



# *Pacific Currents*

A Regional Newsletter

National Archives and Records Administration - Pacific Region  
(Laguna Niguel and San Francisco, CA)

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## **Prologue Examines Black Market in Postwar Berlin in Fall Issue**

Washington, D.C. . . . Within months of the Allied defeat of the Third Reich in Germany in 1945, the black market for goods—from cigarettes and liquor to watches and cameras—was thriving in the divided city of Berlin. And it was proving to be profitable for American soldiers, according to a new article in the Fall 2002 issue of Prologue: Quarterly of the National Archives and Records Administration.

"In the ten years after World War II, Europe relied, to a great measure, on goods and services produced and sold in the underground economy," writes Kevin Conley Ruffner, a historian with the Central Intelligence Agency, in "The Black Market in Postwar Berlin: Colonel Miller and an Army Scandal." He added: "While every European country suffered through various forms of the black market, Germany and Austria, and more critically, Berlin and Vienna, became the epicenters of this temporary economy."



U.S. and Soviet soldiers and German citizens at a Berlin black market, August 15, 1945. Allegations that American military personnel profited from such markets created a serious public relations problem for the military. (NARA, 111-SC-209943)

And in Berlin, Ruffner writes, U.S. Army commanders were reluctant to get into the matter, and Miller's efforts for official investigations to uncover illegal activities and official complicity repeatedly ran into roadblocks.

The Fall 2002 Prologue also features an article, "Remember Me," on six historical documents that are not paper or parchment, but needlework made by young girls. These "samplers" are from Revolutionary War pension files and were sent in to the government to document births and marriages in pension applications. "Seeing their samplers takes the viewer to a time vastly different from our own," writes Jennifer Davis Heaps of the Archives staff.

Other articles in this issue include one on the use of nuns as nurses in the Spanish-American War; a photo feature on Andersonville prison during the Civil War; a retrospective look at the Cuban Missile Crisis 40 years ago this month; and "Genealogy Notes", summarizing military records in the holdings of the National Archives.

"A Classroom Called NARA" examines the National Archives nationwide education programs, from sporadic programs and magazine articles in the 1970s to teacher workshops and "The Digital Classroom" on the World Wide Web.

In his regular column, Archivist of the United States John Carlin discusses the importance of the U.S. Constitution, which is part of NARA's holdings. "It is our responsibility to keep alive its ideals and the intentions and aspirations the American who came before us had for our country," Carlin writes.

### ***In This Issue:***

- ***Media Interest in Archival Holdings***
- ***Seven Basic Rules for Computer Security***
- ***NARA Pacific Region's Workshop Schedule***

For more than 30 years, Prologue has shared with readers the rich resources and programs of the National Archives, its regional archives, and the Presidential libraries. In every issue, there are thought provoking and entertaining articles—based on research in the National Archives' magnificent holdings—written by noted historians, archivists, and experts recognized in their fields. The Washington Post said, "Prologue . . . can be regarded quite literally as an invitation for further study. It is also consistently absorbing reading."

Prologue can be purchased in the Publications Sales Office (Room 406) at the National Archives Building in Washington and the Publications Sales Office at the National Archives in College Park, MD. A one-year subscription to Prologue costs \$16. To begin your subscription, call 301-837-1850 or 1-800-234-8861, or print out the order form found on the web site at [http://www.archives.gov/publications/prologue/subscribe\\_to\\_prologue.html](http://www.archives.gov/publications/prologue/subscribe_to_prologue.html).

## ***Regional Archives***

### **Media Interest in Regional Archival Holdings Notable in 2002**

Holdings of regional archival operations units are extremely rich and diverse, reflecting the remarkable, often surprising history of our region. Archival records can, unexpectedly, become relevant to current issues. Local, national and international media are exploiting our holdings, and the knowledge of staff who administer them, to develop pieces for print and broadcast media. Here we highlight two recent examples:

#### ***Landmark Regional Civil Rights Case on PBS***

Orange County PBS station KOCE recently aired a documentary on the law suit Gonzalo Mendez, et al v. Westminster School District of Orange County, et al. This ground breaking 1945 civil suit, filed by Felicitas and Gonzalo Mendez against four southern California school districts, demanded an end to the segregation of Hispanic schoolchildren in Orange County. The Mendez children had been turned away from Westminster's 17th Street School and consigned to Hoover, generally regarded as the school for children of Mexican descent. The Mendez family won the case in U.S. District Court and again on appeal, and then enrolled their children in the 17th Street School. The NAACP, ACLU, American Jewish Congress and the Japanese American Citizens League all submitted amicus briefs to the appellate court, arguing in favor of court-ordered integration. While the ruling was limited to desegregation of Hispanics in California, it was part of the national drive to end segregation and is considered by many Californians to be their Brown v. the Board of Education. NARA's Pacific Region holds District Court filings and

transcripts in Laguna Niguel, while Circuit Court records are available in San Bruno.

#### ***Film Crew from Korean Broadcasting System Visits San Bruno***

A documentary team from the Korean Broadcasting System visited the National Archives, Pacific Region (San Bruno) on October 25, 2002, to record footage for a film on Korean immigration to the United States. The four-part feature will be broadcast in January, 2003, the centenary of Korean immigration into this country. The "plot" of the segment being filmed revolved around locating Kong Woo You, an ancestor of the documentary's director, Jea Sek Yoo, in Immigration and Naturalization Service records in NARA holdings. NARA employee, William Greene, had previously searched indexes to passenger lists, trying variant spellings of "You," but was unable to find any record of his arrival. The team interviewed Mr. Greene, who described the methodology he had employed in his search. Greene explained that the elder Mr. You may have arrived in Seattle rather than San Francisco, or that his name might have been incorrectly transcribed on the passenger arrival list. Team members conducted their own search in the microfilm. Greene will likely appear in the documentary when it is broadcast, and real fame may follow.

Our holdings document many issues still very much alive in today's world – immigration, the environment, legal rights of U.S. citizens and the entitlements of native people. We can expect that in addition to ongoing historical research, the media will continue to utilize our holdings to expose and explore vital topics in the public forum.

### ***Got Records Management?***

***Do you know how to inventory records in your office?***

***Do you know how to maintain e-mail properly in your office?***

***Does your office know what to do in case of a records disaster?***

***Are you planning a digital imaging project? Do you know the risks involved?***

***Do you want to learn how to transfer records to the Federal Records Center?***

***You can find out the answers to these and other questions by attending our workshops.***

***Sign-up today! See page 5 for details...***

# RECORDS MANAGEMENT

## Seven Basic Rules for Computer Security

### PASSWORD SECURITY

- 1. Keep your passwords to yourself.*  
Select an unusual combination of at least eight letters, numbers, and special characters (see “Pick a Perfect Password” below).  
Never write passwords down or post them by your computer.  
Change passwords at least every 90 days.
- 2. Protect your computer and files from computer viruses.*  
Be sure your computer is running the current version of your antivirus software.  
Contact your System Administrator or User Support Services if you see anything suspicious or have any questions regarding your virus software.
- 3. Log off and lock up.*  
Use a screensaver with password protection.  
Log off when you leave your computer unattended.
- 4. Protect diskettes, CDs, and other computer equipment from physical hazards.*  
Keep your laptop in a safe place.  
Keep diskettes and CDs away from magnets and the emissions from microwave ovens.  
Keep food and drink away from your work area.
- 5. Back up data and store it securely.*  
Make daily backups or be certain that the network server is doing this automatically.
- 6. Use only licensed copies of commercial software.*  
Do not borrow software.  
Do not install software without your agency’s authorization.
- 7. Protect your computer files from unauthorized access.*  
Share information only with those who should have it.  
Delete or store computer information when immediate access is no longer needed.

### PICK A PERFECT PASSWORD

Creating a secure password is an essential first step in protecting your computer and the information with which you have been entrusted. Avoid the following:

- Dictionary words, no matter how long
- Names spelled backwards
- First and last names

- Street and city names
- License plate numbers
- Room numbers, social security numbers, telephone numbers
- Beer and liquor brand names
- Athletic team names
- Days of the week and months of the year
- Repetitive characters (aaaaaaaa, 22222222)
- Common keyboard sequence (qwertyui, asdfghjk)
- Words with random character attached (defense 1, 1defense)

DO USE at least 8 characters - almost 3 trillion combinations!

DO mix in some special characters, such as punctuation marks or symbols (~!@#%&\*()+=/?).

A random eight-character password, designed as suggested, would take years for the average computer hacker to figure out.

### PASSWORD TRANSFORMATION EXAMPLES

Insert special character: Change “Autograph” to “Auto%graph”

Shift from “home” on keyboard: Change “Computer” to “Xinoyrwe”

Use Shift Key: Change “1/1/2001” to “!?!?@)!”

Abbreviations: Change “Relative humidity” to “relativehumid”

Transliteration: Change “Photograph” to “Fotograf”

Use initials: Change “NHHO NARA” to “Nhho\*nara”

Substitute synonym: Change “Coffee break” to “Javarest”

Weave vowels and consonants: Change “Enter” to “Aeneteri”

Weave words: Change “John Mills” to “Jmohlnls”

Repetition: Change “Horse horse” to “Horsehorse”

Rotate letters: Change “Backwards” to “Dackwarbs”

### EXPECTATION

We must ensure the protection of our electronic information through good security practices. Increased public access to our services and record will make us even more vulnerable to privacy violations and other abuses. It is important that each user protects records and reports unusual activity

## ATTENTION, PLEASE!

### Notice to NARA’s Laguna Niguel Customers



The Post Office box address is no longer valid. Please use the following address:

National Archives and Records Administration  
Pacific Region

**Our Most Valuable Asset...**

**PACIFIC PROFILES**



## Heart of the Center – The Mailroom

Although it's a seemingly small operation, the mailroom at NARA in Laguna Niguel is where all the action takes place. Just ask Tony Matias, our mailroom technician. Tony's daily routine is packed with a variety of tasks that keep the flow of mail going in the right direction. He starts his day by getting all the postal machines ready for action. Then he does a

Laguna Niguel, CA 92677

check on all incoming Records Center reference requests that need processing in accordance with NARA's baseline agreements with Federal agencies. This includes preparing all the reference request batches for the General Reference Team, and entering request information into NARA's Web Tally for billing purposes.

In addition to this, Tony runs his backlog reports, Computer Information Processing System (CIPS) requests, and empties the refile cart from the previous day's appointments with the Trust Fund Team. This all takes place before his morning break!

Between break and lunch, the pace doesn't slow down, because there are reference request batches to hand out to the pullers, quality control work to be done, incoming phone calls to handle, and e-mail requests for reference services to process. Plus there are Fed Ex and UPS shipments to pick up at the back dock and mail to distribute to the staff.

After lunch, Tony's day starts to wind down as he prepares Fed Ex, UPS, and other out-going mail. He continues handing out reference request batches and handling phone calls. Eventually it's time to turn off all the postal machines, clean up the mailroom, and head home for the day.

This routine doesn't include special projects, and the extra security measures Tony had to take due to the Anthrax alert earlier this year. Once a day, he donned goggles, mask, and gloves and screened every piece of mail upon arrival to protect the staff from a possible disaster.

## CONTACT US!

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# Records Management Workshops at a Glance - Fiscal Year 2003

## San Bruno Workshops

**Open House** Contact Joan Payne  
(650) 876-0910 joan.payne@nara.gov  
April 3, San Bruno, CA

**Records Transfer and Reference**  
(half-day)

Contact Patti Bailey (650) 876-9007  
patricia.bailey@nara.gov

January 9, 2003, San Bruno, CA

March 11, 2003, San Bruno, CA

May 6, 2003, San Bruno, CA

July 1, 2003, San Bruno, CA

September 3, 2003, San Bruno, CA

**For the following workshops, contact:**

Cynthia Mitchell (650) 876-9006  
cynthia.mitchell@nara.gov

**Basic Records Operations**

January 8, San Bruno, CA

March 6, Sacramento, CA

July 8, Oakland, CA

**Advanced Records Operations**

May 1-2, Oakland, CA

**Disaster Preparedness and Response**

February 6-7, San Bruno, CA

**Electronic Records Issues**

March 27, Oakland, CA

**Information Technology for Federal Managers**

June 4, Oakland, CA

## Laguna Niguel Workshops

Contact Debi Wayne, (949) 360-2622  
deborah.wayne@nara.gov

**Basic Records Operations**

January 14-15, Las Vegas, NV

January 28-29, San Diego, CA

February 11-12, Laguna Niguel, CA

March 4-5, Phoenix, AZ

April 8-9, Los Angeles, CA

April 29-30, Tucson, AZ

August 5-6, Laguna Niguel, CA

**Advanced Records Operations**

March 25, Las Vegas, NV

July 17, San Diego, CA

May 13, San Diego, CA

**E-mail as a Record** (half-day)

January 16, Las Vegas, NV

January 30, San Diego, CA

February 13, Laguna Niguel, CA

March 6, Phoenix, AZ

April 10, Los Angeles, CA

May 1, Tucson, AZ

August 7, Laguna Niguel, CA

**Digital Imaging**

June 5, Los Angeles, CA

**Disaster Preparedness and Response**

June 25-26, Phoenix, AZ

## Laguna Niguel Workshops cont.

**Electronic Records Forum**

July 15-16, San Diego, CA

**Managing Electronic Records**

June 3-4, Los Angeles, CA

**Risk Management and Cost Benefit Analysis**

March 26-27, Las Vegas, NV

May 14-15, San Diego, CA

**Scheduling Records**

May 13, San Diego, CA

**For the following workshops, contact:**

Susie Bielawski (949)360-2623  
susie.bielawski@nara.gov

**Records Transfer and Reference**  
(half-day)

January 16, Las Vegas, NV

January 30, San Diego, CA

February 13, Laguna Niguel, CA

March 6, Phoenix, AZ

April 10, Los Angeles, CA

May 1, Tucson, AZ

August 7, Laguna Niguel, CA

Cathy Westfeldt, Records Management Program in Laguna Niguel, provides on-site training in Southern California.



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