

ARC Web Tips

for the National Archives' Archival Research Catalog

Basic Search for Archival Descriptions

Choose a high level search option.
The default is Archival Descriptions.

Type keywords into the search box and click the search button.

This is a full keyword search, so it might help to try singular, plural, and alternate spellings.
(Example: investigation or investigations)

Choose 100, 1000, or 2000 hits. Check the box to highlight your keywords in your search results.

Refine your search with more filters and other search features.

Advanced Search for Archival Descriptions

The Glossary defines words used in ARC descriptions.
Help provides general tips about navigating ARC.

Search by ARC ID, Local ID, Entry, NAIL, or other ID number.

Uncheck boxes to exclude options from your search results.

Expand your filter options.

Search Tips provide more details about keyword and filtered searching.

Tell ARC how to search on your keywords.

Check the box to search for the keywords only in the Title, Subtitle, or Other Titles.

Click on the Search button to run the search, or click the Clear Settings button to start over.

People Search & Organizations Search

Search or browse the People Index or the Organizations Index in ARC. The information for each person or organization includes links to the archival descriptions in ARC that are indexed by that name.

Not all archival descriptions are indexed by People, so you might want to try entering the name in the Archival Descriptions search box.

Click on a letter to browse the list of people by last name.

Enter a full name or part of a name in the search box and click on the Search button.



Re-sort your results by date, creator, or record group / collection.

Viewing Archival Descriptions Results

Start a new search or refine your search.

Summary view results can be viewed up to 50 results per page. Ten results per page is the default.

Hierarchy view results will display all at once in their archival hierarchy.

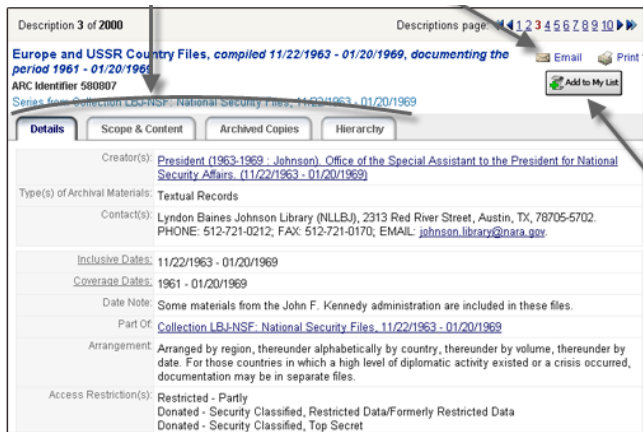
Click on the Title to view the full details of a single archival description.



Click on the tabs to see more information about the records.

Email a single description, all of your search results, or all of your My List results to a valid email address.

Print a summary or the full details of a single archival description or all of your search results.



Click on the Add to My List buttons to save results to My List. My List Results are deleted after 30 minutes of inactivity or the end of your search session. Be sure to print or email your results if you plan to take a break from ARC.