. Walch | 319-643-5301 |
| Franklin D. Roosevelt Library | Hyde Park, NY 12538-1999 | Cynthia M. Koch | 845-486-7770 |
| Harry S. Truman Library | Independence, MO 64050-1798 | Michael Devine | 816-268-8200 |
| Dwight D. Eisenhower Library | Abilene, KS 67410-2900 | Karl Weissenbach | 785-263-6700 |
| John F. Kennedy Library | Boston, MA 02125-3398 | Thomas J. Putnam | 617-514-1600 |
| Lyndon B. Johnson Library | Austin, TX 78705-5702 | Betty Sue Flowers | 512-721-0200 |
| Richard Nixon Library | Yorba Linda, CA 92886-3903 | Timothy Naftali | 714-983-9120 |
| Richard Nixon Library | College Park, MD 20740-6001 .. | Timothy Naftali | 301-837-3290 |
| Gerald R. Ford Library | Ann Arbor, MI 48109-2114 | Elaine K. Didier | 734-205-0555 |
| Gerald R. Ford Museum | Grand Rapids, MI 49504-5353 .. | Elaine K. Didier | 616-254-0400 |
| Jimmy Carter Library | Atlanta, GA 30307-1498 | Jay E. Hakes | 404-865-7100 |
| Ronald Reagan Library | Simi Valley, CA 93065-0666 | R. Duke Blackwood | 805-577-4000 |
| George Bush Library | College Station, TX 77845-3906 .. | Warren L. Finch, Jr. | 979-691-4000 |
| William J. Clinton Library | Little Rock, AR 72201-1749 | Terri Garner | 501-374-4242 |
| Presidential Materials Staff | Washington, DC 20408-0001 | Nancy Kegan Smith | 202-357-5200 |

The Office of the Federal Register The Office of the Federal Register (OFR) prepares and publishes a wide variety of public documents. Upon issuance, acts of Congress are published in slip law (pamphlet) form and then cumulated and published for each session of Congress in the *United States Statutes at Large*.

Each Federal workday, the OFR publishes the *Federal Register* which contains current Presidential proclamations and Executive orders, Federal agency regulations having general applicability and legal effect, proposed agency rules, and documents required by statute to be published. All Federal regulations in force are codified annually in the *Code of Federal Regulations*.

Presidential speeches, news conferences, messages, and other materials released by the White House Office of the Press Secretary are published in the *Weekly Compilation of Presidential Documents* and annually in the *Public Papers of the Presidents*.

The United States Government Manual, published annually, serves as the official handbook of the Federal Government, providing extensive information on the legislative, judicial, and executive branches.

All of the above publications are available in both paper editions and

online in electronic formats at www.gpoaccess.gov/nara/index.html.

For further information, contact Information Services, Office of the Federal Register. Phone, 202-741-6000. TTY, 202-741-6086. Fax, 202-741-6012. E-mail, fedreg.info@nara.gov. Internet, www.archives.gov/federal-register or www.federalregister.gov.

National Archives Trust Fund Board

The National Archives Trust Fund Board receives funds from the sale of reproductions of historic documents and publications about the records, as well as from gifts and bequests. The Board invests these funds and uses income to support archival functions such as the preparation of publications that make information about historic records more widely available. Members of the Board are the Archivist of the United States, the Secretary of the Treasury, and the Chairman of the National Endowment for the Humanities.

For further information, contact the Secretary, National Archives Trust Fund Board. Phone, 301-837-3550.

National Historical Publications and Records Commission

The National Historical Publications and Records Commission (NHPRC) is the grant-making affiliate of the National Archives and Records Administration. Its mission is to promote the preservation and use of America's documentary heritage essential to understanding our democracy, history, and culture. NHPRC

grants help State and local archives, universities, historical societies, and other nonprofit organizations solve preservation problems dealing with electronic records, improve training and techniques, strengthen archival programs, preserve and process records collections, and provide access to them through the publication of finding aids and documentary editions of the papers of the Founding Era and other themes and historical figures in American history. The NHPRC works in partnership with a national network of State historical records advisory boards. It also provides Federal leadership in public policy for the preservation of, and access to, America's documentary heritage.

For further information, contact the National Historical Publications and Records Commission. Phone, 202-357-5010. E-mail, nhprc@archives.gov. Internet, www.archives.gov/nhprc.

Information Security Oversight Office

The Information Security Oversight Office (ISOO) oversees the security classification programs in both Government and industry and reports to the President annually on their status. Executive orders 12829 and 12958 serve as the authority for ISOO, and the Office receives its policy and program guidance from the National Security Council. An organizational component of the National Archives and Records Administration, ISOO's goals are to hold classification activity to the minimum necessary to protect the national security; to ensure the safeguarding of classified national security information in both Government and industry in a cost-effective and efficient manner; and to promote declassification and public access to information as soon as national security considerations permit.

For further information, contact the Information Security Oversight Office. Phone, 202-357-5250.

Sources of Information

Calendar of Events To be added to the mailing list for the monthly *National Archives Calendar of Events*, call 202-357-5000. For a recorded announcement of events at the National

Archives Building and the National Archives at College Park, call 202-357-5000. TDD, 301-837-0482.

Congressional Affairs The Congressional Affairs staff maintains contact with and responds to inquiries from congressional offices. Phone, 202-357-5100. Fax, 202-357-5959.

Contracts Information on business opportunities with NARA are available electronically at www.fedbizopps.gov.

Educational Opportunities NARA offers several courses on archival and records management principles and on using NARA resources for research and in the classroom. For information on public programs and workshops, contact the Center for the National Archives Experience Education Office at 202-357-5210. Fax, 202-357-5925.

For information about the "Modern Archives Institute," contact the Modern Archives Institute, Room 301, National Archives Building, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone 202-357-5259.

For information about records management workshops, contact the National Records Management Training Program (phone, 301-837-0660), any regional records services facility, or the Office of Regional Records Services (phone, 301-837-2950). Internet, www.archives.gov/records-mgmt/training/index.html.

For information about "The Federal Register: What It Is and How To Use It," call 202-741-6000.

For information about the "Institute for the Editing of Historical Documents" at the University of Wisconsin, Madison, or fellowships in documentary editing and archival administration, contact NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-357-5010. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Electronic Access Information about NARA and its holdings and publications is available electronically. Internet, www.archives.gov. E-mail, inquire@nara.gov.

Employment For job opportunities nationwide, contact the nearest NARA facility or the Human Resources Operations Branch, Room 339, 9700 Page Avenue, St. Louis, MO 63132. Phone, 800-827-4898. TDD, 314-801-0886. Internet, www.archives.gov/careers/jobs.

Freedom of Information Act/Privacy Act Requests Requests should be directed as follows:

For operational records of the National Archives and Records Administration, contact the NARA Freedom of Information Act/Privacy Act Officer, General Counsel Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-837-3642. Fax, 301-837-0293.

For archival records in the custody of the Office of Records Services—Washington, DC, contact the Special Access/FOIA Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-837-3190. Fax, 301-837-1864.

For archival records in the custody of a regional archives, contact the facility serving the appropriate region (see the “Regional Records Services Facilities” section) or the Office of Regional Records Services. Phone, 301-837-2950. Fax, 301-837-1617.

For archival records in the custody of a Presidential library, contact the library that has custody of the records (see the “Presidential Libraries” section).

For records in the physical custody of the Washington National Records Center or the regional Federal records centers, contact the Federal agency that transferred the records to the facility. Records stored in the records centers remain in the legal custody of the agency that created them.

Grants For NHPRC grants, contact NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-357-5010. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Museum Shops Publications, document facsimiles, and document-related

souvenirs are available for sale at the National Archives Shop in Washington, DC, each Presidential library, and some regional archives. Phone, 202-357-5271. Internet, www.estimate.archives.gov.

Public Affairs The Public Affairs staff maintains contact with and responds to inquiries from the media, issues press releases and other literature, and maintains contact with organizations representing the archival profession, scholarly organizations, and other groups served by NARA. Phone, 202-357-5300.

Museum Programs Contact the Center for the National Archives Experience, National Archives and Records Administration, Washington, DC 20408. Phone, 202-357-5210. Fax, 202-357-5926.

Publications Agency publications, including facsimiles of certain documents, finding aids to records, and *Prologue*, a scholarly journal published quarterly, are available from the Customer Service Center (NWCC2), NARA, Room 1000, National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 800-234-8861. Fax, 301-837-0483. Internet, www.archives.gov/publications.

Most records management publications are available electronically on the NARA Web site. Limited quantities of some records management publications and posters are available in hard copy format from the Life Cycle Management Division, NARA, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-837-3560. Fax, 301-837-3699. E-mail, nara.recordsmgtraining@nara.gov

Information about laws, regulations, and Presidential documents is available from the Office of the Federal Register, NARA, Washington, DC 20408. Phone, 202-741-6000. E-mail, fedreg.info@nara.gov. Internet, www.archives.gov/federal-register or www.federalregister.gov. To subscribe to the *Federal Register* table of contents electronic mailing list, go to <http://listserv.access.gpo.gov> and select online mailing list archives, FEDREGTOC-L. To receive e-mail notification of new public laws, subscribe to PENS (Public Law Electronic Notification Service) at

www.archives.gov/federal-register, "New Public Laws."

NHPRC guidelines are available from the NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-357-5010. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Reference Services Records are available for research purposes in reading rooms at the National Archives building, 700 Pennsylvania Avenue NW., Washington, DC (phone, 202-357-5400); at the National Archives at College Park, 8601 Adelphi Road, College Park, MD (phone, 866-272-6272); and at each Presidential library, the National Personnel Records Center, and at regional archives. Written requests for information may be sent to any of these units, or they may be addressed to the Customer Services Division, National Archives at College Park, Room 1000, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 866-272-6272. E-mail, inquire@nara.gov.

The Public Inspection Desk of the Office of the Federal Register is open every Federal business day for public inspection of documents scheduled for publication in the next day's *Federal Register*, at Suite 700, 800 North Capitol Street NW., Washington, DC. Phone, 202-741-6000. In addition, the documents currently on public inspection may be viewed at: www.federalregister.gov.

Speakers and Presentations The National Archives conducts regular public programs featuring authors, films, and symposia related to National Archives holdings. For programs in the Washington, DC, area, more information is available on the calendar update line. Phone, 202-357-5000. The Calendar of Events is also available by sending an e-mail to reservations.nwe@nara.gov.

Teacher Workshops and Teaching

Materials The National Archives education specialists have developed programs to train teachers in the use of primary source material in the classroom and can provide information on how to obtain documentary teaching materials for classroom use. For further information, contact the education staff of the Center for the National Archives Experience. Phone, 202-357-5210.

Tours Individuals or groups may request guided tours of the exhibitions at the National Archives building. Tours are given by reservation only and subject to availability. Individuals are requested to make arrangements at least 6 weeks in advance. Tours are scheduled for 9:45 a.m. Monday through Friday. Tours of the National Archives at College Park, MD, may also be arranged. Self-guided tours are available, through reservations, Monday through Friday from 10:15 a.m. until 90 minutes before closing. Groups are limited to 100 people. For more information and reservations, contact the Tour Office between 9 a.m. and 4 p.m., Monday through Friday. Phone, 202-357-5450. E-mail, visitorservices@nara.gov.

Volunteer Service Volunteer service opportunities are available at the National Archives Building and the National Archives at College Park, MD. Volunteers conduct tours, provide information in the exhibit halls, work with staff archivists in processing historic documents, and serve as genealogical aides in the genealogical orientation room. For more information, contact the Volunteer Program Staff. Phone, 202-357-5272. Fax, 202-357-5925. E-mail, volunteer@nara.gov. Similar opportunities exist in the Presidential libraries and at the regional archives. Contact the facility closest to you for information about volunteer opportunities.

For further information, write or visit the National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-357-5400. Internet, www.archives.gov. E-mail, inquire@nara.gov.