



National Archives at Kansas City

Serving the Central Plains Region

400 WEST PERSHING ROAD

KANSAS CITY, MISSOURI 64108

www.archives.gov/central-plains/kansas-city

National Archives Mission Statement

The National Archives and Records Administration is an independent Federal agency that helps preserve our nation's history by overseeing the management of all Federal records. Our mission is to ensure ready access to the essential evidence that documents the rights of American citizens, the actions of Federal officials and the national experience.

FAQ's – National Archives at Kansas City

Q. What is the National Archives - Central Plains Region, Kansas City, MO?

A. The Central Plains Region is one of nine regions consisting of 13 regional archives and 18 records centers throughout the United States. The region consists of several components, the Regional Archives which is charged with the maintenance of permanent records available to the public; a Records Management division that provides guidance and assistance to federal agencies about records services; and a Records Center Program that provides contracting services to federal agencies for storage, reference and retrieval. The Records Center Program operates two Federal Record Centers in the metro area: Lee's Summit and Lenexa.

Q. What is an archival record?

A. Archival records are records of Federal agencies whose ownership has transferred from the creating agency, for instance the Bureau of Indian Affairs, to the Archives of the United States. The National Archives permanently preserves and makes available to the public the archival records transferred to it.

Q. What is meant by *accessioning*, or an *accessioned* record?

A. Accessioning is the process by which ownership of records is transferred. An accessioned record is a record that is part of the Archives of the United States and is owned, preserved, and made available to the public by the National Archives. The terms *accessioned* record and *archival* record are synonymous.

Q. What archival records does the Central Plains Region hold?

A. The National Archives at Kansas City holds over 50,000 cubic feet of the permanent historically and/or intrinsically valuable records created for or by federal agencies in the normal course of business, in Iowa, Kansas, Missouri, Nebraska, Minnesota, North Dakota and South Dakota that have been appraised as permanent. These records are open for public use with few restrictions or controls.

Q. How can I view these records?

A. Archival records can be viewed in the textual research room at the National Archives at Kansas City, 400 West Pershing Road. Space is limited and the condition of requested records may require treatment before they can be safely handled. Researchers should call before arriving to do research in the textual research room in order to ensure a productive visit. Please contact the National Archives by phone at 816-268-8000 and ask to speak to an archives staff member.

Q. How can I obtain copies of archival records?

A. Copies of archival records may be made in the archival research room. Copies may also be obtained by sending a written request to the National Archives at Kansas City, Attn. Archives, 400 W. Pershing Rd., Kansas City, MO 64108 or kansascity.archives@nara.gov

Q. Are copies of archival records furnished free of charge?

A. No. Copies of archival records are furnished for a fee of \$.75 per page for textual records and \$.50 per page for microfilmed records. Copies are \$.20 per page for researchers viewing records onsite. Photographs and other documents that are electronically based are also available and copy fees are dependent upon size and number of reproductions.

Q. How long will it take to receive requested copies of archival records?

A. The National Archives allows for 10 business days to answer all inquiries for archival records.