



# *Nixon Presidential Materials Staff*

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National Archives at College Park  
8601 Adelphi Road  
College Park, MD 20740-6001  
301-837-3290

## **How To Order Motion Film Reproductions From The Nixon Presidential Materials Staff**

**Please note: The Nixon Presidential Materials Staff (NLNS) is not a stock footage house. It is an office of the Federal Government. When using the Nixon Presidential Materials Staff as a source, allow up to 4 weeks for handling and processing an order.**

**Follow these instructions only if you wish to place an order for motion film copies (16mm, 35mm, color or black and white).**

The National Archives (NARA) has approved several labs (called "vendors") to produce copies of its motion film holdings for customers. Customers must contact one of these vendors and request that they agree to do the reproduction work. A list of these vendors is available. A vendor will process a customer's order only if the customer sends the vendor an "Item Approval Request List" that has already been reviewed by NARA. This list will tell the vendor if an intermediate copy or projection print of the requested film is available for loan to the vendor.

No matter what the copy quality, **all motion film reproduction orders require the use of a film intermediate**. An "intermediate" is a work print or projection print of an original archival film from which copies are made. The Nixon Presidential Materials Staff will loan items to the vendor only if Nixon Project staff can confirm that the production(s) is/are not restricted and that intermediates exist. Some of the thousands of films held by the Nixon Presidential Materials Staff have intermediate copies, and others do not. **If no intermediate element exists for an item requested by the researcher, the researcher may request the creation of an intermediate copy at their own expense** at the vendor of their choice.

- The intermediate print or negative will become the sole property of the Nixon Presidential Materials Staff.
- The **entire roll** must be printed, not portions.
- Each roll must be printed **separately**, not combined on a roll with numerous separate titles.
- Each roll must be labeled "From the Holdings of the Nixon Presidential Materials Staff".

Customers are responsible for:

- initiating the item approval process, by completing the Item Approval Request Form.
- arranging for all reproduction work (including the creation of intermediate copies), payment, and shipping details with a vendor chosen from the NARA list.

The customer deals directly with NARA only during the item approval review process. All arrangements for the loan of intermediates are handled by the vendor. Customers must direct all questions regarding status of orders or creation of intermediates to the vendors who will contact the Nixon Project. **Customers must request creation of intermediates where they do not exist. This is done through the vendor who will contact NARA.**

***Please see the information handout entitled "Completing the Item Approval Request Form for Audiovisual Records From the Nixon Presidential Materials Staff" for detailed instructions on completing the Item Approval Request List.***



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## **Completing the Item Approval Request Form for Audiovisual Records From the Nixon Presidential Materials Staff**

1. Please provide complete information on the Item Approval Request List for boxes "A" (contact information), "B1" (File Designator and ID No.), "B2" (subject), and "B3" (type of copy wanted). If you want to order more than 10 items, you will need to complete a continuation sheet. Please be certain to provide your name, control number, and the number of pages for your complete order at the top of the continuation sheet. You may order as many reels as you wish on one order by using continuation sheets, but longer orders will take longer to process.
  - The list and its continuation sheet are available through the Motion Picture Research Room or the Nixon Project.
2. Submit the Item Approval List(s) to the Nixon Project by mail (Nixon Presidential Materials Staff [NLNP], National Archives, 8601 Adelphi Road, College Park, MD 20740-6001); by fax (301-837-3203); or in person, to NARA staff monitoring the Motion Picture Research Room. Please allow up to 3 working days for processing.
3. Nixon Project staff will fax (if the requestor provides a fax number) or mail the reviewed Item Approval Request List to the customer. Please note:
  - The list has been assigned a "control number." This number is used to track the request through the order process.
  - A number "1" in an item's "Pending" column, shows that there is no intermediate copy currently available for the item.
  - A number "2" in an item's "Pending" column, indicates that there is some restriction on the item.
  - A number "3" in an item's "Pending" column, indicates that the projection print will be used as the intermediate for film to film printing.
  - A number "4" in an item's "Pending" column indicates that a projection print will be used as the intermediate for film to videotape transfer, and that a videotape intermediate must be created simultaneously at the researcher's expense.
  - A number "5" in an item's Pending" column indicates that a video or audio tape copy will be used as the intermediate for video or audio tape duplication.
  - A "check" and staff initials appearing in the "Approved" column show that the item is approved for reproduction work.
  - The columns for "Intermediate Format", "Original Format", "Running Time," and "Footage" are filled by NARA staff. Please refer to the "Motion Picture Archival Copy Abbreviations" to interpret archival format abbreviations.
4. Customers should refer to the "Vendor Contact List," choose a vendor, and contact that vendor to arrange work, payment, and shipping details. The researcher should specify the production of the required intermediate copies on Betacam SP, when appropriate.
5. **The order will proceed:**
  - The vendor will contact NARA to arrange loan of the intermediate(s) and will make copies according to the customer's specifications.
  - The vendor will ship the reproduction(s) to the customer according to the customer's arrangements.
  - The vendor will ship the reproduction(s), **only**, to the customer.

Nixon Presidential Materials Staff  
 National Archives and Records Administration  
 8601 Adelphi Road  
 College Park, MD 20740

## Item Approval Request List

### Nixon Presidential Materials

Telephone: (301) 837-3290  
 Facsimile: (301) 837-3203  
 Electronic Mail: nixon@nara.gov

A. Customer/Researcher Information			
Preferred Contact Person		Date Submitted	
Name/Company Name			
Street Address			
City	State	Zip/Mail Code	Country
Telephone	Fax	E-Mail	

For NLNP Office Use Only	
Control Number	Assigned To/Date
<b>For Vendor Use Only</b>	
Company Name	
Reviewed By	Date

<b>B. INSTRUCTIONS:</b> Provide <u>complete</u> information for boxes A, B1 and B2. We cannot approve incomplete listings. NOTE: "Pending" codes: "1" = needs intermediate; "2"=restricted; "3"=projection print; "4" projection print for film transfer, video intermediate required							
1. File/ID Number	2. Subject	3. Type of Copy Wanted	Intermediate Format	Archival Format	Running Time/ Footage Count	Approved	Pending (above)

#### ABOUT THE PROCESSING OF YOUR REQUEST

The list has been assigned a "control number". This number is used to track the request through the order process.

- A number "1" in an item's "Pending" column, show that there is no intermediate copy currently available for the item.
- A number "2" in an item's "Pending" column, indicates that there is some restriction on the item.
- A number "3" in an item's "Pending" column, indicates that the projection print will be used as the intermediate for film to film printing.
- A number "4" in an item's "Pending" column indicates that a projection print will be used as the intermediate for film to videotape transfer, and that a videotape intermediate must be created simultaneously at the researcher's expense.

#### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public burden reporting for this collection of information is estimated to be 15 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FRONT OF THIS FORM.

#### PRIVACY ACT STATEMENT

Sections 2104(a) and 2108 of Title 44 of the U.S. Code authorize the collection of this information. The primary use of this information is by NARA staff to process and track your reproduction request and to provide information to you and the vendor you select to make your reproduction. The information may also be used to facilitate preparation of statistical and other reports. Furnishing the information requested on this form is voluntary, but failure to do so will prevent NARA processing of your reproduction request.

**CONTINUATION SHEET  
ITEM APPROVAL REQUEST LIST  
NIXON PRESIDENTIAL MATERIALS**

Name/Company Name	Control Number	Page ____ of ____
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1. File/ID Number	2. Subject	3. Type of Copy Wanted	Intermediate Format	Archival Format	Running Time/ Footage Count	Approved	Pending (above)

# NIXON PRESIDENTIAL MATERIALS STAFF

National Archives and Records Administration

## MOTION PICTURE AND VIDEO DUPLICATION SERVICES

### [Atlantic Video, Inc.](#)

(Film to vid & vid to vid)

Attn: Dick Hobza

650 Massachusetts Avenue, N.W.

Washington, D.C. 20001

Tel: (202) 408-3426

Fax: (202) 789-1714

Email: [dhobza@atlanticvideo.com](mailto:dhobza@atlanticvideo.com)

### [Bono Film & Video Inc](#)

(Film to Hi Def, film to video, video to Hi Def, video to video)

Attn: Bonnie Willette or Tim Bono

3200 Lee Highway

Arlington VA 22207

Tel: (703) 243-0800

Fax: (703) 243-6638

Email: [archives@bonofilm.com](mailto:archives@bonofilm.com)

Websites:

[www.bonolabs.com](http://www.bonolabs.com) (for high definition services)

[www.bonofilm.com](http://www.bonofilm.com) (for standard definition services)

### [Colorlab](#)

(Film to film, film to vid & vid to vid)

Attn: Rebecca Reynolds or Kathy Burdette

5708 Arundel Ave.

Rockville, MD 20852

Tel: (301) 770-7281

Fax: (301) 770-7284

Email: [archivalfilm@colorlab.com](mailto:archivalfilm@colorlab.com)

### [Henninger Media Services](#)

(Film to vid & vid to vid)

Attn: Clinton Simmons

2601-A Wilson Blvd.

Arlington, VA 22201

Tel: (703) 243-3444 ext 203

Fax: (703) 243-5697

Email: [csimmons@henninger.com](mailto:csimmons@henninger.com)

### [Interface Media Group](#)

(Film to vid & vid to vid)

Attn: Tim Lorenz

1233 20th Street, NW

Washington, DC 20036

Tel: (202) 861-0500

Fax: (202) 785-532

Email: [Archives@interfacevideo.com](mailto:Archives@interfacevideo.com)

### [Silverspring Studios](#)

Attn: Jennifer Ferguson

801 Wayne Avenue, Suite 200

Silver Spring, MD 20910

Tel: (301) 608-2511

Fax: 301) 608-0525

Email: [jennifer@silverspringstudios.com](mailto:jennifer@silverspringstudios.com)

## SOUND RECORDING DUPLICATION SERVICES

### [The Cutting Corp.](#)

Attn: Aaron Coe

4940 Hampden Lane .Suite 300

Bethesda, MD 20814

Tel: (301) 654-2887, x19

Fax: (301) 654-1503

Email: [nara@cuttingarchives.com](mailto:nara@cuttingarchives.com)

### [Silverspring Studios](#)

(see entry above)