



The Southwest Bulletin

Issue #4

Summer 2007

At Long Last NARA's Southwest Region Has a New Federal Records Center Building!



New Federal Records Center Ribbon Cutting, March 2, 2007: Left to Right: U.S. Representative Michael C. Burgess, City Councilwoman Kathleen Hicks, Fort Worth Mayor Mike Moncrief, John DeHardt, K.H. Lakewood, Preston Huff, Regional Administrator, NARA-SW Region, David Weinberg, NARA Director of the Federal Record Center Program, and Tom Mills, Assistant Archivist of the United States for Regional Record Services. (Photo by Tara McLoughlin)

By C. Preston Huff, Regional Administrator

On March 2nd we formally dedicated the new Federal Records Center which is located in the Carter Industrial Park on John Burgess Drive in South Fort Worth, Texas. The new location is just a few miles away from the old location at the Federal Depot on Felix Street.

The new facility includes a 1,000 square foot, state-of-the-art electronic storage vault (ERV) that will allow the National Archives - for the first time in its 73 year history - to store and service temporary electronic records for Federal

agencies. The ERV features a non-aqueous (FM-200) fire suppression system, strict environmental controls, and multiple levels of security. It can store all formats of electronic records.

The new records center will allow NARA to expand its services for electronic records in a variety of ways. For example, the facility includes a 2,000 square foot digital imaging lab to convert paper records into electronic images. We have found that some agencies want to enjoy the many benefits of having selected types of their records digitized

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This newsletter is published twice a year, to keep the records officers of the Federal agencies in the four-state Southwest Region (Texas, Oklahoma, Arkansas and Louisiana) apprised of their responsibilities as the caretakers of Federal records. It is also intended to inform volunteers, genealogists, political leaders, teachers, researchers, information technology and other professionals about the many services provided by NARA. Let us know if we can address an area of record keeping that is of interest to you.

National Archives and
Records Administration
Southwest Region
1400 John Burgess Drive
Fort Worth, Texas 76140
(817) 551-2000 (Main)
(817) 551-2009 (Fax)

Web Address: www.archives.gov/southwest/

C. Preston Huff, CRM, CA,
Regional Administrator
e-mail: preston.huff@nara.gov
817-551-2001

Meg Hacker
Director, Archives
e-mail: meg.hacker@nara.gov
817-831-5643

Bill Fellers
Director, Records Management
e-mail: bill.fellers@nara.gov
817-831-5918

Leonard "Jr" Harmon
Director, Records Center
e-mail: leonard.harmon@nara.gov
817-551-2003

Editor
Cindy C. Smolovik, CRM, CA
Senior Records Analyst
e-mail: cindy.smolovik@nara.gov
817-831-5920



New Records Center Building!

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and available for quick use by multiple locations. The portability of having digitized records is an attractive component of this service since an agency can send images of files around the country within minutes instead of days as with traditional paper based records. Of course not all files are good candidates for such treatment – but when an agency really needs this service we can now provide it with this new lab.

Another new feature of our facility is the “media shredder” which securely and thoroughly destroys temporary Federal e-records that have been authorized for disposal. The machine shreds CD’s, DVD’s, magnetic tapes, diskettes, cartridges, microfilm and other media into a confetti. It meets National Security Agency (NSA) specifications for high-security disintegrators and optical media destruction devices.

The rates have been established for the new electronic records related services and are available upon request. Please give us a call at 817-551-2001 if you would like us to provide a quote for your agency.

The 205,000 square foot facility will house approximately 975,000 cubic feet of records and will serve about 100 Federal agency customers in Texas, Oklahoma, Arkansas, and Louisiana. The region’s holdings include records of the U.S. district and bankruptcy courts, the Internal Revenue Service, the National Aeronautics and Space Administration (NASA – Johnson Space Flight Center), the Department of Energy, the Department of the Navy, and the Department of Homeland Security.

The records center replaces the one located in Building 1 at the Federal Depot on nearby Felix Street. The new facility will accommodate more than 50 NARA staff members and contractors and will include a research room where the public can review judicial records.

The building is scheduled to open to the public on Monday, June 4th. Moving all of the records from Building 1 to the new site will take nearly a year. Completion of the move will take place by the end of September.

K/H Lakewood, LLC, a Kansas City-based commercial real estate company, developed the site. The National Archives and K/H Lakewood have entered into a 20-year lease for the building.

NARA-Southwest Region will continue to operate a two-bay annex at Building 9 on the Federal Depot. Those two bays contain 440,000 cubic feet of records. The total number of cubic feet stored at the two locations is approximately 1.4 million cubic feet (boxes). This may sound like a lot of records but actually this region is about average in size within the NARA system of Federal Records Centers. However, the main thing that makes this region somewhat unique is its new emphasis on electronic records services. As I said at the Dedication Ceremony, “This building reflects our recognition that the format of our nation’s records has evolved from paper to a variety of electronic media.”

A number of community leaders spoke at the dedication, including Fort Worth councilwoman Kathleen Hicks, Fort Worth Mayor Mike Moncrief, and Rep. Michael C. Burgess (R-TX). The speakers expressed satisfaction that NARA had located its new facility in Fort Worth, not far from the old records center. Burgess pointed out that NARA has been part of the Fort Worth community for more than 50 years. “It’s amazing to see how far the records center has come since then,” he observed at the dedication.

Now that we have the FRC taken care of – facilities-wise – it’s time to turn our attention to the archival part of our program. For the next couple of years, the

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New Records Center Building!

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regional archives and the records management group will stay at the old building. Meanwhile we are working on plans to secure a new home for these programs and we hope to be able to stay in the Fort Worth area. The tentative plans for the new regional archives include exhibit spaces, a lecture hall, a learning center, meeting space and more. The building will have a much more public focus than the current location which has housed these important permanent records for decades – but unfortunately just didn't have the public programs space that we needed. We are excited about this new facility on the heels of the new FRC – since it will enable our region to better meet the needs of our customers (you) – and the public, including researchers, historians, genealogists, scientists, educators, students, media, etc. Stay tuned for more information in the next edition of this newsletter about what we refer to as the Archives Building.



NARA-SW Region Electronic Records Storage Vault. (Photo by Steve Ourada)



Leonard Harmon, Jr., Records Center Director, demonstrates the new media shredder. (Photo by Steve Ourada)

E-Records Forum 2007

The E-Records Forum is an annual event focusing on current trends and hot topics in electronic record keeping. The 2007 forum was held April 19-20, in Austin, TX.

This year's topics included

- "Managing Litigation Risk at the ESI Corral: A Guide to Your Agency's E-Records and E-Discovery Obligations under the New Federal Rules of Civil Procedure" by Jason R. Baron, Director of Litigation, NARA

Mid-Atlantic Region

- "Providing Electronic Storage Solutions" by Leonard Harmon, Jr. NARA-SW Region, Record Center Director
- "Information Security in RIM" by Susan Hubbard, CRM
- "Digital Disasters: Preparedness and Prevention for Electronic Records" by Dean McKinney, BMS CAT



Bill Fellers, NARA-SW Region, Director of Records Management Program and Dr. Susan Cisco, Program Manager, Iron Mountain (Photo by Cindy Smolovik)

- "Taxonomies for Electronic Records Management" by Susan Cisco, Ph.D., CRM, FAI-Program Manager, Western Region Iron Mountain Consulting Services
- "Techno Toys, Tools, and Gadgets" by Michael Baimbridge, Senior Records Analyst, NARA-SW Region
- "Behind the Promises - Business Process Analysis and the Electronic Records Archives" by Meg Phillips, CA, Senior Records Analyst, NARA-
- "Crossing Boundaries: Searching Across Digital Archives by Danielle Cunniff Plumer, Coordinator Texas Heritage Digitization Initiative Texas State Library and Archives Commission

The forum was attended by approximately ninety people from various federal, state, and local government agencies and students from the University of Texas at Austin.

Planning is already in progress for E-Records Forum 2008. Contact Bill Fellers at 817-831-5918 for more information.

Records Management Training – Southwest Region

July – September 2007

Whatever your records expertise – we have a course for you!

Have you signed up for classes and gone through the frustration of the class being cancelled due to lack of enrollment? Have we got a program for you!

The following are course descriptions with dates and locations we have picked. **HOWEVER**, if these dates and times don't suit your schedule we offer you a chance to pick the date and place that does. All we need is people and a training room in your area and we will compare our calendars with yours to arrange date and location that works best.

NARA-SW Region began this program in FY 2007 and it turned out to be a very successful way to make our schedule work with yours. For example, in the third quarter of this FY with the help of Kathy DePeape from the Federal Aviation Administration (FAA) we rescheduled a set of all five Knowledge Area courses (see descriptions below) that were not getting enough enrollment from the dates we picked in Oklahoma City. Ms. DePeape started with a few people and with the help of a few other people matched dates that worked for all of them and us. As it turned out, we were able to gather over thirty people in Oklahoma City at the end of June, many who have been trying to work our schedule around theirs for a long time.

Talk to your colleagues, pick the courses you need and contact John Garza at 817-831-5919 for more information.

SPECIAL TOPICS

Federal employees who are new to the records field and whose jobs entail specific records tasks may learn practical "how tos" in Basic Records Operations. Experienced records professionals can build on the knowledge area certificate courses by focusing on the issues related to electronic records in two courses Basic Electronic Records Management and Advanced Electronic Records Management or by learning more about identifying and protecting essential records in the Vital Records course.

NARA's national curriculum also offers professional development in records management as it relates to three audiences crucial to the effective and legal handling of Federal records: program managers, information technology staff, and legal counsels.

These courses are:

- A Survival Guide for Information Technology Professionals:
- Information Assurance and Records Management
- The Case for Records Management: Issues for Federal Legal Counsel
- Recordkeeping: A Program Manager's Survival Guide

A national curriculum is currently being developed in **Disaster Preparedness and Recovery**. This course will be offered in FY 2008.

New Basic Electronic Records Management Course

Electronic Records are no longer the wave of the future – they are current practice and effecting how federal records are created, used, and maintained. This new course offers an introduction to the terminology; information on defining, developing and building recordkeeping requirements for electronic information systems; and an overview of appraisal, retention scheduling and retention schedule implementation for electronic records. (2 days \$300)

July 31-August 1, 2007

Fort Worth, TX

Advanced Electronic Records Management Course

Although the same principles of records management apply to electronic records and systems, there continue to be special considerations for creating and managing electronic records. Designed for individuals with prior background in electronic recordkeeping, the course expands on the basic electronic records management knowledge in other NARA courses. It is an investigation of issues, people, and tools related to electronic records management. It also looks at emerging technologies and their implications for records management. (2 days \$300)

No dates are scheduled for this course so pick a date/place, gather your colleagues and we will come to you!

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Records Management Training – Southwest Region

July – September 2007

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Basic Records Operations

This course describes what to file, how to file it, and how to remove files no longer needed for current business. It covers the variety of activities in the maintenance and use, as well as disposition, of Federal Records. It presents practical “how-tos” in handling records of various types. (1 day \$150)

July 18, 2007 Fort Worth, TX

Records Management Training Certification Program (Knowledge Area Courses)

NARA offers an optional certification program for individuals who successfully complete training in Federal records management. Participants may take examinations upon completion of Knowledge Areas Two through Six. Those who successfully pass all five examinations will receive NARA's Certificate of Federal Records Management Training, signed by the Archivist of the United States.

Records Management Overview (Knowledge Area 1)

This course will be especially useful for agency managers and employees who can only attend records management training for one day but desire a high-level overview.

Although this course is not part of the Certification of Federal Records Management Training, it is recommended as a foundation for newcomers to the records management field and anyone interested in taking the additional five records management courses that are required for the optional certification program. (1 day \$150)

No dates are scheduled for this course so pick a date/place, gather your colleagues and we will come to you!

Creating and Maintaining Agency Business Information (Knowledge Area 2)

What are Federal records management requirements, how are they applied to agency records, and why are they important? Find the solutions to these important questions and their application to everyday challenges in managing Federal information. (2 days \$300)

July 10-11, 2007 Fort Worth, TX
July 23-24, 2007 New Orleans, LA
September 11-12, 2007 Fort Worth, TX

Records Scheduling (Knowledge Area 3)

What do you do with information and records that you no longer need for business purposes? How you schedule your records determines the basis for meeting your agency's operating, fiscal and legal needs. Find out the legal requirements and practical advantages in scheduling records and the disposition practices necessary to meet an agency's business needs, with this overview of agency and NARA responsibilities. (2 days \$300)

August 6-7, 2007 Fort Worth, TX
August 23-24, 2007 New Orleans, LA
September 17-18, 2007 Fort Worth, TX

Records Schedule Implementation (Knowledge Area 4)

What to do with all those boxes of records? Utilizing a Records Retention Schedule or records manual is easier than you think. This course provides an overview of applying an approved records schedule. Included are instructions for applying the General Records Schedule, disposing of temporary records or retiring them to off site storage, transferring permanent records to NARA. (2 days \$300)

July 12-13, 2007 Fort Worth, TX
August 21-22, 2007 New Orleans, LA
September 13-14, 2007 Fort Worth, TX

Asset and Risk Management (Knowledge Area 5)

Are records valuable assets to your agency business process? Of course! How you manage your assets by applying appropriate records management procedures is a critical element of risk management in any organization. Learn the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable records management program. This course is designed to raise the awareness of risk situations and provide managers with the decision-making tools they need to address current and future program needs. (2 days \$300)

August 8-9, 2007 Fort Worth, TX
July 25-26 New Orleans, LA
September 19-20, 2007 Fort Worth, TX

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Records Management Projects

NARA-SW Region records management staff provide a wide variety of assistance opportunities for federal agencies. These are just a few of our most recent activities.

Southwestern Power Administration (SWPA) headquartered in Tulsa, Oklahoma. SWPA is an agency of the U.S. Department of Energy whose mission was established by Section 5 of the Flood Control Act of 1944. The agency is responsible for marketing the hydroelectric power produced at 24 U.S. Army Corps of Engineers multipurpose dams. By law, the power and associated energy are marketed to publicly held entities such as rural electric cooperatives and municipal utilities. Southwestern has over one hundred such "preference" customers which ultimately serve over 7 million end use customers.

Recently, SWPA named Miya Boykin as their new Records Management Officer. Cindy Smolovik, Senior Records Analyst has been working with Ms. Boykin to evaluate and update the SWPA records management program including training for Ms. Boykin, assistance with establishing a vital records inventory which will be used to create a Vital Records Plan, and a project to update the existing records retention schedules which will assist with the full implementation of a Records Management Application. Ms. Boykin has also completed all the Knowledge Area Courses and associated exams to earn her certificate from the Archivist of the United States.

Army Air Force Exchange Services (AAFES) headquartered in Dallas, Texas. AAFES is a joint military activity providing quality merchandise and services to active duty, military members, guard and reserve members, military retirees and their families.

This year AAFES named Jeanne Cortes as their new Records Management Officer. Ms. Cortes is new to the records management field. NARA-SW Region provided her and several other AAFES staff members with intensive training. AAFES is also working on implementation of an Enterprise Content Management System which NARA-SW Region Records Management staff will be providing guidance as needed. Ms. Cortes and Tina Sosa, AAFES Forms Management are working on taking all the Knowledge Area Courses by the end of this fiscal year.

Minerals Management Services (MMS), an agency of the Department of the Interior, is national in scope and headquartered in Washington, D.C. It includes two major programs, **Offshore Minerals Management** and **Minerals Revenue Management**. The Offshore program, which manages the mineral resources on the OCS, comprises three regions: Alaska, Gulf of Mexico and the Pacific. In the second quarter of FY 2007, Bill Fellers, Director of NARA-SW Records Management Program was named chair of a committee to assist MMS with a pilot project to update a section of the MMS records retention schedule. In addition, other records management oversight responsibilities including records appraisal have been assigned to the NARA-SW Region. As

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Records Management Program Development **(Knowledge Area 6)**

There are many layers of a Federal Records Management program. Learn the concepts and practices involved in developing and assessing an effective records management program, publicizing and promoting that program within a Federal agency, and training employees in the basics of records management. (1 day \$150)

July 27, 2007	New Orleans, LA
August 10, 2007	Fort Worth, TX
September 21, 2007	Fort Worth, TX

part of this assignment our staff has been involved in tailored training and teaching all the Knowledge Area Courses to MMS staff and those of other agencies in New Orleans.

Our staff is also currently working with the Internal Revenue Service, United States Air Force, FEMA, NASA, Transportation Security Administration, General Services Administration and the FAA on projects including records appraisal, records schedule implementation, vital records and COOP planning, and general records management assistance.

For more information on how we can help you with your records management program contact:

Bill Fellers at 817-831-5918 or Bill.Fellers@nara.gov

e-Media Services

Storage and Servicing of Electronic Records from NARA's Federal Records Centers



◆**e-Media Storage** NARA's Federal Records Centers currently offer electronic media storage for Federal customers. This service includes special receipt and handling of your records stored on electronic media (CD, DVD, 3480/3490 tape cartridges, etc). It also includes proper storage of the e-media in climate-controlled areas.

◆**e-Vital Records** Many agencies store their vital records in electronic format since these records can be securely and economically stored in FRCs away from the agencies' primary sites and even out of their region. Let us provide you with routine rotation and tracking services for your e-vital records.

In addition to e-media storage, the FRC currently offers the following electronic services:

◆**High-speed scanning services** to convert large quantities of paper records into high-quality digital images.

◆**SmartScan** same-day electronic delivery of reference requests via email.

Look for the following e-services in the near future:

◆**Online tracking of records** through a secure, web-based interface that will allow customers to access, manage, and retrieve their agency's holdings and activity via the Internet.

◆**Comprehensive electronic records services** including metadata extraction, media migration, indexing, e-vital records management, and more.

For more information on the storage and servicing of electronic media, please contact a member of the FRC Electronic Records Services Team (FERST) at ferst@nara.gov.



FEDERAL RECORDS CENTERS
of the National Archives and Records Administration

8601 Adelphi Road, Suite 3600
College Park, MD 20740
Tel: 301-837-2950
Fax: 301-837-1617
www.archives.gov/frc

Records Center Operations

Important Contact Information Changes!



Shipping address: 1400 John Burgess Drive
Ft. Worth, TX 76140

Administration

Regional Administrator	Preston Huff	817-551-2001
	preston.huff@nara.gov	
Records Center Director	Leonard Harmon, Jr.	817-551-2003
	leonard.harmon@nara.gov	
Assistant Records Center Director	Aladdin El-Haraty	817-551-2033
	aladdin.el-haraty@nara.gov	
Administrative Officer	Shirley Baker	817-551-2004
	shirley.baker@nara.gov	

Internal Revenue Service Branch

IRS Branch Supervisor	Vicki Holt	817-551-2018
	vicki.holt@nara.gov	

Transfer & Disposition Branch

Transfer & Disposition Branch Supervisor	John Finley	817-551-2022
	john.finley@nara.gov	
T&D Specialist (SF-135's)	Carmela Wynn	817-551-2023
	carmela.wynn@nara.gov	
T&D Technician	Kevin Smith	817-551-2019
	kevin.smith@nara.gov	
T&D Fax (SF-135's)		817-551-2021

Electronic SF-135 instructions	www.archives.gov/frc/forms/sf-135-intro.html
SF-135 email address	ftworth.transfer@nara.gov

Reference & Judicial Branches

Reference & Judicial Branches Supervisor	Carl Chatman	817-551-2025
	carl.chatman@nara.gov	
Reference Unit / Mail Room	Sandi Roy	817-551-2027
Reference Team Email address	ftworth.reference@nara.gov	
Mail Room Fax (OF-11's)		817-568-8963
CIPS Coordinator	Barry Drennon	817-551-2006
	barry.drennon@nara.gov	

Digital Imaging Lab		817-551-2003
	ftworth.erecords@nara.gov	

Electronic Records Vault		817-551-2003
	ftworth.erecords@nara.gov	

Records Center Operations

A Look Inside



Main hallway in storage area (Photo by Steve Ourada)



Inside one of the storage bays (Photo by Steve Ourada)



Digital Imaging Lab (Photo by Steve Ourada)

Records Center Operations

Dedication Day!

Dedication Day

March 2, 2007



NARA-SW Region Records Center Staff waiting for dedication ceremonies to begin (Photos by Tara McLoughlin)



Staff and Guests in the entry and reception desk area Charters of Freedom display in the background (Photo by Tara McLoughlin)



Staff and Guests in the reception desk area (Photo by Tara McLoughlin)

Records Center Operations

Dedication Day!



Dedication Day preparations
(Photo by Steve Ourada)



Color Guard at Dedication ceremony
(Photo by Tara McLoughlin)



Mayor Mike Moncrief addressing visitors during the dedication ceremony
(Photo by Tara McLoughlin)

Records Center Operations

Dedication Day!



David Weinberg, NARA Director of the Federal Record Center Program, addressing visitors during the dedication Ceremony. (Photo by Tara McLouglin)



"Jr" Harmon, Records Center Director and retired NARA-SW Region Assistant Regional Administrator Bobbie Wilkerson (Photo by Tara McLouglin)



A chance to look around. (Photo by Tara McLouglin)



Staff and Guests waiting for a tour of the new building (Photo by Tara McLouglin)

Archives

“This Great Nation Shall Endure”

Back in the summer of 2005, a Texas couple viewed the exhibit “This Great Nation Shall Endure”: Photographs of the Great Depression at the Franklin D. Roosevelt Presidential Library and Museum (FDR). They contacted the National Archives--Southwest Region (SW Region) and asked if the exhibit could travel to Texas—they had been so moved by this exhibit and they just knew that others around the country would be as well.

After a few contacts here and there—Herman Eberhardt (FDR Curator) and Meg Hacker (SW Region--Archives Director) started to work on a collaborative effort to unite the Presidential Library exhibit with the Regional Archives across the nation. Eberhardt and Hacker, along with Jim Sauter (FDR Exhibits Specialist) and Nancy Malan (National Archives central office—now retired) worked with the Tarrant County College—Northeast Campus to host the exhibit on its maiden voyage in the region.

The end result was a February 1, 2007 opening night for the exhibit with Dr. Allen Weinstein, Archivist of the United States, introducing the exhibit and assisting in a ribbon cutting event. Over 300 people braved the rain and snow to tour the exhibit. In just five short weeks, well over 7000 people viewed the 150 photographs from the Farm Security Administration.

Mary Burke (Southwest Region’s Education Specialist) used the Southwest Region’s wireless distance learning equipment to bring the exhibit into classrooms around the state and beyond. Burke trained 7 docents to lead guided tours for school groups, college classes, retirement centers, Camp Fire groups, etc. Almost every available tour slot was filled.

After the exhibit closed, the exhibit’s memory book, revealed wonderful entries from the public:

I was 6 years old in 1938 – and my children wonder why I save string, glass jars w/lids & bend over to pick up a copper penny. And I thank God daily for an

indoor flush toilet...Lunch at school in 1st grade was one slice of bread w/mustard on it. – Same for supper. Helen Riley Meacham

Being brought up in Red Cloud, Nebraska I remember a lot about the depression Days; Dust storms and swarms of grasshoppers. On the way to Church our bonnets would blow off and the grasshoppers would eat them before we could recover them from across the road. Joan Cramer Niles

Unless you have lived or witnessed these times you have no idea of the suffering or strife that was present during this time in our history. The pictures show the problems but not the feelings and hardships that were endured in everyday life to just survive to the next.

The exhibit traveled to Southeast Region in Morrow, Georgia where it will be available to the public until December 2007. Visit www.archives.gov/locations/calendar/index.pdf, to stay informed about future venues and dates.

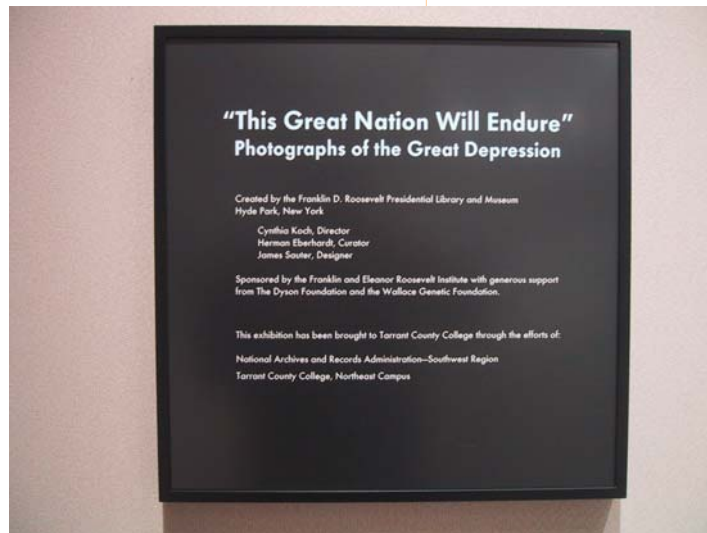


Exhibit Credit Panel—Tarrant County College- Northeast Campus (Photo by Jim Sauter)

Archives



Dr. Allen Weinstein, Archivist of the United States and Linda Wright, Tarrant County College (Photo by Jim Sauter)



Exhibit Installation, Rodney Krajca, Archivist, NARA-SW Region (Photo by Jim Sauter)



Exhibit – Tarrant County College – Northeast Campus (Photo by Jim Sauter)



Opening Night – Tarrant County College – Northeast Campus (Photo by Jim Sauter)

For more information contact
Meg Hacker, Director,
Archival Operations
Email: meg.hacker@nara.gov
Phone: 817-831-5643

NARA-SOUTHWEST REGION

NARA-FRCP
P.O. Box 6216
Fort Worth, Texas 76115



Visit in person...

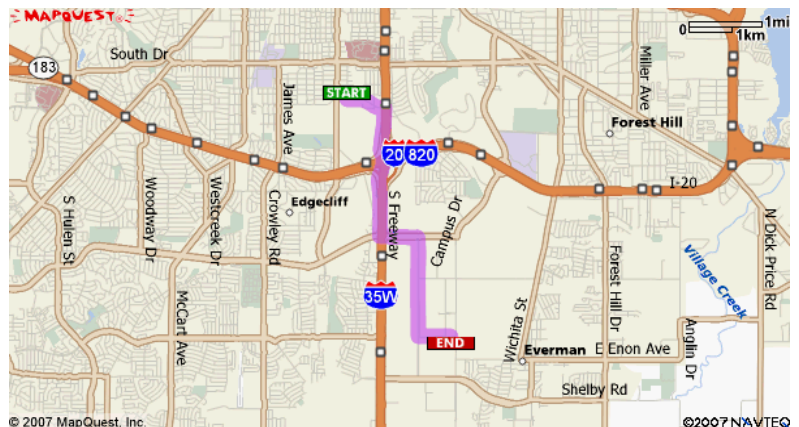
Directions: Archives and Records Management:

The Fort Worth facility is about 5 miles south of downtown Fort Worth, near the intersection of I-20 and I-35W. From downtown Fort Worth take I-35W south and exit on Felix Street. Proceed west on Felix for half a mile, turn left into the Federal Center, and stop for security information. The security guard will give directions to Building One.

You will need a valid driver's license and proof of insurance to enter the Federal Center.

Directions: New Federal Records Center:

From downtown Fort Worth, take I-35W South to Exit #42 (Everman Parkway). Turn left onto Everman Parkway. Turn left onto Will Rogers Boulevard. Turn right onto John Burgess Drive. The new FRC building is at 1400 John Burgess Drive on the corner of Oak Grove.



Map from Felix Street to John Burgess Rd

...or visit online

<http://www.archives.gov/southwest/>