

National Archives and Records Administration

700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Research Room Hours

Monday – Friday, 9:00 a.m. – 5:00 p.m.

Pull Times for Records

9:00 a.m. 10:00 a.m., 11:30 a.m., 1:30 p.m., and 3:00 p.m.

Rotunda and Exhibit Hall Hours

10 a.m. - 5:30 p.m.

Last admission is 30 minutes prior to closing.

Admission is Free.

Researcher Cards

We will be issued researcher identification cards during our orientation on Monday, March 27. **Please complete the online orientation and registration prior to our arrival (see tour page for links).**

To obtain a researcher identification card, an applicant must:

- Present a certificate of completion for the online orientation completed ahead of visit (linked to on the tour webpage)
- Show official identification that includes a photograph. A driver's license, passport, school, and employment identification are among the acceptable IDs.
- Complete a short form giving full name, permanent address, telephone number, and a brief description of the proposed research topic.

What You Can Bring

Not Allowed

- Coats, overcoats, jackets, outerwear
- Hats, caps, or scarves
- Large purses, fanny packs, backpacks, containers
- Clear plastic bags if larger than 10" x 10"
- Envelopes, notebooks, pads, binders, folders
- Books
- Pens, markers, "Post-it" notes (unless stapled to pre-existing notes)
- Flash bulbs, personal copies scanners with built-in printers

Allowed

- Suit jackets
- Sweaters and sweatshirts (NO full length zippers)
- Religious head coverings
- Small kerchiefs
- Coin purses or small wallets
- Clear plastic "sandwich" size bags to hold small items
- Stamped research notes on loose paper, NARA issued paper and note cards, handouts and NARA publications
- Pencils and mechanical pencils
- Cameras, camcorders, and tripods
- Photographic copy stands (with approval)
- Flatbed scanners (without autofeed)
- Personal computers

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For more information, visit

www.archives.gov/dc-metro/washington/researcher-info.html

Collections

The National Archives Building in Washington, DC (Archives I), houses textual and microfilm records relating to genealogy, American Indians, pre-World War II military and naval-maritime matters, the New Deal, the District of Columbia, the Federal courts, and Congress.

Textual Records: The Old Military and Civil Records unit of the Textual Archives Services Division provides reference services on those federal records in the National Archives Building that originated in the Executive and Judicial branches of government. Most of these records were created prior to 1900 and include documents created or accumulated by the following government agencies: Bureau of Indian Affairs, Bureau of Land Management, Census Bureau, Coast Guard, Customs Service, U.S. Army Commands (1784-1821), U.S. Army Continental Commands (1821-1920), War Department, Veteran's Administration, and Washington-based components of the Judicial branch.

The **Center for Legislative Archives** provides reference services on the records of Congress and on the record set of Publications of the U.S. Government.

Photographs and Graphic Works: Interfiled with textual records in Washington, DC, are many thousands of

photographs. The Still Pictures Research Room is in College Park, Maryland (a free shuttle bus runs there on an hourly basis from DC.) For more information visit

<https://www.archives.gov/college-park/accessibility>

Microfilm: National Archives holdings include records on microfilm reels, microfiche, and a number of other micrographic formats. These records were either transferred to NARA by the originating agency in that form or converted by NARA for the convenience of preservation and reference of the original record. The latter are released by NARA as part of its Microfilm Publication Program.

Researchers may examine records on microfilm, and other micrographic formats, and finding aids in the Microfilm Reading Room at the National Archives Building, Washington, D.C. The bulk of the records located at the National Archives Building, Washington, D.C. are primarily of interest to **genealogists**.

Many of NARA's microfilm publication roll lists and descriptive pamphlets are online. By searching the Microfilm Catalog, you will be able to find out if a roll list or descriptive pamphlet is available, and at which NARA Location.

Entering the building

- We will pass through a magnetometer and send personal belongings through an x-ray scanner.
- After we have gone through entry screening, a security officer will give us a temporary NARA-issued identification. It

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must be worn at all times. It will indicate the areas of the building you are authorized to use.

- Return these IDs to the security desk in the Pennsylvania Avenue lobby when you leave.

Prohibitions and Cautions

- This entry screening enforces long-standing regulations that prohibit bringing firearms (except for law enforcement officers), dangerous weapons, explosives, or other prohibited items into a Federal building. A permit to carry a weapon issued by a local jurisdiction is not valid in a Federal building.
- In addition, NARA also prohibits bringing into the buildings self-defense sprays (Mace or pepper spray, etc.) or any other aerosol spray that might damage documents.
- Also, if you have a heart pacemaker or other medical device that might be disrupted by the magnetometer (or give a false reading), ask to be screened with a hand-held wand.

Before entering the Research Rooms

- You must leave personal belongings in free, secure lockers. This includes bags, carrying cases, briefcases, purses, books, notebooks, and notepads. A quarter is required, but is refunded when the locker key is returned. The lockers are emptied nightly.
- The staff must stamp your notes to identify them as belonging to you. Stapled notes can be stamped once on the back. Pressure sensitive notes, such as Post Its, must be removed or stapled to the page.

You may not bring items such as books, magazines, or newspapers unrelated to your research in the National Archives into the research room. Exceptions can be made at the discretion of the staff for materials closely related to your research. Excepted materials will be stamped or tagged.

Inside the Research Room

When working with textual records:

- You are responsible for safeguarding the condition of the records that have been brought to you.
- You may remove from a cart and open only one box or bound volume at a time.
- You may remove and open only one folder from a box at a time.
- The records should stay flat on the table at all times.
- The records must be kept in the same order in which they are given to you. If folders in a box or pages in a folder appear to be out of order, do not rearrange the records yourself. Alert the staff instead.
- You must wear white gloves, provided by the staff, to protect the records.

Self-Service Copying/Scanning

- Paper to paper copies of most documents can be made on self-service copiers at a cost of 25¢ per page.
- Microfilm to paper copies are \$3.50 per image.
- Before copying any records, researchers must show a staff member the original material they wish to duplicate.

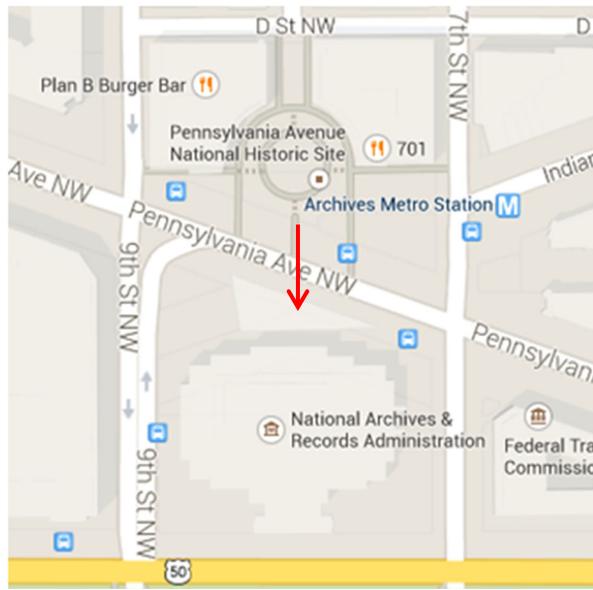
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- Copies can also be scanned to a flash drive for the same prices as paper copies. NARA does NOT have flash drives for sale, so you will need to bring your own.
- A debit card system is used to pay for self-service copies. You may use your research card as a debit card. You can add money to your card via credit card on a computer. NARA staff are happy to help with this process.
- Flash drives can also be used to download images from the public access computers (from Ancestry, Fold 3, etc.). There is no charge for this.
- For records only available on microfilm, there are scanners and a flash drive MUST be used. The charge is \$3.50/image.

Wireless access

There is free wifi in public areas of the Archives.



Where to Eat

NARA Charters Café

Monday – Friday, 10:00 a.m. – 2:30 p.m.

*Vending Machines in basement and a small area with seating

Nearby Restaurants

Capital Grille – 3 min. walk

601 Pennsylvania Avenue Northwest

Chopt Creative Salad Co. – 2 min. walk

801 Pennsylvania Avenue Northwest

Pavilion Café – 4 min. walk

700 Constitution Avenue Northwest (at Nat'l Gallery of Art Sculpture Garden)

Group Drop-off and Pick-up

Bus charter will drop-off/pick-up group on Pennsylvania Ave NW at the following times:

Monday

Drop-off: 1:00 p.m.

Pick-up: 4:30 p.m.

Wednesday - Saturday

Drop-off: 9 a.m.

Pick-up: 4:45 p.m.