



# The Southwest Bulletin

Issue #5

Winter 2008

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## Awaiting Word on the NARA Southwest Region's Proposed Archives Building



NARA-Southwest Region buildings from the beginning to the present. What eventually will the future hold? 1) Region's first records center, located at Love Field in Dallas in the 1950s; 2) Region's next location - Vickery Blvd in Fort Worth, c. late 1950s; 3) Federal Depot in South Fort Worth, the current home to Region's Archives and Records Management Programs, dates from the early 1940s; 4) New Federal Records Center in South Fort Worth, dedicated in March, 2007.

### By C. Preston Huff, Regional Administrator

For decades our three programs have more or less been under one roof. However we began to realize that once it was time to move out of the Federal Depot in south Fort Worth, we would probably need to look at splitting up our operations.

The largest of our three programs is the Federal Records Center. It has the most staff and cer-

tainly requires the most real estate. This program is responsible for storing some 1.4 million cubic feet (boxes) of mainly temporary records for some 100 Federal agencies in our four state Region. The Federal Records Center is now a reimbursable program and it charges for a variety of services regardless of whether the records are on paper or on media. The Federal Records Center now has a new, 205,000 square foot facility in south Fort Worth. The program will also con-

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/](http://www.archives.gov/southwest/)

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

Leonard "Jr" Harmon  
Assistant Regional Administrator  
e-mail: [leonard.harmon@nara.gov](mailto:leonard.harmon@nara.gov)  
817-551-2003

Position Pending  
Director, Records Center

Meg Hacker  
Director, Archives  
e-mail: [meg.hacker@nara.gov](mailto:meg.hacker@nara.gov)  
817-831-5643

Bill Fellers  
Director, Records Management  
e-mail: [bill.fellers@nara.gov](mailto:bill.fellers@nara.gov)  
817-831-5918

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



## Looking to the Future

*(Continued from page 1)*

continue to operate a 440,000 cubic foot two-bay facility at the Federal Depot.

In terms of buildings, the Federal Records Center is now in very good shape. Recently, the staff completed the movement of some 1 million cubic feet of records from the old building at the Federal Depot.

But the old building is still home for the other two Regional programs - the Archives and Records Management. The plan is to relocate these areas to another new building in the Fort Worth area within the next couple of years. The Federal Records Center is now located on 14 acres in a light industrial park where land values are reasonable. However, due to the public programs aspect of the Archives we planned for a location that will be more conducive to visits by the public, i.e., a museum district or cultural area in the Metroplex. This means that the Archives will become a very different type of facility than we currently occupy.

The plans for the future facility are to:

- Become more museum-like. Incorporate exhibits on National, regional and state history and highlight the documents that we have in our holdings.
- Provide meeting space for groups, sponsor talks by authors, astronauts, leaders in the fields of science, history, politics, etc.
- Provide a learning center for teachers and K-12, as well as college groups.

We also intend to include an appropriately sized lobby for receptions and staging groups and hope to have a gift shop as well. We had none of this in the old building at the Federal Depot, so this will be a big improvement, as well as a change in direction for the Region.

The Archives will still have research rooms and the proposed building will

house approximately 20% of the Region's most important, most referenced, original records. The remainder of the Archival records will be housed in a special bay at the Federal Records Center.

The anticipated size of the facility is approximately 35,000 to 40,000 square feet. As a point of reference this is just a bit larger than the Fort Worth Cowgirl Hall of Fame and Museum.

The Records Management function will also be located in this new building. For years, this program has moved around from building to building and it is ready for some stability. The rationale for being located in the Archives Building is that there will be ample meeting space such as a lecture hall and meeting rooms that can be used for conferences, workshops and agency briefings. Also, the venue will lend itself to having guided tours of the exhibits as part of the conference or workshop session. This co-location of these programs provides a natural tie-in between the units and reinforces the agency mission.

While Records Management is concerned with the whole life cycle of records - from cradle to grave - it is also astutely aware of the importance of the historical record. This location will help the staff get that point across to agency representatives in an educational, but entertaining, environment.

So why hasn't this been done yet? Well it takes time to put all of the pieces together. It also takes a little luck. Lately the piece that has been missing is the crucial one - the funding. We are awaiting the approval of the FY08 budget. Until we get that green light our Archives and Records Management staff we will continue to occupy a portion of the old building at the Federal Depot. We are keeping our fingers crossed that we get some good budget news soon.

# Staff Changes

## Leonard Harmon, Jr., “Junior” is the new Assistant Regional Administrator.



*Photograph by Cindy Smolovik.*

Leonard Harmon, Jr. is now the Assistant Regional Administrator for the National Archives and Records Administration’s Southwest Regional Facility here in Fort Worth.

He brings twenty-four years of experience in the field of Records and

Information Management. He served as the Director of Records Center Operations from 1999-2007. During his tenure with NARA, he was heavily involved in the construction and certification activities for the 80,000 sq ft annex and the new 205,000 sq ft records center. He initiated pilot programs for bar code tracking of holdings, the Smart Scan electronic delivery system and a document conversion imaging lab. He has served on several national level NARA work groups to develop new initiatives for improving FRC services in response to the needs of federal agencies. Prior to joining NARA, he was the Records Officer for an independent Oil and Gas company for six years. He managed the company records center located in Fort Worth and managed their Electronic Data System program for all seven regional offices. Earlier in his career, he spent fifteen years in the nuclear power industry in several capacities at three different projects. He has served in supervisory positions for over twenty-six years. He actively participates in the Fort Worth chapter of Association of Records Managers and Administrators (ARMA) International.

Harmon is looking forward to the challenge of managing the three respective programs in this region, [Records Center Operations, Archival Operations, and the Records Management Program] and the further development of e-services provided by NARA for its agency customers. There are very dynamic things coming in the next few years with the national rollout of the ARCIS program to enable NARA to more effectively interface with Records Center stakeholders and the impact that ERA will have on Archival operations and the ongoing emphasis of e-government to the Records Management staff.

## Introducing Jenny McMillen, Archives Education Coordinator



*Photograph by Cindy Smolovik.*

Teaching with primary documents encourages a varied learning environment for teachers and students alike. Lectures, demonstrations, analysis of documents, independent research, and group work become a gateway for research with historical records in ways that

sharpen students' skills and enthusiasm for history, social studies, and the humanities.

Jenny McMillen joined the Regional Archives staff in November 2007. McMillen holds a Master of Arts in Public History with an emphasis in Archives from the University of Texas at Arlington. While in graduate school she was fortunate to be chosen as an intern for the Frank and Peggy Steele Internship Program for Youth Leadership at the National Baseball Hall of Fame in Cooperstown, New York. As the Technical Services Intern she had the opportunity to work with a variety of archival materials in the collections ranging from scrapbooks to player contracts to baseball executives' correspondence. Shortly after graduation she took a position with the Texas Rangers Baseball Club as Education and Tour Programs Manager at the Legends of the Game Baseball Museum at Rangers Ballpark in Arlington.

McMillen is excited to be the new Education Specialist for NARA’s Southwest Region and looking forward to working with educators and students throughout the region to increase their knowledge and use of NARA’s archival holdings. This is a great opportunity for students to work with primary source documents and gives them a better understanding and greater appreciation for history while gaining important analytical skills. She hopes to share her excitement for working with archival materials and encourage others to be life-long learners and users of NARA’s holdings.

Is there a student in your life that needs help with a research project or school paper? If so, please contact: e-mail: [jenny.mcmillen@nara.gov](mailto:jenny.mcmillen@nara.gov) or 817-831-5917 with any questions.

# 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)**

NARA-SW Region is working closely with Miya Boykin, SWPA Records Officer with a comprehensive update of their records schedule. We are entering the second year of this multi year project. We will be assisting SWPA with the analysis of the records inventory conducted in FY 07 to identify and schedule currently unscheduled records; update descriptions, retentions and instructions for scheduled records; develop and submit new Requests for Records Disposition Authority (SF115) and assist with integration of the new schedule into SWPA's Enterprise Content Management System.

## **Minerals Management Services (MMS)**

Records management scheduling and appraisal for Minerals Management Services (MMS) has been assigned to the Southwest Region. A national team including NARA staff from the Southwest, Rocky Mountain, Pacific and Pacific-Alaska Regions is working with MMS staff to revitalize their existing retention schedule using the "Big Bucket" approach. This project will include scheduling of electronic records keeping systems and paper records.

## **International Water and Boundary Commission (IBWC)**

Bill Fellers, Records Management Program Director and Michael Baimbridge, Senior Records Analyst, NARA-SW Region met with Zenon Moya, Records Officer for the

International Water and Boundary Commission (IBWC) in El Paso, Texas. NARA-SW Region will be working with the IBWC to identify archival records and perhaps establish a interagency project to reformat historical materials for access, as well as, preservation. We will also be working with the IBWC to update the existing records schedule and identify and schedule currently unscheduled records.

## **Food and Drug Administration National Center for Toxicological Research (FDA/NCTR)**

Located in Arkansas, the National Center for Toxicological Research, is a Food and Drug Administration facility which is internationally recognized for research that addresses the mechanisms of toxicity of chemicals and pharmaceutical drugs, defines the risks associated with chemical and microbial good contamination, and identifies biomarkers for terrorism due to biological and/or chemical exposure. The Center is building a new storage area for its research data. NARA-SW Region is working with NCTR Records Management staff, under the direction of Dr. Brenda McGee, with the appraisal and update of their retention schedule, development of procedures for the new records storage area, and tailored records management training for all NCTR staff.

## **U.S. Air Force Health Study on the effects of Agent Orange and other herbicides used during the Vietnam War**

The appraisal of records from Brooks Air Force Base in San Antonio, Texas from the U.S. Air Force Health Study was completed in FY 07. These records document an important health study conducted by the U.S. Air Force conducted 1982-2003 with analysis completed in 2006. During the Vietnam War, a spraying operation, named Operation Ranch Hand, was conducted by U.S. Air Force personnel using aircraft specifically modified for the task. While personnel from other military services were also exposed, it is believed that the airmen involved in Operation Ranch Hand probably had the highest exposure, putting the U.S. Air Force in a unique position to study the exposure effects. The finalization of the schedule of these records should be completed in early 2008.

## **Federal Aviation Administration**

Southwest Region Records Management staff are engaging with the Federal Aviation Administration (FAA) offices at the Mike Monroney Aeronautical Center in Oklahoma City to assist with the development of records management procedures, training, policies, and inventories. This project, spearheaded by Kathy DePaepe, FAA Records Liaison, began with records management training for over sixty individuals. Cindy Smolovik, Senior Records Analyst, NARA-SW Region will be working with Kathy to begin much needed records inventories for various entities in order re-establish proper records handling and develop related policies and procedures.

## **Pick your own schedule**

Our dates and places don't match yours? Help us find a place and date that does. If you can help us gather a minimum of ten people in your location we will coordinate dates and come to you. For more information about this program contact Bill Fellers at 817-831-5918 or email [Bill.Fellers@nara.gov](mailto:Bill.Fellers@nara.gov).

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

Bill Fellers, Director Records Management Program  
at 817-831-5918 or e-mail [Bill.Fellers@nara.gov](mailto:Bill.Fellers@nara.gov)

# Records Management Training – Southwest Region

## January – September 2008

### 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)

February 13, 2008	Fort Worth, TX
April 9, 2008	Fort Worth, TX
May 14, 2008	Fort Worth, TX
June 11, 2008	Fort Worth, TX
July 9, 2008	Fort Worth, TX
August 13, 2008	Fort Worth, TX

### 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)

February 14-15, 2008	Fort Worth, TX
April 1-2, 2008	Little Rock, AR
May 20-21, 2008	Houston, TX
June 24-25, 2008	New Orleans, LA

### Disaster Preparedness and Recovery Conference: May 6-9, 2008

Presenting full day courses on Vital Records, Records Emergency Planning and Response, and FEMA-COOP (Location to be announced, \$300)

### 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.

#### 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)

February 26-27, 2008	Fort Worth, TX
September 9-10, 2008	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)

February 28-29, 2008	Fort Worth, TX
September 11-12, 2008	Fort Worth, TX

On-line registration at <http://nara.learn.com>  
For more information contact: John Garza at  
817-831-5919 or e-mail [Ftworth.Recmgmt@nara.gov](mailto:Ftworth.Recmgmt@nara.gov)

(Continued on page 6)

# Records Management Training – Southwest Region

## January – September 2008

(Continued from page 5)

### 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)

March 4-5, 2008                      Fort Worth, TX  
September 15-16, 2008              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)

March 5-6, 2008                      Fort Worth, TX  
September 17-18, 2008              Fort Worth, TX

### 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)

March 7, 2008                      Fort Worth, TX  
September 19, 2008              Fort Worth, TX

## Annual E-Records Forum 2008 scheduled for April 17-18th in Austin, Texas

This annual conference features nationally recognized speakers on current topics in records management focusing on the challenges of the digital age.

This year's conference is in the planning stages focusing on data management, preservation, digital discovery and other new technology issues including speakers from the San Diego Supercomputer, General Accountability Office, Library of Congress, and NARA's Electronic Records Archives.

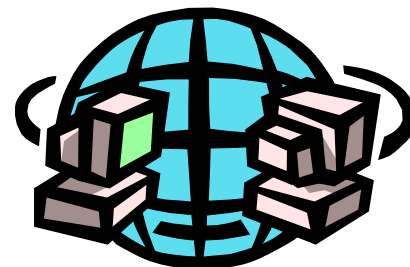
Conference Location: J. J. Pickle Conference Center, The Commons, 10100 Burnet Road, Austin, Texas 78759

Event is co-sponsored by:

- National Archives and Records Administration – Southwest Region
- Texas State Library and Archives Commission
- Society of Southwest Archivists
- University of Texas School of Information
- National Association of Government Archives and Records Administrators

For more registration and other information visit:  
<http://www.archives.gov/southwest/>

*Look for this logo:*



E-Records Forum  
2008

## Introducing the Archives and Records Centers Information System (ARCIS)

Archives and Records Centers Information System (ARCIS) is an IT system currently under development for the Federal Records Center Program and its customers. When fully deployed, the new system will replace legacy systems (NARS-5, SIS, etc.), automate and streamline many FRC workflow processes, and will be the online portal through which NARA's customer agencies will do business with the FRC.

This state-of-the-art technology system will replace NARA's existing business systems and provide additional capabilities and services to FRC customers. ARCIS will enable customers to request records center services and to access holdings and activity information via the Internet. Additionally, the use of bar code technology will allow control at the box or folder level. Implementation is projected to begin in FY 2008.

While the Southwest Region is a long way from using ARCIS we will be providing information to our customers from time to time on the progress of the system development beginning with this brief description of some of the goals and objectives.

The FRC is building ARCIS to:

- Reduce IT operating costs
- Improve customer satisfaction. Customers want to conduct business transactions electronically and have greater flexibility to customize FRC services to their agencies' individual needs
- Update legacy systems to current technology to streamline business processes for both FRC staff and agency customers
- Provide growth opportunities with the development of new products and services



**FEDERAL RECORDS CENTERS**  
of the National Archives and Records Administration

ARCIS is being designed using Siebel-Customer Resource Management COTS software, an extremely customizable and flexible platform. The system will, upon full deployment, be able to accommodate all holdings, both general and specialized. It will also have the capability to add new business processes and other components in the future. The Siebel software is being used successfully at the FRC's National Personnel Records Center to manage more than 1.5 million transactions annually.

How will customer access and control be improved?

- Single Point of Entry – web based interface that is secure, fast, easy to access and responsive to NARA staff and customers
- Improved Notification – data entry, access data and receive status updates for all allowable transactions
- Levels of access will be tailored to individual user needs
- Capable of tracking assets and transactions across functions

Contact us at 817-551-2000 if you have any questions and stay tuned for future updates.

**ARCIS**

*Archives and Records Centers  
Information System*

# Records Center Operations

## Media Services

### Solutions for Reformatting Paper Documents and other Media Services

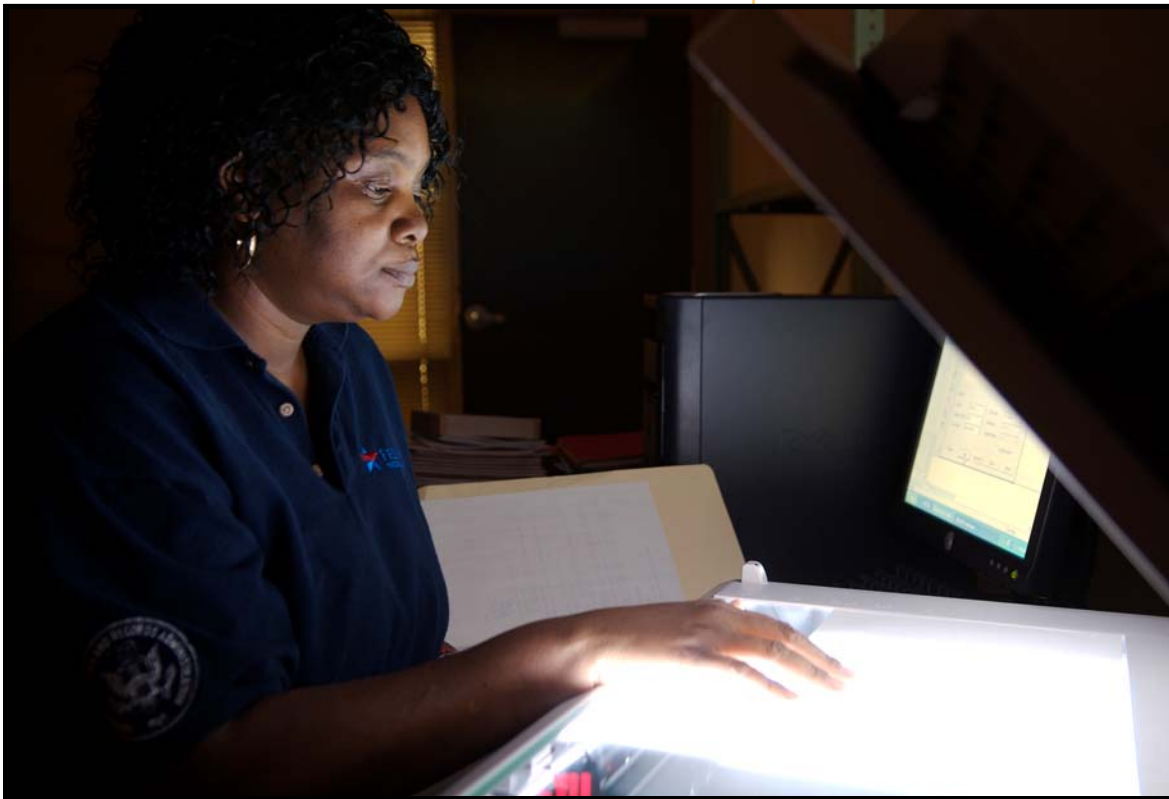
The Southwest Region has two solutions for reformatting paper documents for preservation of permanent records or the convenience of electronic formats for long and short term needs. For many, microfilming is still the preferred preservation medium for permanent records while digital imaging enhances the usage of many long and short term records. The facility offers a wide range of reimbursable micrographic and digital imaging services. We provide both of these document conversion services for federal agencies and government contractors throughout the nation.

### Document Conversion by Digital Imaging

Digitizing paper records provides backup copies for key documents, gives instant access to frequently referenced records, and preserves the integrity of fragile or aging paper originals. Since paper records can be promptly transferred to the FRC after scanning digital imaging can save money on expensive office space and filing cabinets.

Digital imaging lab services include:

- Conversion services (paper to digital) for both temporary and permanent (archival) records
- Formats such as PDF, JPEG, TIFF, XML, and others
- Optical Character Recognition (OCR)
- Custom levels of scanning--from basic scanning for administrative copies to premium scanning that meets NARA requirements for permanent e-records
- Strict quality control measures, from a predetermined sample size up to 100% verification
- Indexing services for as many metadata items as your agency requires
- Back-up storage available for your digitized records in the new FRC Electronic Records Vault (ERV)
- All necessary document preparation, including removal of staples, paper clips and binders
- Custom services for special formats (books, photos, cards, 35mm slides, maps and oversized drawings) etc.)



Jackie Keaton, Southwest Region Digital Imaging Lab, 2007. *Photograph by Earl McDonald.*

### Recent Digital Imaging Projects

- The digitization of probate records for the Bureau of Indian Affairs allows them to view and make determinations on heirship records and holdings much faster.
- Hurricane Katrina rattled the Gulf Coast, and also caused devastation to federal records housed with the Navy. A variety of personnel, human resources, contracts, and other files are undergoing document conversion to ensure that their administrative and financial processes go undeterred.
- An on-going Optical Character Recognition (OCR) conversion of U.S. Court records on behalf of a



# Records Center Operations

## Media Services

third party is ensuring that pertinent civil, criminal, and Court of Appeals records are readily accessible to the public. The records are set to the party's specifications and sent via file transfer protocol (FTP).

### Microfilm services

The Fort Worth Federal Records Center is the national provider of micrographic services for the Federal Records Center Program. Microfilm is the longest lasting widely accepted method to preserve and protect any kind of information and is beneficial for permanent or long-term temporary records or for backing up vital records.

Recent Micrographic projects include:

- Indian Health Service, Bureau of Indian Affairs
- Medical registration cards for the VA Medical Center in Dallas, Texas
- Attorney admission files and applications to regain citizenship for the U.S. District Court in Baton Rouge, Louisiana.

- Office of the City Secretary, City of Dallas, Texas

### E-Media Storage

For more than 50 years, Federal agencies have trusted the Fort Worth Federal Records Center to securely store and promptly retrieve their paper records. The tradition of service continues by now offering top-quality storage and servicing for today's Federal electronic records.

The Electronic Records Vault (ERV) provides the ideal storage environment for all kinds of Federal e-records, from backup tapes of your agency's day-to-day records to your most critical electronic vital records.

The ERV features the following:

- Secure, limited-access storage for a diverse array of media types, including backup tapes, CDs, and DVDs
- Around-the-clock security monitoring
- Non-aqueous fire suppression system (FM200)
- Strict temperature and humidity controls to protect sensitive media

- Slotted storage shelving for individual tracking of media
- Electronic media box storage available for frequently rotated media
- Barcoding and tracking with specialized vault software

The ERV complies with all Federal regulations regarding the storage of electronic records, and is open to serve agencies in all regions of the U.S. Same-day or overnight delivery of e-media transfers and reference requests is available. NARA has two ERVs—this one in Fort Worth and one at the Washington National Records Center in Suitland, Maryland.



Veronica Kelly, Southwest Region Digital Imaging Lab, 2007. Photograph by Earl McDonald.

# Records Center Operations

## Media Services

### Secure Media Shredding

NARA's Federal Records Centers take a comprehensive approach to helping manage the entire life cycle of electronic records. The industrial disintegrators can thoroughly destroy a wide range of media formats, ensuring that no confidential, classified, personally identifiable, or privacy protected information is left unprotected for unauthorized use.

Features of this service include:

- Secure destruction of CDs, DVDs, diskettes, magnetic tapes, cartridges, microfilm, etc.
- Proper disposition of "confetti-like" shredded residue
- Shredder meets NSA specifications for High Security Disintegrators (NSA/CSS 02-02) and Optical Media Destruction Devices (NSA/CSS 04-02)
- Certified witnessed disposal by FRC staff and/or your agency's representative
- Shredding available to "3/32"

### Custom Solutions for Other Document Management needs:

In addition to storing and servicing over 1.4 million cubic feet of records, the Fort Worth Federal Records Center offers a comprehensive portfolio of special services in paper and electronic document management to help save time, space, and money. These also free agency staff to focus on agency's mission-critical tasks instead.

Examples of Custom Solution Projects include:

- Management of active files for agency customers
- Bar coding services for large agency holdings
- Consolidation of freeze records
- Meticulous data entry services, including remote or onsite input into agency databases
- Preparation of inventories of agency holdings
- Specialized disposition services, such as disposal of fiche, film, e-media and other documents
- Provision of onsite space at records centers for agencies to conduct research on large collections, saving shipping to and from the agency



Kevin Smith and Erica Lorea load tapes inside the Electronic Records Vault, December 2007.  
*Photograph by Earl McDonald.*

# SmartScan FAQ

## What is SmartScan?

SmartScan is a new way of getting your records from Federal Records Centers. Your reference request is researched, scanned by our staff, and emailed to you in Adobe Portable Document Format (PDF).

## How much does SmartScan cost?

Fees for SmartScan include a per page cost for the transmission plus standard pull and refile charges, and extensive search charges (if necessary). SmartScan eliminates outbound and return shipping costs, as well as overhead costs at your agency for receiving, duplicating, and distributing the records.

## How do I submit a SmartScan request?

Just like standard requests, you may submit SmartScan requests via CIPS, OF 11, fax, or email. Simply type "SmartScan" in the "Remarks" field, and provide a valid Federal email address. Your local Federal Records Center staff will take it from there.

## Do I need any special equipment or software to use SmartScan?

In order to receive SmartScan documents, you will need a computer with Internet access and an email account. In addition, in order to view the PDF scan of your records, you will need Adobe Acrobat Reader, which can be downloaded free of charge at [www.adobe.com](http://www.adobe.com).

## Are there limits on the size of SmartScan transmissions?

The Federal Records Centers have a 5MB limit on outbound email messages (the approximate equivalent of a 75-page PDF document). Your agency's limit on the size of incoming messages may vary—talk to your IT staff to determine any restrictions.

## When should I use SmartScan?

SmartScan is a cost-effective way to get most reference requests of 30 pages or less, since it eliminates outbound and return shipping costs. SmartScan is also useful for urgent requests, particularly those that are needed the same day. Check with your agency's Federal Records Officer to see if there are any restrictions on using SmartScan.

## Can I use SmartScan for classified or sensitive records?

Because of security limitations, SmartScan will not be used to transmit classified or sensitive records.



## How long does it take to get my records if I use SmartScan?

Most SmartScan requests received by the Federal Records Centers by 9:00 a.m. will be emailed to you by 4:00 p.m. that very same business day.

## Are records sent with SmartScan easy to read?

The FRCs offer a 100% quality control process for all outbound SmartScan transmissions. If a SmartScan document is ever illegible, simply contact your Federal Records Center staff and they will rescan your document and resend it to you free of charge.

## What about security issues?

The security of your records is important to us. As with our regular reference services, only authorized agency personnel will be allowed to receive documents using SmartScan. When you use SmartScan, your original records remain safely stored in the FRC, and are not subject to loss or damage while in transit.

For more information on SmartScan, see [www.archives.gov/frc](http://www.archives.gov/frc) or contact your local FRC Director or your FRC Account Representative today!



**FEDERAL RECORDS CENTERS**  
of the National Archives and Records Administration

1400 John Burgess Drive  
Fort Worth, TX 76140  
Telephone: (817) 551-2008  
Email: [frc@nara.gov](mailto:frc@nara.gov)

# Regional Archives

## What's an Archives?

An archives is a place where people can go to gather firsthand facts, data, and evidence from letters, reports, notes, memos, photographs, and other primary sources.

The National Archives is the U.S. Government's collection of documents that records important events in American history. The National Archives and Records Administration (NARA) is the Government agency that preserves and maintains these materials and makes them available for research.

## What's an Archivist?

The records in the holdings of the National Archives and Records Administration (NARA) outnumber the employees millions to one. Only about 3,000 full- and part-time employees work in the 36 NARA facilities across the United States. Each brings his or her own education and experience to the job.

National Archives employees preserve the records of the U.S. Government and make them available to the public. They do this in different ways, but mostly as archivists, archives technicians, conservators, and records managers.

Archivists are specially trained in preserving the original material and helping people obtain it. Archivists work with paper documents, photographs, maps, films, and computer records. Many begin their careers as historians and then attend classes to learn from experienced archivists. Archivists possess broad, deep knowledge about records and are involved in many, if not all, phases of the records life cycle. Their extensive research and analysis skills help in serving records to the public.

Archives specialists assist archivists by applying specialized knowledge about certain subjects to records they serve. They often work on projects describing or preserving a body of records. They also work directly with the public when records within their expertise are requested.

Archives technicians assist archivists. The technicians go into the "stacks" – large rooms where boxes of documents are kept – and locate records. They also work with conservators to clean, repair, and preserve older and more fragile pieces of history.



Clint Spivey, Archives Technician.  
*Photograph by Michael Wright.*



Michael Wright, Archives Technician.  
*Photograph by Clint Spivey*

# Regional Archives Educational Programming

## Distance Learning Initiative

Distance education, or distance learning, is a field of education that focuses on instructional systems designed to deliver education to students who are not physically "on site", communicating through two-way video-conferencing/distance learning equipment. The Southwest Regional Archives, through a Rural Utilities Services (RUS) Grant, has been using this equipment to reach students and teachers enabling us to share NARA's holdings beyond our local reach, into classrooms across the state.

## Recent Events

- December 7, 2007 – Pearl Harbor in Your Backyard!

During this lesson teachers and students analyzed primary source documents, including war diaries and online photographs of the attack on Pearl Harbor. Participants

read and compared the war diaries from different ships and discuss the photographs. The 30 minute session was attended by approximately 1122 students at 27 registered sites from 18 school districts in Texas.

- January 4, 2008 – Little Rock School Districts

Teaching American History Grant Video Conference hosted by the Clinton Presidential Library & Museum.

Teachers from three Little Rock School Districts learned in this 45 minute session about the Arkansas resources available for classroom use at the Southwest Region. (See images of documents relating to Arkansas history, page 15)



Regional Archives staff visit second graders at Saint Andrews Catholic School of Fort Worth for a presentation on immigration through Ellis Island, February 2006. Michael Wright, Archives Technician standing in back. *Photograph by Rodney Krajca.*

# Regional Archives

## U.S. District Courts in Arkansas

The records of the U.S. District Courts (RG 21) is one of the largest volume of resources at the Southwest Regional Archives. For those teachers attending the distance learning workshop on January 4, 2008, the courts in Arkansas will be among the resources highlighted, with the Western District in Fort Smith, in particular. The court records for Arkansas amount to approximately 2750 cubic feet.

The following is an excerpt from the preliminary inventory to these records which describes the records of the United States district and circuit courts for the Western and Eastern Districts of Arkansas. The territory of Arkansas was organized by an act of Congress of March 2, 1819. This

act also provided for one superior court that functioned both as a court of original jurisdiction and as an appellate court. All disputes involving federal laws were to be tried in the superior court. When Arkansas was admitted to the Union in 1836, it was organized as one judicial district with a district court exercising both district and circuit court jurisdiction. The state capitol, Little Rock, was designated as the court seat. Then Arkansas was assigned to the Ninth Circuit in 1837, a separate circuit court was established.

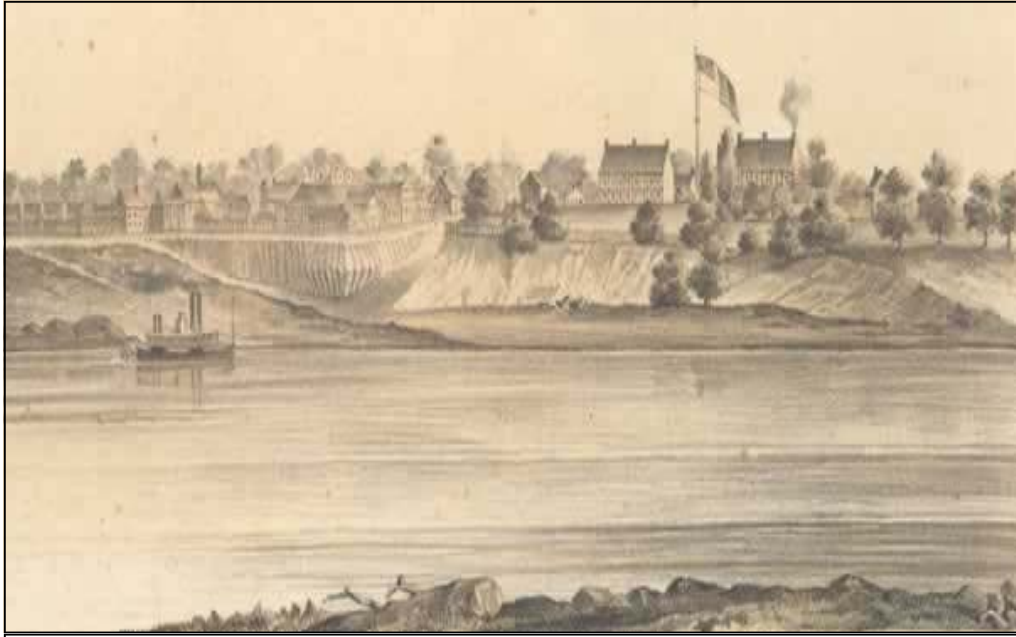
In 1851 Arkansas was divided into two judicial districts, Eastern and Western. The original court seat for the Western District was Van Buren while Little Rock remained in the Eastern District. In 1871 court sessions for the United States District Court for the Western District of Arkansas were transferred to Fort Smith. Additional divisions have been added to both districts.

The newly created Eastern District of Arkansas remained with the Ninth Circuit while the district court for the Western District exercised circuit court powers. In 1866 Arkansas was transferred to the Eighth Circuit where it has remained. Until

1889 cases which were tried in the Western District could not be appealed to any other court. Presidential pardons provided the only reprieve in criminal cases. A congressional act in 1889 that established a separate circuit court for the Western Dis-

trict also provided for the right of appeal to the United States Supreme Court.

The federal courts of the District of Arkansas were unusual in that the courts had jurisdiction over territory outside their state. In 1844 the District Court of Arkansas was given jurisdiction over the Indian Territory which consisted of all territory west of



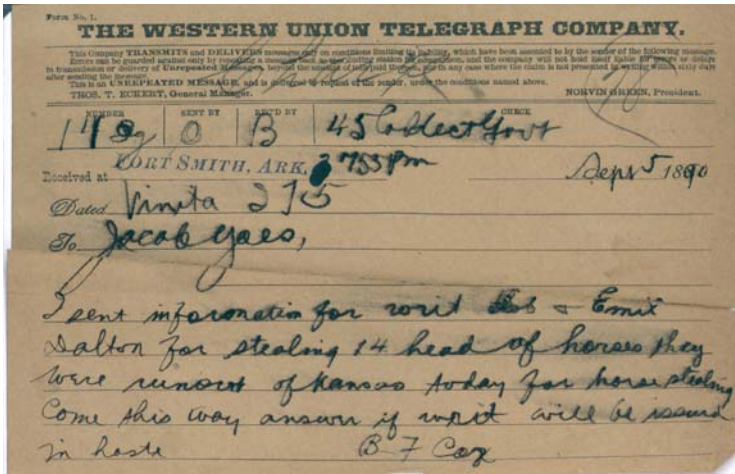
The Western Frontier: Fort Smith, Arkansas c. 1853, (RG 21, National Archives-Southwest Region)

the Mississippi River not within the states of Missouri, Louisiana, or Arkansas. The court's jurisdiction did not extend to crimes committed among Indians. Most of the cases from the Indian Territory involved criminal offenses; however, the district court did preside over some civil matters, including title to Indian lands, rights of eminent domain within the Indian Territory, and removal of intruders from the Indian nations.

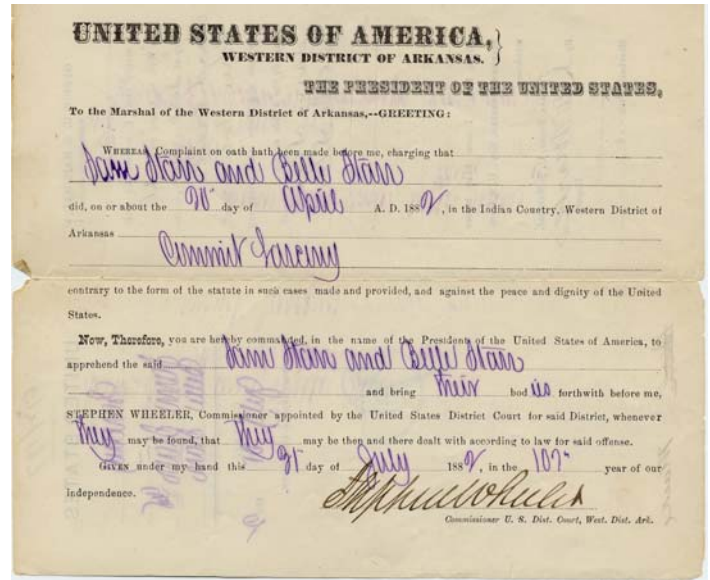
In 1883 jurisdiction over the western half of the Territory was transferred to the Northern District of Texas and the Judicial District of Kansas. Jurisdiction over the eastern half of the Indian Territory remained with the Western District of Arkansas. In 1889 jurisdiction over the Choctaw and Chickasaw Nations was transferred to the Eastern District of Texas. The authority of the Arkansas, Texas, and Kansas courts passed to the United States District Courts for the Indian Territory in 1895.

# Regional Archives

## Documents from U.S. District Court, Western District of Arkansas



Dalton Gang— notorious gang of outlaws operating in Indian Territory and elsewhere in the American West in the 1890's. (RG 21, National Archives-Southwest Region)



Belle Starr—known as the 'bandit queen' is one of the legendary outlaws of the western frontier. The above document is the equivalent to an arrest warrant for her and her husband, Sam Starr, dated July 1882. (RG 21, National Archives-Southwest Region)



Judge Isaac Parker, U.S. District Court for the Western District of Arkansas, Fort Smith, c. 1875 (RG 21, National Archives-Southwest Region)

For more information contact:  
 Meg Hacker, Director of Southwest Regional Archives  
 817-831-5643 or e-mail Meg.Hacker@nara.gov

## NARA-SOUTHWEST REGION

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



## Visit in person...

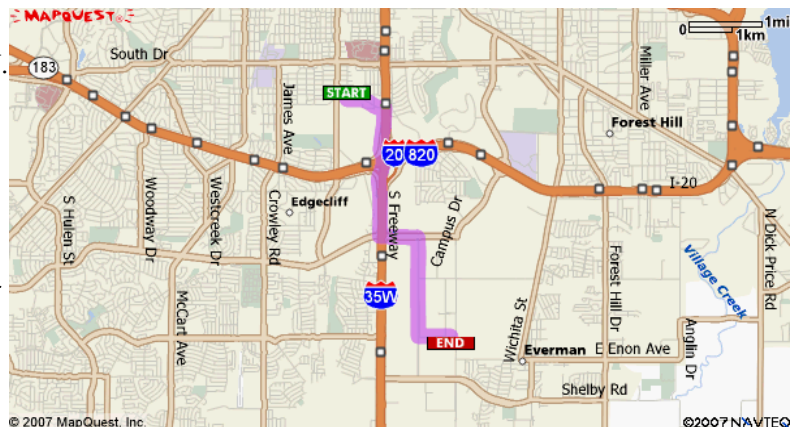
### Directions: Archives and Records Management:

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 Drive

## ...or visit online

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