

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Records Management &
Distribution Branch

DATE: 24 April 1952

STAT FROM : [REDACTED]

SUBJECT: Liaison Contacts

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1. A few days ago [REDACTED] OCD/GR asked if we would request Inspection and Security Office to establish a continuing liaison contact for three (3) Graphics Register people with four (4) persons at the National Archives.

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2. I discussed this with [REDACTED], Physical Security Branch, I&SO today and he believes as I do that it is not necessary to establish such a continuing liaison. The only reason such a contact would require clearance through I&SO would be if it were necessary for CIA people to reveal intelligence information to the parties at the National Archives. It is my opinion and that of [REDACTED] that the Graphics Register will not need to reveal classified data to get what items are wanted at the National Archives. Since Mr.

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[REDACTED] believes requests for clearance of contact should be made on a realistic basis he suggested that we advise [REDACTED] to request in writing, giving the reasons for the necessity of the action, any specific requirements for requesting I&SO to give clearance for dealings with the National Archives.

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FILED:
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

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GENERAL SERVICES ADMINISTRATION

TRANSMITTAL LETTER NO. 3-2

Washington 25, D. C.

April 25, 1952

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION
TITLE 3, FEDERAL RECORDS

To: Heads of Federal Agencies

1. Material Transmitted

Attached are new subsections 302.07, 302.08, 303.07, and 303.08 of Chapter IV; new Exhibits 5 and 6, Appendix A; revised subsections 302.01, 302.05, and 303.05 of Chapter IV; revised Exhibit 3, Appendix A; revised page 2 of the Table of Contents; and revised page 1 of the explanatory statement, "Regulations of the General Services Administration."

2. Nature of Revisions and Additions

Subsection 302.01 has been revised to eliminate reference to the list of Federal Records Centers, which now appears in new subsection 302.07; and Exhibit 3, Appendix A, has been revised to include the Federal Records Center, St. Louis, Missouri.

Subsections 302.05 and 303.05 have been revised to include a reference to the regulations published in the Federal Register governing the use of records in Federal Records Centers and the search rooms in the National Archives Building. A copy of the regulations has been added as Exhibit 5, Appendix A. Subsection 303.05 also prescribes the conditions under which records may be borrowed for official use outside the National Archives Building.

New subsection 302.08 prescribes Standard Form 127, Request for Official Personnel Folder (Separated Employee), for use in requesting personnel records from the Federal Records Center in St. Louis.

New subsections 303.07 and 303.08 prescribe policies and procedures covering the transfer of audiovisual and cartographic records to the National Archives.

The last paragraph on the first page of the explanatory statement, "Regulations of the General Services Administration," has been revised to provide that only the date of the transmittal letter will be shown in parentheses under the page identification on pages containing revised or added material.

3. Supply of Form

Standard Form 127 may be obtained on and after June 30, 1952, by the submission of purchase orders to the appropriate GSA regional office.

4. REGULATIONS

Circular Letter No. 46-5 (June 3, 1946), "Record Character of Motion Pictures, Still Photographs, and Sound Recordings, and the Accessioning Policy of the National Archives with Respect to Such Records," and Circular Letter No. 48-2 (November 28, 1947), "Record Character of Maps, and the Accessioning Policy of the National Archives with Respect to Them," are hereby superseded.

5. Effective Date

The Regulations transmitted herewith shall be effective immediately.

6. Page Changes

<u>Remove</u>	<u>Insert</u>
3-IV-302.01	3-IV-302.01 (4-25-52)
3-IV-302.04	3-IV-302.04 (4-25-52)
3-IV-303.01	3-IV-303.01
3-IV-303.05	3-IV-303.05 (4-25-52)
	3-IV-303.08 (4-25-52)
Exhibit 3, Appendix A, GSA Reg. 3-IV-302.01	Exhibit 3, Appendix A GSA Reg. 3-IV-302.07 (4-25-52)
	Exhibit 5, Appendix A GSA Reg. 3-IV-302.05 and 303.05 (4-25-52)
	Exhibit 6, Appendix A GSA Reg. 3-IV-302.08 (4-25-52)
Table of Contents, Page 2	Table of Contents, Page 2 (4-25-52)
Regulations of the General Services Administration (Explanatory Statement)	Regulations of the General Services Administration (Explanatory Statement)

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JESS LARSON
Administrator

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Regulations
of the
General Services Administration

General. Regulations prescribed by the Administrator of General Services pursuant to the provisions of Public Law 152, 81st Congress, as amended, and other law, having continuing application to Government agencies and to the public will be codified into a four title edition entitled "Regulations of the General Services Administration." These Regulations will include all policy directives, procedures, general delegations of authority, GSA and Standard Forms and similar regulatory material.

Title Numbers and Subjects. When completed the codified edition of the Regulations will consist of the following:

Title 1	Personal Property Management
Title 2	Real Property Management
Title 3	Federal Records
Title 4	Emergency Procurement

Method of Issuance. Codified Regulations are issued in loose leaf form to permit the insertion or removal of pages upon which additions to, or deletions or revisions of, regulatory statements are made necessary by changes in policy or fact. Revised or added pages will be issued as needed, and the material under each Title shall be kept up to date by all persons who are responsible for the operation of any phase of an agency program which is affected by the Regulations of the General Services Administration.

Internal Numbering System. Titles are divided into numbered and titled chapters, parts, sections and subsections, to denote delineation between subordinate functional areas under the main title.

Parts, sections and subsections are identified by a five digit numbering system. The first digit identifies the part; the second and third digits identify the section; and the fourth and fifth digits identify the subsection. For purposes of reference a subsection will be identified by using the title number, the chapter number and the full section number. For example, the first subsection of the first section under Chapter II of Title 2, will be referenced as GSA Regulation 2-II-201.01. The first number identifies the title and the second number identifies the chapter. Paragraphs and subparagraphs are identified by small alphabetical letters and by arabic numerals respectively: for example, paragraph a, subparagraph 1. Thus a paragraph and subparagraph under section 201.01 of Part 2 will be referenced for identification purposes as subparagraph a.1. of GSA Reg. 2-II-201.01, or GSA Reg. 2-II-201.01a.1. Further subdivisions, when necessary, will be identified in order by letters and numerals in parentheses, e.g., (a) and (1).

Pages are identified in the upper right or left corner to show the title, chapter, part, section and subsection in which they belong. For example, a page bearing the identification "GSA Reg. 2-II-201.04" belongs in Chapter II, Part 2, Section 1, subsection 4, of Title 2, Real Property Management. The identification shown at the top of the page will be the number of the first subsection beginning on that page. When a subsection extends beyond one page, the continuation page is identified by "(Cont'd-)" appearing after the subsection number at the top of the page; for example, (Cont'd-2), (Cont'd-3), etc.

After the original issuance of material under a title, revised or added pages will be further identified by a date, in parentheses, in the upper right or left corner immediately below the page identification. This date will be the same as the date of the covering transmittal letter.

Transmittal Letters. The original issuance and revised and added material will be promulgated and distributed to agencies under cover of a series of consecutively numbered transmittal letters for each title. The transmittal letters will be designed to serve the following purposes:

1. Transmit as an attachment the pages to be substituted or added and give instructions for insertion.
2. State the purpose of the new regulation or the change in policy involved.
3. Give such nonrecurring instructions as may be necessary to effect the new or changed regulation and the date such regulation shall be made effective.

For reference purposes transmittal letters should be retained, and may be placed in the back of the cover for the particular title; or may be detached and filed separately.

REGULATIONS OF THE
GENERAL SERVICES ADMINISTRATION

TITLE 3 FEDERAL RECORDS

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SECTION 302.00 TRANSFER OF RECORDS TO FEDERAL RECORDS CENTERS

302.01 Authority. Section 505 (d) of the Federal Records Act of 1950 authorizes the Administrator of General Services to establish, maintain, and operate records centers for the storage, processing, and servicing of records for Federal agencies. Such centers are known as Federal Records Centers.

302.02 Procedures for Transfers to Federal Records Centers. The following procedures will govern the transfer of records to Federal Records Centers:

a. Federal Records Centers will accept for transfer any records offered by Federal agencies, subject to the following conditions:

1. That the records are not authorized for immediate disposal; and
2. That facilities for housing and providing reference service on the records are available.

Priority will be given to the removal of records from office space, from space convertible to office use, from leased space, and from filing equipment which can be reused.

- b. Transfers may be initiated by either oral or written request to the Deputy Regional Director for Records Management in the General Services Administration region in which the records are located. Requests shall specify the nature and quantity of the records proposed for transfer.
- c. Transfers of records on an agency-wide basis may be initiated by central or headquarters offices of agencies by either oral or written request to the Records Management Division, National Archives and Records Service, National Archives Building, Washington 25, D. C. Requests shall specify the nature and quantity of the records proposed for transfer.
- d. Federal Records Centers will furnish agencies with a receipt acknowledging the transfer of records.

302.03 Surveys of Records Available for Transfer. Surveys will be conducted by the regional Records Management Service of the records accumulations of field offices of those agencies not operating approved records centers for the purpose of recommending records for transfer to Federal Records Centers. Such recommendations will be submitted to the field office concerned and to the National Archives and Records Service for coordination with the appropriate agency headquarters. Surveys of records of agency headquarters will normally be made by the Records Management Division, National Archives and Records Service.

(4-25-52)

302.04 Release of Equipment. Equipment received with the transfer of records to a Federal Records Center will, when emptied and if needed, be returned on request to the agency from which the records were received. If the return of such equipment is not required, it will be disposed of in accordance with applicable excess property Regulations.

302.05 Use of Records Transferred to Federal Records Centers. Restrictions lawfully imposed on the use of transferred records will be observed and enforced by the Federal Records Centers, subject to the provisions of section 507 (b) of the Federal Records Act of 1950. The regulations (15 F.R. 7713; Exhibit 5, Appendix A), in so far as they concern the use of records in the Federal Records Centers, apply to official use of the records by Federal agencies as well as to the public. Subject to any restrictions on their use, such records may be borrowed by Federal agencies and the Congress for official use outside the Federal Records Centers.

302.06 Disposal Clearances. No records of a Federal agency still in existence shall be disposed of by a Federal Records Center except with the concurrence of the agency concerned.

302.07 Location of Federal Records Centers. A list of regional Federal Records Centers, showing the areas served thereby, is attached as Exhibit 3, Appendix A. The Federal Records Center, St. Louis, Missouri, is the national center for civilian personnel records of former Federal employees.

302.08 Requests for Official Personnel Records of Separated Employees. Standard Form 127, Request for Official Personnel Folder (Separated Employee), Exhibit 6, Appendix A, is specifically designed for use by all agencies in requesting transmission of personnel records of separated employees from the General Services Administration, Federal Records Center, St. Louis 3, Missouri. Use of this form insures prompt transmission of the desired folders. It should be submitted to the Center in duplicate.

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SECTION 303.00 TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES

303.01 Authority. The Administrator of General Services is authorized by section 507 (a) of the Federal Records Act of 1950 to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government.

303.02 Transfers via Records Centers. Records will normally be transferred to the National Archives from a Federal Records Center or an approved agency records center. When such transfers are made, the agencies concerned will be furnished an inventory of the records transferred.

303.03 Direct Transfers. The classes of Federal records listed below may be offered for direct transfer to the National Archives. Such transfers shall be initiated by Federal agencies by written request to the National Archives and Records Service, specifying the nature and quantity of the records proposed for transfer. Existing arrangements for the transfer of records of the Congress of the United States will be continued.

- a. Records of the Executive Office of the President and of Presidential Boards, Commissions, and Committees
- b. Records of the Congress of the United States
- c. Records of the Supreme Court of the United States
- d. Audiovisual records (motion pictures, still photographs, sound recordings, etc.)
- e. Cartographic records (maps, charts, etc.)
- f. Series of records of unquestionable value that are not susceptible to screening or other processing (such as microfilming) to reduce their bulk.
- g. Records that have been in existence 25 or more years and that are considered to have enduring value

303.04 Release of Equipment. Equipment received with the transfer of records to the National Archives will, when emptied and if needed, be returned on request to the agency from which the records were received. If the return of such equipment is not required, it will be disposed of in accordance with applicable excess property Regulations.

303.05 Use of Records Transferred to the National Archives.

Restrictions lawfully imposed on the use of transferred records will be observed and enforced by the National Archives and Records Service, subject to the provisions of section 507 (b) of the Federal Records Act of 1950. The regulations (15 F.R. 7710; Exhibit 5, Appendix A), in so far as they concern the use of records in the search rooms of the National Archives Building, apply to official use of the records by Federal agencies as well as to the public. In cases of demonstrated need and subject to any restrictions on their use, records deposited with the National Archives may be borrowed for official use outside the National Archives Building by Federal agencies and the Congress, provided:

- a. That documents of exceptionally intrinsic value shall not be removed from the National Archives Building except with the written approval of the Archivist.
- b. That records in fragile condition, or otherwise deteriorated to an extent that further handling will endanger them, will not be loaned.
- c. That each official who borrows records shall provide a receipt for them at the time they are delivered, and that he shall assume responsibility for their prompt return upon the expiration of the time for which they are borrowed.

303.06 Disposal Clearances. No records of a Federal agency still in existence shall be disposed of by the National Archives and Records Service except with the concurrence of the agency concerned.

303.07 Transfer of Audiovisual Records. The following policies shall govern the transfer of audiovisual records to the National Archives:

- a. **Motion Pictures.** Government-owned motion picture records on nitro-cellulose film normally will not be accepted for deposit with the National Archives. Federal agencies having nitrate motion pictures, deemed to have sufficient value to warrant transfer to the National Archives for permanent preservation, will obtain from the National Archives and Records Service agreement to accession the motion pictures prior to converting the nitrate film to safety acetate film. Normally, the following shall be considered the minimum number of copies of motion picture film necessary for security, duplication, and use by the National Archives:

The negative (original or duplicate) that most nearly represents the action originally photographed in pictures of actual events, or that best represents the edited production of a picture for which action is staged, with a master positive print and one "use" or projection print. In most cases these will be the negative after laboratory cutting is done, or the composite negative of sound film, the master fine-grain positive print, and one other print.

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- b. Still Photographs. A negative and a captioned print (whether on film, glass, paper, or other medium) of each still photographic image are necessary for security, duplication, and use by the National Archives, and such copies, when available, shall be included in collections of still photographs offered for transfer.
- c. Sound Recordings. The following copies, when available, shall be included in collections of sound recordings offered for transfer to the National Archives:

For conventional disc recordings the matrix or stamper of each sound recording unit or the original instantaneous recording if no matrix or stamper is made, and a pressing or dubbing of the recording, if one has been made. For magnetic sound recordings on wire or tape, for scribed or embossed recordings on tape, or for recordings photographically reproduced on sensitized film, a "dubbing" if one has been made; otherwise the original magnetic embossed or photographed recording.

- d. Copies of existing finding aids (such as data sheets, continuities, review sheets, scripts, or indexes) that are necessary or helpful in the proper identification and the use of audiovisual records shall be transferred with these materials.

303.08 Transfer of Cartographic Records. The following classes of cartographic records when no longer needed for purposes of current administration will be offered for appraisal and, if accepted, for direct transfer to the National Archives.

- a. Manuscript maps; printed and processed maps on which manuscript changes, additions, or annotations have been made for record purposes, or which bear manuscript signatures to indicate official approval; single printed or processed maps that have been attached to or interfiled with other documents of a record character or in any way made an integral part of a record.
- b. Master sets of printed or processed maps in the custody of the agency by which they were issued. Such master sets should be kept segregated from the stock of maps held for distribution and from maps received from other agencies. A master set should include one copy of each edition of a printed or processed map issued.
- c. Index maps, card indexes, lists, catalogs, or other finding aids that may be helpful in using the cartographic records transferred.
- d. Preliminary or intermediate materials such as manuscript field notebooks of surveys, triangulation and other computations, "fair drawings" for individual color plates, and aerial photographs for mapping purposes.
- e. Related records that bear on the preparation, compilation, editing, or printing of maps, such as project folders containing specifications to be followed and appraisals of source materials to be used.

Exhibit 3, Appendix A
GSA Reg. 3-IV-302.07
(4-25-52)

FEDERAL RECORDS CENTERS

A. National

GSA
Region

Area Served

Mailing Address

Entire Federal Government
(For personnel records of
separated Federal employees.)

Federal Records Center
Records Management Service, Region 6
General Services Administration
1724 Locust Street
St. Louis 3, Missouri

B. Regional

- | | | |
|---|--|---|
| 2 | New York, Pennsylvania,
New Jersey, and Delaware | General Services Administration
250 Hudson Street
New York 13, New York |
| 3 | District of Columbia, Maryland,
West Virginia, Virginia, Puerto
Rico, and the Virgin Islands | General Services Administration
GSA Regional Office Building
Washington 25, D. C. |
| 4 | North Carolina, South Carolina,
Tennessee, Mississippi, Alabama,
Georgia, and Florida | General Services Administration
50 Whitehall Street, S. W.
Atlanta, Georgia |
| 5 | Kentucky, Illinois, Wisconsin,
Michigan, Indiana, and Ohio | General Services Administration
Room 528, Court House
219 South Clark Street
Chicago 4, Illinois |
| 7 | Texas, Louisiana, Arkansas,
and Oklahoma | General Services Administration
1114 Commerce Street
Dallas 2, Texas |
| 8 | Colorado, Wyoming, Utah, and
New Mexico | General Services Administration
Bldg. 41, Denver Federal Center
Denver, Colorado |
| 9 | California, Arizona, Nevada,
and the Territory of Hawaii | General Services Administration
630 Sansome Street
San Francisco 11, California |

GSA RECORDS DEPOSITORIES*

- | | | |
|---|--|--|
| 1 | Maine, Vermont, New Hampshire
Massachusetts, Connecticut, and
Rhode Island | General Services Administration
Post Office & Courthouse
Boston 9, Massachusetts |
|---|--|--|

* Transfers limited at present to types of records specified in GSA Circular
No. 9, as amended.

<u>GSA Region</u>	<u>Area Served</u>	<u>Mailing Address</u>
6	Missouri, Kansas, Iowa, Nebraska, North Dakota, South Dakota, and Minnesota	General Services Administration Room 1800, Federal Office Building Kansas City, Missouri
10	Washington, Oregon, Idaho, Montana, and the Territory of Alaska	General Services Administration 909 First Avenue Seattle 4, Washington

TITLE 44—PUBLIC PROPERTY AND WORKS

Chapter I—General Services Administration

Subchapter A—Archives and Records Management

AVAILABILITY OF OFFICIAL RECORDS

1. Consonant with section 3 (c) of the Administrative Procedure Act (50 Stat. 238; 5 U. S. C. 1002 (c)) the rules prescribed herein govern the availability to the public of matters of official record within the General Services Administration. The Administrator of General Services has custody of: (1) Official records created by the General Services Administration, (2) records deposited with the National Archives of the United States, (3) historical material in the Franklin D. Roosevelt Library, and (4) records deposited in regional Federal records centers. These four types of material are governed respectively by the provisions of Parts 1, 2, 3, and 4 of Title 44, Code of Federal Regulations, hereby prescribed.

2. The rules issued by the War Assets Administrator as to the disclosure of official records, July 23, 1948 (13 F. R. 4389, 4391), are hereby revoked.

3. The rule issued by the Director, Bureau of Federal Supply, as to the disclosure of official records, May 27, 1949 (14 F. R. 2812), is hereby revoked.

4. The rules issued by the Archivist of the United States governing the use of records, archives, and historical materials in the custody of the Archivist, December 10, 1948, as redesignated and amended (13 F. R. 7743, 15 F. R. 1346, 1913; 44 CFR Parts 1, 2, and 5) are hereby superseded.

PART 1—AVAILABILITY OF RECORDS CREATED BY GENERAL SERVICES ADMINISTRATION

Sec.

1.0 Scope.

1.1 Legal custody.

1.2 Records not to be disclosed.

1.3 Requests.

1.4 Authentication and attestation of copies; costs.

1.5 Service of subpoena or other legal demand; compliance.

AUTHORITY: §§ 1.0 to 1.5 issued under sec. 205, 63 Stat. 389; 41 U. S. C. Sup., 235.

§ 1.0 *Scope.* The provisions of this part apply to official records created by the General Services Administration.

§ 1.1 *Legal custody.* The Administrator has legal custody of all official records created by the General Services Administration.

§ 1.2 *Records not to be disclosed.* The following records will not be disclosed:

(a) Records relating solely to internal management.

(b) Records that are confidential by law, or for reasons of national security, or otherwise in the public interest.

§ 1.3 *Requests.* (a) Requests for access to official records of the General Services Administration shall be addressed in writing to the Administrator, General Services Administration, Washington 25, D. C. Such requests shall (1) set forth the reasons why the applicant is properly and directly concerned, and (2) identify, exactly as may be, the particular documents desired.

(b) Each application will be judged on its specific merits, the nature of the applicant's concern, the records sought, and the public interest. A brief statement of reasons will be furnished if an application directly related to an agency proceeding cannot be granted.

§ 1.4 *Authentication and attestation of copies; costs.* The Assistant General Counsel, Claims and Litigation Division, Office of General Counsel, and the Administrative Officer, Office of General Counsel, as alternate, are authorized to authenticate and attest, for and in the name of the Administrator of General Services, copies or reproductions of official records. Such copies or reproductions will be furnished in appropriate cases upon payment of costs.

§ 1.5 *Service of subpoena or other legal demand; compliance.* When a subpoena duces tecum or other legal demand for the production of matters of official record within the General Services Administration is served upon the Administrator notwithstanding the provisions of this part for making available upon request records and authenticated copies of records, the Administrator will, so far as legally practicable, comply with such subpoena or demand by submitting authenticated copies of such records, or the original records if necessary, unless he determines that disclosure of the information is contrary to law or would prejudice the national interest or security of the United States. When such subpoena or demand is served upon any officer or employee of the General Services Administration other than the Administrator, he will, so far as legally practicable and unless otherwise directed by the Administrator, respectfully decline to produce such records on the ground that he does not have legal custody thereof, is without authority under this part to produce the same, and the Administrator has not determined that disclosure is lawful and will not prejudice the national interest or security of the United States.

PART 2—PRESERVATION AND USE OF RECORDS DEPOSITED WITH THE NATIONAL ARCHIVES OF THE UNITED STATES

Sec.

2.0 Scope.

2.1 Legal custody.

2.2 Availability of records; restrictions.

ADMISSION TO SEARCH ROOMS

2.3 Application for admission.

2.4 Admission card.

2.5 Application, motion pictures and sound recordings.

2.6 Withdrawal of admission privilege.

2.7 Hours of admission.

SEARCH ROOM RULES

2.8 Register of searchers.

2.9 Requests.

2.10 Searcher's responsibility.

2.11 Protection of records.

2.12 Keeping records in order.

2.13 Limitation on quantity.

2.14 Removal prohibited.

2.15 Disturbances.

2.16 Smoking and eating prohibited.

PHOTO-COPYING

Sec.

2.17 Photo-copying by the National Archives.

2.18 Photo-copying by a searcher.

UNLAWFUL REMOVAL OR MUTILATION

2.19 Penalty for unlawful removal or mutilation.

AUTHENTICATION AND ATTESTATION

2.20 Authentication and attestation of copies; costs.

LEGAL DEMANDS

2.21 Service of subpoena or other legal demand; compliance.

AUTHORITY: §§ 2.0 to 2.21 issued under sec. 205, 63 Stat. 389; 41 U. S. C. Sup., 235. Interpret or apply secs. 507, 509, Pub. Law 754, 81st Cong.

§ 2.0 *Scope.* The provisions of this part apply to records deposited with the National Archives of the United States.

§ 2.1 *Legal custody.* The Administrator has legal custody of all records deposited with the National Archives of the United States.

§ 2.2 *Availability of records; restrictions.* (a) Records will be made available subject to the conditions under which they have been transferred to the National Archives and subject to such restrictions as may be imposed by the Archivist.

(b) Records that contain information the disclosure of which would be prejudicial to the national interest or security of the United States or contrary to standards of propriety (save in cases where the public interest nevertheless requires disclosure) will not be made available.

ADMISSION TO SEARCH ROOMS

§ 2.3 *Application for admission.* Records deposited with the National Archives of the United States may be consulted only in the search rooms designated for this purpose, which in the National Archives Building includes the central search rooms, the branch search rooms, and the theater. Admission to the search rooms may be obtained only by making application to the Archivist of the United States on a form provided for that purpose and stating clearly therein the purpose for which

records are to be consulted. Such applications must be made at the office of the Chief of the General Reference Section, except that applications to view motion pictures or hear sound recordings must be made at the office of the Chief Archivist of the Audio-Visual Records Branch. An applicant may be required to submit an acceptable letter of introduction or otherwise to identify himself.

§ 2.4 *Admission card.* If the application is approved, a card of admission will be issued. This card is not transferable and must be produced when required. It is valid for a period not in excess of one year and may be renewed upon application. The possession of this card does not entitle a searcher to examine any records the use of which is restricted.

§ 2.5 *Application, motion pictures and sound recordings.* Applications for admission for the purpose of viewing motion pictures or hearing sound recordings should be made sufficiently in advance of the time such service is desired to permit the completion of necessary arrangements. A group of persons must be represented by an authorized spokesman who, in making application for admission, must give the identity of the group he represents. On receipt and approval of the application, a time will be fixed for the rendering of the service, and the applicant will be notified thereof.

§ 2.6 *Withdrawal of admission privilege.* The privilege of admission to the search rooms may be withdrawn by the Archivist of the United States for the violation of the provisions of this part, or for disregarding the authority of the supervisor in charge.

§ 2.7 *Hours of admission.* Records and library books will be available for consultation in the central and branch search rooms from 8:45 a. m. to 5:15 p. m. Monday through Friday, Federal holidays excepted. In addition the central search rooms will remain open from 5:15 p. m. to 10:00 p. m. on Mondays through Fridays, and from 8:45 a. m. to 5:15 p. m. on Saturdays, Federal holidays excepted. *Provided,* That requests for records and library books are filed with the supervisor in charge of the central search rooms before 4:00 p. m. on the day on which they are to be used or before 3:00 p. m. on Friday, if they are to be used on Saturday. Under special circumstances, by direction of the Archivist of the United States, the search rooms may be closed during any of the hours specified in this section or may be opened at other times. The theater is opened only by special appointment.

SEARCH ROOM RULES

§ 2.8 *Register of searchers.* Each day that a searcher uses records in a search room he must sign the register of searchers maintained in that search room.

§ 2.9 *Requests.* Requests for records should be made to the supervisor in charge of the search room on a form provided for that purpose.

§ 2.10 *Searcher's responsibility.* When a searcher has completed his use of records, or leaves the search room other than for short periods of time, he must notify the supervisor. A searcher is responsible for all records delivered to him until they have been returned by him to the supervisor.

§ 2.11 *Protection of records.* A searcher is required to exercise all possible care to prevent damage to any records delivered to him. Except when a supervisor authorizes the use of a fountain pen, the use of ink at desks upon which there are records is prohibited. Records may not be leaned upon, written upon, folded anew, traced, or handled in any way likely to damage them. The use of paper clips, rubber bands, or other fasteners not on records when delivered to a searcher is prohibited. The use of records of exceptional value or in fragile condition is subject to such special restrictions as the supervisor may deem necessary.

§ 2.12 *Keeping records in order.* The searcher must keep unbound papers in the order in which they are delivered to him. If records are found to be in disorder, the searcher must not attempt to restore them to order, but should call this condition to the attention of the supervisor.

§ 2.13 *Limitation on quantity.* The supervisor in charge of a search room may limit the quantity of records delivered to a searcher at any one time.

§ 2.14 *Removal prohibited.* No records or other property of the National Archives and Records Service may be taken from the search rooms except by members of the staff of the National Archives and Records Service acting in their official capacities.

§ 2.15 *Disturbances.* Loud talking and other activities likely to disturb searchers are prohibited. Persons desiring to use typewriters or to carry on proofreading or similar work may be assigned desks in a room designated for such purposes.

§ 2.16 *Smoking and eating prohibited.* Smoking and eating in the search rooms are prohibited.

PHOTO-COPYING

§ 2.17 *Photo-copying by the National Archives.* Requests for photographic copies of records to be made by the National Archives and requests for certification or authentication of such copies should be made to the search room supervisor.

§ 2.18 *Photo-copying by a searcher.* Records may be copied by a searcher with his own photographic equipment

only by permission of the head of the branch having physical custody of the records.

UNLAWFUL REMOVAL OR MUTILATION

§ 2.19 *Penalty for unlawful removal or mutilation.* The unlawful removal or mutilation of records is forbidden and is punishable by fine or imprisonment or both (62 Stat. 695; 18 U. S. C. Sup., 2071).

AUTHENTICATION AND ATTESTATION

§ 2.20 *Authentication and attestation of copies; costs.* The Director of the Federal Register Division, the Chief Archivist of any Records Branch, or the Chief of the General Reference Section of the National Archives are authorized to authenticate and attest, for and in the name of the Archivist of the United States, copies or reproductions of records deposited with the National Archives of the United States. Such copies or reproductions of records will be furnished in appropriate cases upon payment of costs.

LEGAL DEMANDS

§ 2.21 *Service of subpoena or other legal demand; compliance.* When a subpoena duces tecum or other legal demand for the production of records and material deposited with the National Archives of the United States is served upon the Administrator notwithstanding the provisions of this part for making available upon request records and authenticated copies of records, the Administrator will, so far as legally practicable, comply with such subpoena or demand by submitting authenticated copies of such records or material, or the original records or material if necessary, unless he determines that disclosure of the information is contrary to law or would prejudice the national interest or security of the United States. When such subpoena or demand is served upon any officer or employee of the General Services Administration other than the Administrator, he will, so far as legally practicable and unless otherwise directed by the Administrator, respectfully decline to produce such records or material on the ground that he does not have legal custody thereof, is without authority under this part to produce the same, and the Administrator has not determined that disclosure is lawful and will not prejudice the national interest or security of the United States.

PART 3—PRESERVATION AND USE OF HISTORICAL MATERIAL IN THE FRANKLIN D. ROOSEVELT LIBRARY

Sec.	
3.0	Scope.
3.1	Definitions.
3.2	Legal custody.
3.3	Availability of historical material; restrictions.

ADMISSION TO SEARCH ROOMS

- 3.4 Application for permission to use historical material.
- 3.5 Admission card.
- 3.6 Withdrawal of admission privilege.
- 3.7 Hours of admission.

SEARCH ROOM RULES

- 3.8 Requests.
- 3.9 Searcher's responsibility.
- 3.10 Protection of historical material.
- 3.11 Limitation on quantity.
- 3.12 Removal prohibited.
- 3.13 Disturbances.
- 3.14 Smoking and eating prohibited.

LOANS AND REPRODUCTIONS

- 3.15 Loans.
- 3.16 Permission to make reproductions or to publish historical material.

AUTHENTICATION AND ATTESTATION

- 3.17 Authentication and attestation of copies; costs.

LEGAL DEMANDS

- 3.18 Service of subpoena or other legal demand; compliance.

MUSEUM

- 3.19 Admission fee.
- 3.20 Waiver of admission fee.
- 3.21 Hours of admission.

AUTHORITY: §§ 3.0 to 3.21 issued under sec. 205, 63 Stat. 369; 41 U. S. C. Sup. 235. Interpret or apply sec. 207, 63 Stat. 1065.

§ 3.0 Scope. The provisions of this part apply to historical material in the Franklin D. Roosevelt Library.

§ 3.1 Definitions. As used in this part, unless the context otherwise requires:

(a) The term "act" means the Joint Resolution of Congress, approved July 18, 1939, "to provide for the establishment and maintenance of the Franklin D. Roosevelt Library, and for other purposes" as amended by sec. 104 of the Federal Property and Administrative Services Act (53 Stat. 1062, as amended by 63 Stat. 381; 41 U. S. C. Sup. 214).

(b) The term "Library" means the Franklin D. Roosevelt Library, Hyde Park, New York.

(c) The term "building" means the building occupied by the Library at Hyde Park, New York.

(d) The term "Administrator" means the Administrator of General Services.

(e) The term "Archivist" means the Archivist of the United States.

(f) The term "Director" means the Director of the Franklin D. Roosevelt Library.

(g) The term "historical material" includes books, correspondence, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, and other similar material.

§ 3.2 Legal custody. The Administrator has legal custody of historical material in the Library.

§ 3.3 Availability of historical material; restrictions. (a) Historical material will be available subject to the

conditions under which it has been acquired by the Library and subject to such restrictions as may be imposed by the Archivist.

(b) Historical material that contains information the disclosure of which would be prejudicial to the national interest or security of the United States, or contrary to the conditions under which the historical material has been acquired by the Library, or contrary to standards of propriety (save in cases where the public interest nevertheless requires disclosure) will not be made available.

(c) Inquiries as to the availability of historical material should be addressed to the Director.

ADMISSION TO SEARCH ROOMS

§ 3.4 Application for permission to use historical material. Permission to use unrestricted historical material may be obtained by making advance written application to the Director on a form provided for the purpose, and stating clearly therein the specific subject of the applicant's interest, and the purpose of his study. An applicant must satisfy the Director that he is qualified to do research, and that his proposed study has a serious and important purpose.

§ 3.5 Admission card. If the application is approved, a card of admission will be issued. This card is not transferable and must be produced when required. It is valid for a period not in excess of one year and may be renewed upon application. The effective beginning date on each newly-issued card of admission will be scheduled in advance in such a manner as to prevent over-crowding in the search room, and the applicant will be notified as far in advance as possible of the effective beginning date assigned to his card of admission. The possession of this card does not entitle a searcher to examine historical material the use of which is restricted.

§ 3.6 Withdrawal of admission privilege. The card of admission may be withdrawn by the Director for any violation of the provisions of this part, or for disregarding the authority of the supervisor in charge.

§ 3.7 Hours of admission. The search rooms will be open from 9 a. m. to 5 p. m. Monday through Friday, Federal holidays excepted, and at such other times as the Director may authorize.

SEARCH ROOM RULES

§ 3.8 Requests. Requests for historical material available under § 3.3 (a) should be made to the search room supervisor on a form provided for that purpose.

§ 3.9 Searcher's responsibility. When a searcher has completed his use of the historical material, or leaves the search room other than for short periods of time, he must notify the supervisor. A

searcher is responsible for all historical material delivered to him until it has been returned by him to the supervisor.

§ 3.10 Protection of historical material. A searcher is required to exercise all possible care to prevent damage to the historical material delivered to him. Except when a supervisor authorizes the use of a fountain pen, the use of ink at desks upon which there is historical material is prohibited. Historical material may not be leaned upon, written upon, folded anew, traced or handled in any way likely to damage it. The use of paper clips, rubber bands, or other fasteners not on the historical material when delivered to a searcher is prohibited. The use of historical material of exceptional value or in fragile condition is subject to such special restrictions as the supervisor may deem necessary.

§ 3.11 Limitation on quantity. The supervisor in charge of a search room may limit the quantity of historical material delivered to a searcher at any one time.

§ 3.12 Removal prohibited. No historical material shall be taken from the search rooms except by members of the staff of the Library acting in their official capacities.

§ 3.13 Disturbances. Loud talking and other activities likely to disturb searchers are prohibited. Persons desiring to use typewriters or to carry on proofreading or similar work may be assigned desks in a room designated for such purpose.

§ 3.14 Smoking and eating prohibited. Smoking and eating in the search rooms are prohibited.

LOANS AND REPRODUCTIONS

§ 3.15 Loans. Historical material may not be borrowed for use outside the Library except upon authorization in each instance by the Archivist.

§ 3.16 Permission to make reproductions and to publish historical material. Historical material referred to in § 3.3 (a) may not be reproduced or published except upon the written authorization of the Director.

AUTHENTICATION AND ATTESTATION

§ 3.17 Authentication and attestation of copies; costs. The Director is authorized to authenticate and attest, for and in the name of the Archivist, copies or reproductions of available historical material. Such copies or reproductions will be furnished in appropriate cases upon payment of costs.

LEGAL DEMANDS

§ 3.18 Service of subpoena or other legal demand; compliance. When a subpoena duces tecum or other legal demand for the production of historical material in the Franklin D. Roosevelt Library is served upon the Administrator notwithstanding the provisions of this part for

making available upon request material and authenticated copies thereof, the Administrator will, so far as legally practicable, comply with such subpoena or demand by submitting authenticated copies of such material, or the original material if necessary, unless he determines that disclosure of the information is contrary to law or would prejudice the national interest or security of the United States. In the event that a subpoena or other demand is served for historical material of the type referred to in § 3.3 (b), the Administrator will produce or submit copies of such historical material only with the approval of the President of the United States. When a subpoena or demand for historical material is served upon any officer or employee of the General Services Administration other than the Administrator, he will, so far as legally practicable and unless otherwise directed by the Administrator, respectfully decline to produce such material on the ground that he does not have legal custody thereof, is without authority under this part to produce the same, and the Administrator has not determined that disclosure is lawful and will not prejudice the national interest or security of the United States.

MUSEUM

§ 3.19 *Admission fee.* A charge of 25 cents, inclusive of tax, if any, shall be collected from each person visiting and viewing the exhibit rooms or museum portion of the Library.

§ 3.20 *Waiver of admission fee.* The Director is authorized to waive the admission fee (a) for children 12 years of age or under when accompanied by an adult assuming responsibility for their safety and orderly conduct, (b) for persons from non-profit organizations or educational institutions, when such persons are accompanied by official instructors, and when application is made in advance, (c) for persons in the support or care of charitable institutions and their attendants, (d) for officials of States, counties, and municipalities, and organizations, semi-public or private, which may be engaged in activities affecting the Library, and (e) for employees of the Federal Government and others on official business: *Provided*, That the applicable tax will be collected from such persons unless exempt by law, in accordance with the act of June 29, 1939, as amended (53 Stat. 189; as amended; 26 U. S. C. 1700).

§ 3.21 *Hours of admission.* The museum portion of the Library will be open from 10 a. m. to 5 p. m. Tuesday through Sunday, including holidays. When a holiday falls on Monday the museum will be open on the holiday and not on the following day.

PART 4—PRESERVATION AND USE OF RECORDS IN REGIONAL FEDERAL RECORDS CENTERS

Sec.

- 4.0 Scope.
- 4.1 Definitions.
- 4.2 Legal custody.
- 4.3 Restrictions on use of certain records.
- 4.4 Requests.
- 4.5 Penalty for unlawful removal or mutilation.
- 4.6 Photo-copying by regional Federal records centers.
- 4.7 Authentication and attestation of copies; costs.
- 4.8 Service of subpoena or other legal demand; compliance.

AUTHORITY: §§ 4.0 to 4.8 issued under sec. 205, 63 Stat. 389; 41 U. S. C. Sup., 235. Interpret or apply secs. 505, 509, Pub. Law 754, 81st Cong.

§ 4.0 *Scope.* The provisions of this part apply to records in regional Federal records centers of the General Services Administration.

§ 4.1 *Definitions.* As used in this part, unless the context otherwise requires:

(a) The term "regional Federal records center" means a records center operated by the General Services Administration primarily to serve other Federal agencies.

(b) The term "Administrator" means the Administrator of General Services.

(c) The term "Regional Director" means the Director of a region established by the General Services Administration.

(d) The term "Chief" means the Chief of a regional Federal records center.

§ 4.2 *Legal custody.* The Administrator has legal custody of records in regional Federal records centers.

§ 4.3 *Restrictions on use of certain records.* Records in regional Federal records centers that contain information the disclosure of which would be prejudicial to the national interest or security of the United States or contrary to standards of propriety (save in cases where the public interest nevertheless requires disclosure) will not be made available. Otherwise records will be made available to persons properly and directly concerned subject to conditions or restrictions under which they have been transferred to the respective regional Federal records centers, and such restrictions respecting their use as may be imposed by the respective Regional Directors.

§ 4.4 *Requests.* Requests for access to records in regional Federal records centers shall be addressed in writing to the appropriate Regional Director of the General Services Administration. Regional offices are located in Boston, Mass., New York, N. Y., Washington, D. C., Atlanta, Ga., Chicago, Ill., Denver, Colo., Kansas City, Mo., Dallas, Tex., San Francisco, Calif., and Seattle, Wash.

§ 4.5 *Penalty for unlawful removal or mutilation.* The unlawful removal or mutilation of records is forbidden and is punishable by fine or imprisonment or both (62 Stat. 695, 18 U. S. C. Sup., 2071).

§ 4.6 *Photo-copying by regional Federal records centers.* Requests for photographic copies of records in regional Federal records centers and requests for certification or authentication of such copies should be made to the Chief of the appropriate regional Federal records center.

§ 4.7 *Authentication and attestation of copies; costs.* The Chiefs of the several regional Federal records centers are authorized to authenticate and attest, for and in the name of the appropriate Regional Director of the General Services Administration, copies or reproductions of records in regional Federal record centers. Such copies or reproductions of records will be furnished in appropriate cases upon payment of costs.

§ 4.8 *Service of subpoena or other legal demand; compliance.* When a subpoena duces tecum or other legal demand for the production of matters of official record within a regional Federal records center is served upon the Administrator notwithstanding the provisions of this part for making available upon request records and authenticated copies of records, the Administrator will, so far as legally practicable, comply with such subpoena or demand by submitting authenticated copies of such records, or the original records if necessary, unless he determines that disclosure of the information is contrary to law or would prejudice the national interest or security of the United States. When such subpoena or demand is served upon any officer or employee of the General Services Administration other than the Administrator, he will, so far as legally practicable and unless otherwise directed by the Administrator, respectfully decline to produce such records on the ground that he does not have legal custody thereof, is without authority under this part to produce the same, and the Administrator has not determined that disclosure is lawful and will not prejudice the national interest or security of the United States.

Dated: November 9, 1950.

JESS LARSON,
Administrator.

[F. R. Doc. 50-10210; Filed, Nov. 13, 1950;
8:48 a. m.]

001076109

TITLE 44—PUBLIC PROPERTY AND WORKS

Chapter I—General Services Administration

Subchapter A—Archives and Records Management

PART 3—PRESERVATION AND USE OF HIS- TORICAL MATERIAL IN THE FRANKLIN D. ROOSEVELT LIBRARY

MISCELLANEOUS AMENDMENTS

Part 3 under the subheading of Mu-
seum is hereby amended by—

(1) Inserting after the word "busi-
ness" in paragraph (e) of § 3.20 the fol-
lowing language: "and uniformed mem-
bers of the armed forces of the United
States", and

(2) Adding at the end thereof a new
section to read as follows:

§ 3.22 *Checking of certain personal
property.* Visitors to the museum rooms
of the Franklin D. Roosevelt Library
must check all parcels, luggage, and such
other personal property as may be de-
termined by the Director at a place
designated by the Director.

(Sec. 205, 63 Stat. 389; 41 U. S. C. Sup. 285.
Interpret or apply sec. 207, 63 Stat. 1065)

These amendments shall become effec-
tive upon publication in the FEDERAL
REGISTER.

Dated: August 30, 1951.

JESS LARSON,
Administrator.

[F. R. Doc. 51-10814; Filed, Sept. 6, 1951;
9:02 a. m.]

(Published in the Federal Register, September 7, 1951, 16 F.R. 9093)

TITLE 44—PUBLIC PROPERTY AND WORKS

Chapter I—General Services Administration

Subchapter A—Archives and Records Management

PART 1—USE OF RECORDS IN THE CUSTODY OF THE ARCHIVIST OF THE UNITED STATES

AUTHENTICATION AND ATTESTATION OF COPIES; COSTS

Section 1.4 of rules relating to the
availability of official records of General
Services Administration as set forth in
Part 1, Subchapter A, Chapter I, Title
44, Code of Federal Regulations (15 F. R.
7710) hereby is amended to read:

§ 1.4 *Authentication and attestation
of copies; costs.* The General Counsel,

with respect to official records located
within the Central Office of General Ser-
vices Administration, and the Region
Counsel, with respect to official records
located within each regional office of
General Services Administration, are
authorized to authenticate and attest,
for and in the name of the Administrator
of General Services, copies of reproduc-
tions of official records. Such copies or
reproductions will be furnished in ap-
propriate cases upon payment of costs.

(Sec. 3, 49 Stat. 1122, as amended; 44 U. S. C.
300c)

Dated: January 3, 1952.

RUSSELL FORBES,
Acting Administrator.

[F. R. Doc. 52-242; Filed, Jan. 8, 1952;
8:48 a. m.]

(Published in the Federal Register, January 9, 1952, 17 F.R. 234)

(4-25-52)

PRESCRIBED BY
GENERAL SERVICES
ADMINISTRATION
REG. 3-IV-302.

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST

Submit in duplicate to the Federal Records Center, St. Louis, Missouri

SECTION I - TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration
Records Management Service, Region 6
Federal Records Center
1724 Locust Street
St. Louis 3, Missouri

2. NAME (Last, first, middle)

3. NAME UNDER WHICH FORMERLY EMPLOYED FED-
ERALLY (If other than item 2)

4. DATE OF BIRTH

5. FORMER FEDERAL EMPLOYING OFFICE (Agency; bureau or equivalent; address; and dates of employment)

(If formerly employed by agencies in addition to above, list under item 7)

6. PERSONNEL FOLDER ACTION (Check appropriate box)

- ☐ a. Currently employed. Request transmission of folder covering previous Federal employment for permanent retention
- ☐ b. Request transmission of folder for temporary use
- ☐ c. Consolidate attached papers with official personnel folder previously forwarded

7. REMARKS

SECTION II - FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MISSOURI

- 8a. ☐ CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED
- 8b. ☐ FOLDER ENCLOSED
- 8c. ☐ FOLDER NOT LOCATED
- 8d. ☐ FLAGGED, FOLDER TO BE FORWARDED WHEN LOCATED
- 8e. ☐ FOLDER PREVIOUSLY REQUESTED IS ENCLOSED
- 8f. ☐ FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

9. REMARKS

NOTE: Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

TO:
ADDRESS:

ATTN:

REQUESTING AGENCY WILL TYPE NAME AND ADDRESS OF OFFICE SUBMITTING REQUEST IN ADDRESS BOX. TO BE USED TO MAIL FOLDER OR REPLY.