

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**

**ARCHITECTURAL/ENGINEERING SERVICES
DISTRICT OF COLUMBIA OFFICE OF PUBLIC RECORDS AND ARCHIVES**

Solicitation #: DCAM-15-AE-0091

**Addendum No. 6
Issued: March 19, 2015**

This Addendum Number 06 is issued by e-mail on March 19, 2015. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

Item #1

A copy of the Visioning Report that was the genesis of the preliminary program is attached.

Item #2

A copy of the Archive Register is attached.

Item #3

The bid date is hereby changed. Proposals are due by **March 30, 2015 at 2:00 pm EST.** Proposals that are hand-delivered should be delivered to the attention of: Alicia Norris, Contract Specialist, at **Frank D. Reeves Center, 2000 14th Street, NW, 8th floor, Washington, DC 20009.**

- End of Addendum No. 6 -

Visioning Report

District of Columbia

**Vision for the
District of Columbia Archives**

**Submitted by Gregory S. Hunter, Ph.D., CA, CRM
Hunter Information Management Services, Inc.
August 15, 2014**



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**District of Columbia
Vision for the District of Columbia Archives**

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Introduction

The District of Columbia engaged Hunter Information Management Services, Inc. to help it develop a vision for its Archives.

The engagement included off-site review of documents and reports (see Appendices A and B) and meetings with key stakeholder groups (see Appendix C).

This report includes the following sections:

- Overview of the Office of Public Records
- Vision for the Archives
- Vision for the Records Center Division
- Vision for the Library of Government Information
- Conclusion

It has been a pleasure to assist the District of Columbia with this important project. I would be happy to answer any questions about this report.

Overview of the Office of Public Records

The Office of Public Records (OPR) has three functions:

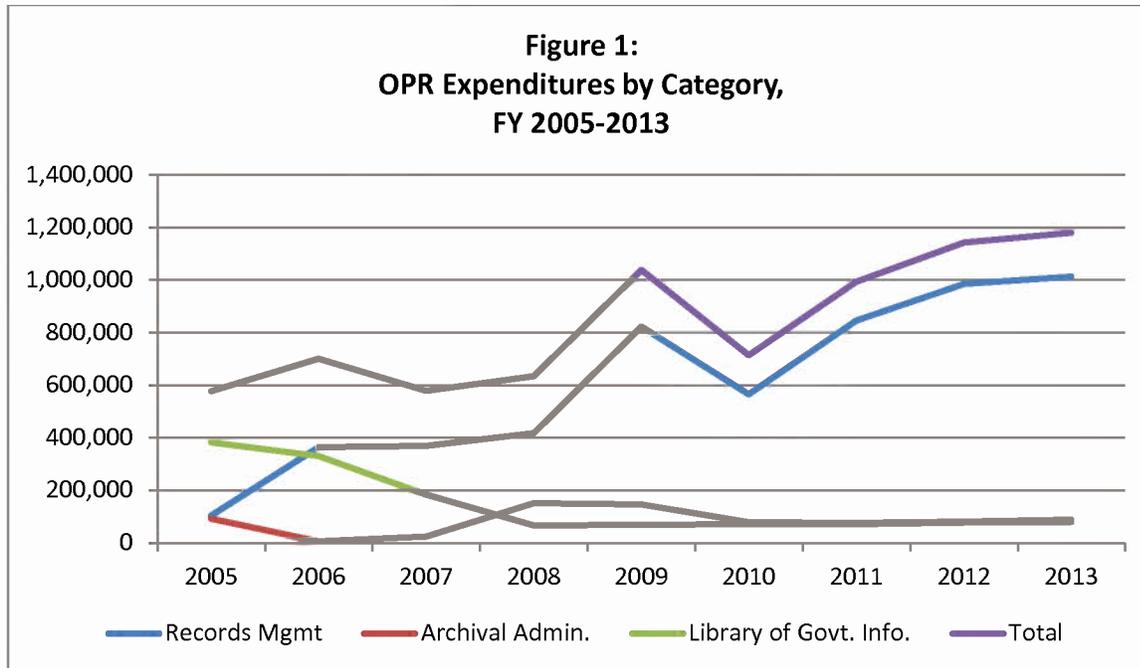
- The preservation of permanently valuable records (Archives)
- The storage of inactive, non-permanent records (Records Center)
- The collection of published information (Library of Government Information)

Each of these responsibilities is important to the citizens of the District of Columbia. Access to government records and other information is essential for the proper functioning of a democracy. This tradition dates from the time of the French Revolution.

One way to examine the discharge of responsibilities is by examining the budgets for these three principal areas. The following table presents the expenditures for Fiscal Years 2005-2013:

Fiscal Year	Records Management	Archival Administration	Library of Govt. Info.	Total
2005	104,000	92,000	382,000	577,000
2006	364,000	5,000	330,000	700,000
2007	369,000	24,000	184,000	578,000
2008	417,000	151,000	66,000	634,000
2009	823,000	146,000	69,000	1,038,000
2010	565,000	78,000	71,000	714,000
2011	846,000	76,000	71,000	993,000
2012	984,000	81,000	77,000	1,142,000
2013	1,012,000	88,000	79,000	1,179,000

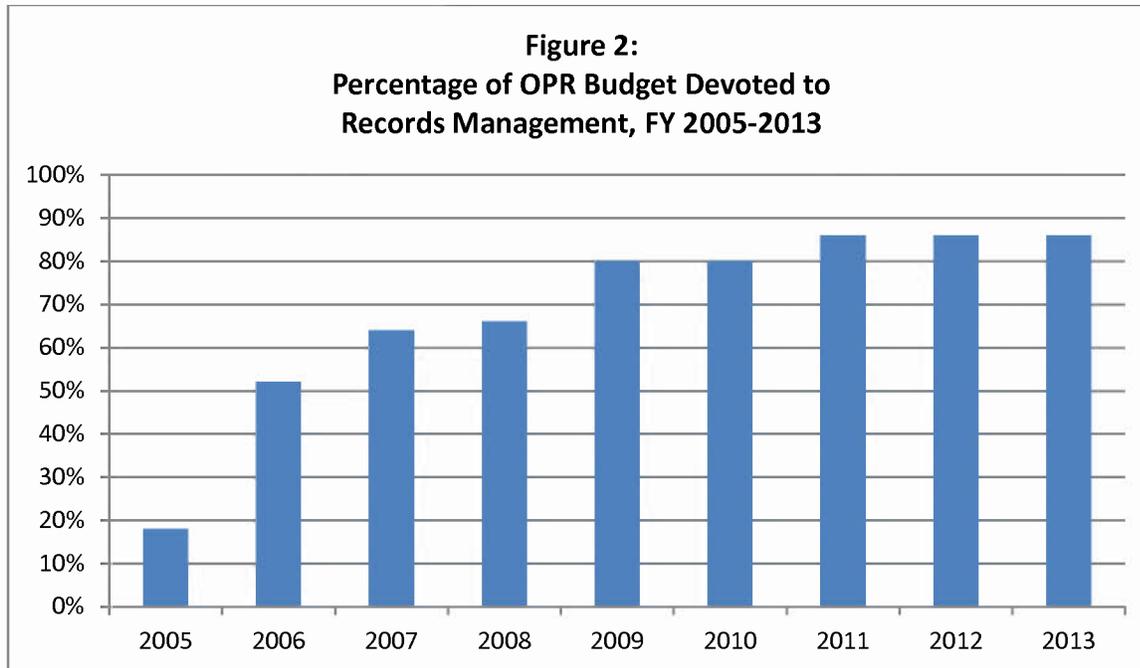
The statistics for these 9 fiscal years are quite dramatic. Expenditures for Records Management increased tenfold from 2005 to 2013 (from \$100,000 to over \$1,000,000) while expenditures for Archival Administration actually decreased (from \$92,000 to \$88,000). Finally, annual expenditures for the Library of Government Information have decreased by 80 percent since 2005. Figure 1 makes it easy to visualize these trends in expenditures.



While the total budget for the Office of Public Records has doubled since 2005, all of this increase has gone to Records Management while the Archives and Library of Government Information have been starved for funds. This is shown by looking at the percentage of the total OPR budget devoted to Records Management:

Fiscal Year	Records Mgmt.	Total Budget	Percentage
2005	104,000	577,000	18%
2006	364,000	700,000	52%
2007	369,000	578,000	64%
2008	417,000	634,000	66%
2009	823,000	1,038,000	80%
2010	565,000	714,000	80%
2011	846,000	993,000	86%
2012	984,000	1,142,000	86%
2013	1,012,000	1,179,000	86%

In 2005, Records Management comprised just 18 percent of the OPR budget. In 2006 is jumped to half of the budget and three-quarters of the budget by 2008. Today it totals 86 percent of the OPR budget, as shown by Figure 2.



The logical question is: Why have Records Management expenses grown so dramatically for OPR? The obvious answer is that there are more government records, which certainly is true. However, the real answer lies with the way that the District of Columbia has chosen to fund Records Management

Both records centers and archives store records that no longer are needed for current agency business. However, in standard professional practice, there are important distinctions related to legal custody and cost. These distinctions are summarized below.

Consideration	Archives	Records Center
Physical Custody (possession of physical object)	Transferred from originating agency	Transferred from originating agency
Legal Custody (ownership of physical object)	Transferred from originating agency	Remains with originating agency
Responsibility for Cost	Transferred from originating agency	Remains with originating agency

The key point is contained in the cell in the lower right-hand corner. The District of Columbia does not follow best practice in the area of costs for records center storage. The best practice is to consider a records center to be an extension of the originating agency's local storage. As with local storage, the originating agency bears all costs for storage and retrieval of records.

In the District of Columbia, OPR assumes the cost for the storage of temporary records because there is no statutory basis for charging costs back to the originating agencies. Providing such a charge-back mechanism is essential if OPR is to continue to fulfill its mission in future years. As discussed later in this report, instituting charge-back procedures also will encourage agencies to

comply with records management requirements because agency heads will feel the bottom line impact of non-compliance.

I now will turn to the vision for each unit of OPR and the facilities and other resources needed to realize that vision.

Vision for the Archives

I propose the following vision for the District of Columbia Archives:

The District of Columbia Archives

- *Preserves all of the historically-valuable records of District Government*
- *In a facility that meets professional standards and the needs of citizens*
- *Administered by an agency with sufficient expertise and resources to sustain archival activities over time*

The District of Columbia has a great deal of work to do to achieve this vision. The last ten years have been a time of missed opportunities to build upon public awareness of the need for action in 2003. However, the main purpose of this report is not to review the past. Rather, the focus of the engagement is understanding present conditions in order to move the Archives toward the future.

It will take time to realize all aspects of this vision. However, the vision will never be realized unless the District takes the first steps now. Another 10-year delay will cause irreparable harm to the historical legacy of the District, including the failure to capture and preserve records now created in digital form.

This vision statement has three components corresponding to the definition of “archives”: records, place, and agency. Subsequent sections of this report will discuss each of these elements and identify strategies for realizing the vision in each area.

The Records

The District of Columbia Archives preserves all of the historically-valuable records of District Government. . .

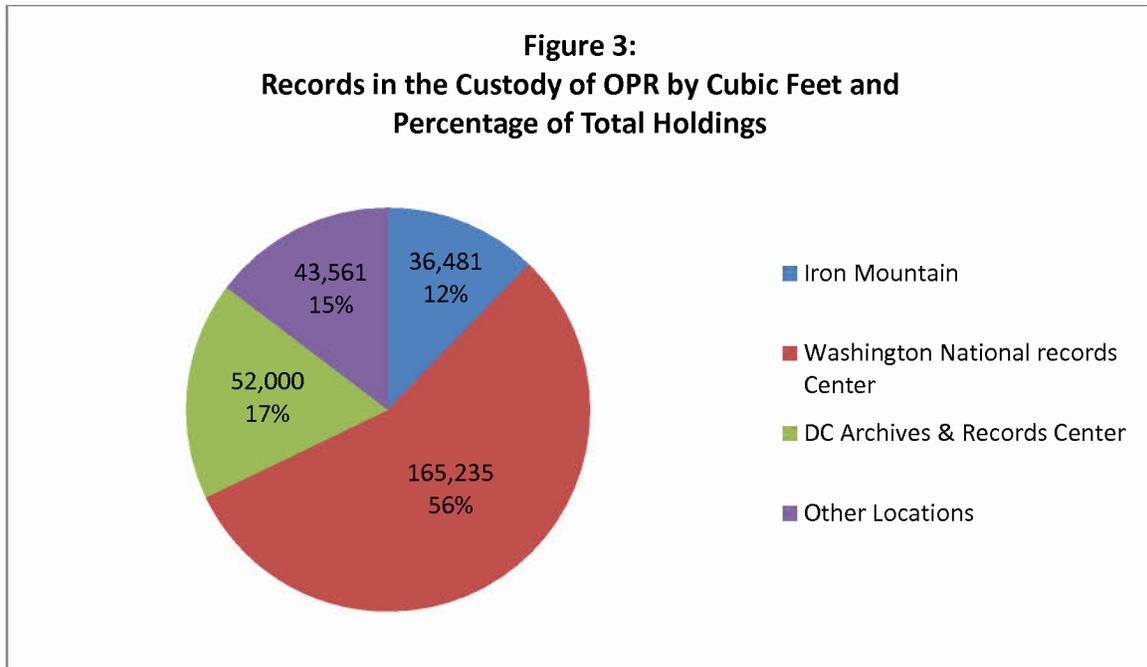
It was beyond the scope of this engagement to conduct an inventory of the records of the District of Columbia. Such an inventory needs to be done, focusing especially on the records still in the custody of the originating agencies. The large expenditures for records management noted above are deceiving. Most of the funding paid for the storage of records rather than sufficient staff to complete records management activities such as inventorying and scheduling records. Any detailed planning for a new facility must be preceded by a detailed records inventory.

However, in order to begin the process, OPR provided me with the information below about records in its custody. I did not verify this information. The Office of Public Records is responsible for almost 300,000 cubic feet of records in the following locations:

Site	Location	Cubic Feet	Percentage
Penn Center	1709 3rd St	4,223	
St. Elizabeth Hospital	110 Alabama Ave, SE	1,965	
Oak Hill	8400 River Road	1,044	

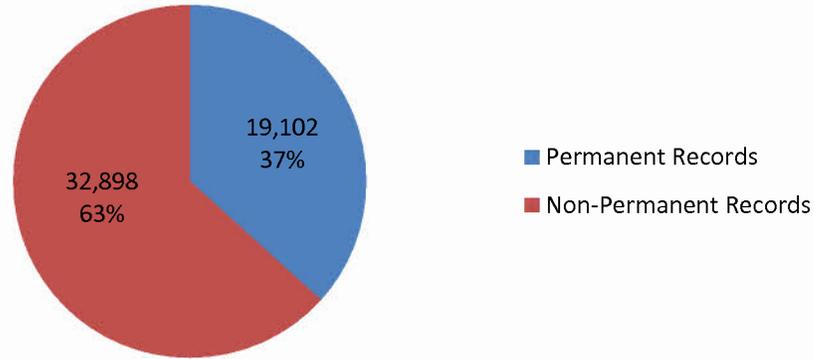
DC General Hospital	1900 Massachusetts Ave SE	7,230	
Reeves Center	2000 14 th Street NW	5,010	
DC Village	4 DC Village Ln SW	<u>23,999</u>	
	Subtotal	43,561	15%
Iron Mountain		36,481	12%
Washington National Records Center		165,235	56%
DC Archives and Records Center		<u>52,000</u>	17%
	Grand Total	297,277	

As Figure 3 makes clear, 83 percent of the records identified by OPR are stored in locations other than the District of Columbia Archives and Records Center. I was not furnished with information about how this percentage changed over time. However, the current percentage of records stored outside of the Archives and Records Center (83%) approximates the percentage of OPR expenditures devoted to records management (86%).



The “Accession Register, DC Archives” dated November 16, 2013 lists 19,102 cubic feet of permanent records in the DC Archives and Records Center. The remaining 32,898 feet of records are non-permanent records that could be safely stored in any type of records center. This is illustrated by Figure 4.

**Figure 4:
Records in the DC Archives and Records Center by Cubic Feet
and Percentage of Total Holding**



As discussed elsewhere in this report, I recommend that archives and records center functions be separated physically as well as administratively. Agencies should pay the full costs of storage of non-permanent records in a records center.

Turning to permanent records, archives exist to document the actions of government and protect the rights of citizens. The District of Columbia Archives holds records dating from the 1700s including the following:

- Wills and Probate Records, 1801-1825
- Indentures of Apprenticeship and Guardianship, 1812-1900
- Birth and Death Certificates, 1874-1928
- Marriage Certificates, 1801-1990
- Land Records, 1790-1978
- Minutes of the Board of Commissioners, 1874-1967
- Engineer Department Files, 1874-1967
- Slave registers, 1850-1855
- Incorporations, 1870

The new Archives facility needs to have sufficient space for the storage of permanent records. As noted earlier, OPR does not have a current inventory of District records, which makes planning very difficult. A detailed records inventory is an essential part of the architectural programming phase for a new facility.

As noted above, the Archives currently holds approximately 20,000 cubic feet of permanent records. In addition, the National Archives holds 1,594 cubic feet of District of Columbia

archival records (1791-1978) in Record Group 351.¹ Therefore, the total volume of permanent records in archival custody is approximately 22,000 cubic feet.

In the absence of a detailed records inventory, it is impossible to know the volume of archival records that may remain in agency custody. Meetings with stakeholders (see Appendix C) indicate that this may be a significant volume, including audiovisual records. Since the Archives has not had the space to acquire significant volumes of records for several years, I will estimate that there are another 22,000 cubic feet of permanent records in agency custody, including the courts.

To allow for future growth in records during the life of a new facility, I would double the estimated volume of 44,000 cubic feet for a grand total of 88,000 cubic feet. For preliminary planning purposes, I would round this up to 90,000 cubic feet of permanent records requiring storage.

Missing from the discussion so far are digital records. Archives around the world have embarked on programs for the preservation of digital records of enduring value. The District of Columbia is far behind in this regard. OPR will need to conduct an inventory of digital records in agency custody, identify the digital records of permanent value, and transfer them to secure storage in the Archives. In terms of volume, digital records themselves require very little space. However, the digital archives program will require specialized space in a new facility.

The Facility

... In a facility that meets professional standards and the needs of citizens. . .

The Archives currently is located at 1300 Naylor Court, NW. In June 2012, LYRISIS conducted a preservation needs assessment funded by the National Endowment for the Humanities. The report identified numerous problems with the current facility that make it inadequate for the long-term preservation of archival records. The focus group I conducted with archival researchers (see Appendix B) also identified major problems with the current archival facility. I believe it will be more cost-effective to move the archives to a new facility than to renovate the current one.

In the previous section of this report, I estimated that the new facility would need to store 90,000 cubic feet of permanent records. It is impossible at this point to determine the square footage required to store this volume of records. Once a potential facility is identified, an architect can take into account the following factors in designing the storage space:

- Floor load
- Ceiling height
- Type of shelving (fixed or movable)

¹ <http://www.archives.gov/research/guide-fed-records/groups/351.html>

For example, with sufficient floor load capacity, boxes can be stored as high as permitted by local fire code. However, additional safety equipment and staff training are required to retrieve boxes from upper shelves. Similarly, if the floor load permits, records can be stored on compact/movable shelving which will almost double the volume of records that can be stored in a particular space.

In addition to fire protection, archival records have specific temperature and humidity requirements to promote long-term preservation. The National Archives and Records Administration Directive 1571 (dated February 15, 2002) provides detailed specifications for a range of environmental factors.² NARA also has issued a summary of environmental and other considerations that were part of the design of Archives II in College Park in a document called “TIP 13.”³ Both of these documents should be shared with the architect designing the new District of Columbia Archives.

The new facility will need to have a secure loading dock suitable for truck deliveries. There should be a “dirty room” where incoming collections can be stored until they are checked for mold or insect infestations. This room will require separate air handling to prevent contamination of the rest of the collection.

In addition to traditional archival processing and preservation spaces, the new facility will need some flexible work spaces because the needs of the District will change over the life of the facility. For example, the District might choose to digitize key historical documents in the next few years but scale this back in the future. Also, the District currently has no program to acquire and preserve digital records, a need that only will grow over the life of the new facility.

In terms of public spaces, interview with stakeholders (see Appendix C) made clear that the new facility should have reference, exhibit, and meeting spaces worthy of the District and its history. Stakeholders pointed out that historical tourism is a major contributor to the District’s economy. A new District Archives will complement other nearby institutions.

The facility will require separate reference areas for different media: paper, microfilm, audiovisual, and digital. This is because some of the media require specialized lighting or generate noise that would be distracting to other researchers.

The facility should have meeting rooms near the building entrance that can be used after-hours by school or community groups without compromising the security of the rest of the building. The entrance area also will need lockers to secure the personal belongings of patrons.

While the detailed specifications for a new facility must await the programming phase of an architectural study, the following is a preliminary list of requirements

² <http://www.archives.gov/foia/directives/nara1571.pdf>

³ <http://www.archives.gov/preservation/technical/>

General Area	Specific Requirement
Reception Area (should be secure from the rest of the facility)	Reception Desk
	Coin-operated Lockers for Patrons
	Classrooms/Meeting Rooms
	Exhibit Space
	Patron Lounge
Reference/Reading Area	Reference Room
	Room with Open Shelves for Finding Aids and Reference Books
	Room with Computers for Viewing Digital Records
	Microfilm Reading Room
	Digitizing Photocopiers
	Holding Area for Carts of Records
Storage	Space for storage of 90,000 cubic feet of records
	Cold Storage for Audiovisual Records
	Digital Archives Storage Room
Records Receiving	Loading Dock
	Freight Elevators to Reach All Floors
	Quarantine Room for “Dirty” Records
Staff Work Areas	Processing Room
	Conservation/Preservation Lab
	Meeting/Conference Room
	Staff Lounge

The Agency

. . . Administered by an agency with sufficient expertise and resources to sustain archival activities over time

The “Functional Statement, Office of Public Records,” identifies the following functions for the District of Columbia Archives:

The functions of the Archives include transferring, accessioning, and processing historical and permanently valuable records into archival collections. The Archives receives, processes, and services all historical, genealogical, architectural, legal, fiscal, and academic research and records requests. Additionally, the Archives conducts research studies on the records holdings in the repository. These studies are conducted to publish preliminary findings on all primary sources in the Archives. Also, these studies are conducted to publish finding aids to the records in the Archives, guides, indexes, and inventories to primary

sources of records in the repository. The Archives publishes agency histories, scholarly papers, and other documentation studies on the records in the Archives.

Other functions of the Archives of the Archives include holding seminars and workshops on archival principles, practices, and techniques of preserving and conserving historical and permanently valuable records; hosting symposiums on the history of the District government.

As noted earlier in this report, the Archives has been starved for funds at the expense of records center storage. As a result, the Archives has not been able to fulfill its mission to professional standards.

In order to achieve its vision, the Archives will need to move forward on several fronts at the same time:

- Conducting detailed inventories of records in agency custody and in various off-site storage locations
- Developing and approving records retention schedules for all agencies
- Processing archival collections, including preparing finding aids
- Addressing the backlog of collections requiring conservation treatment
- Digitizing collections of high researcher interest
- Establishing a program for digital records
- Increasing services for researchers
- Improving the Archives' Website

The Archives will need additional resources to move forward with this agenda, which primarily redresses past program shortfalls. There is so much to do that OPR probably will need to employ contractors to assist with some of these efforts over the next few years.

Vision for the Records Center Division

The Records Center Division assists agencies and offices with the cost-effective management of District records

The “Functional Statement, Office of Public Records,” identifies the following functions for the District of Columbia Records Center Division:

The functions of the Records Center Division are to implement the general and agency records retention schedules. These schedules are used to transfer temporary, semi-active, and inactive records into the District of Columbia Records Center (Center). The functions of the Records Center Division include accessioning records into the Center; retrieving records from the Center; disposing records; and maintaining the Center’s manual database system. This division receives, reviews, processes, and approves all Records Transmittal and Receipt Forms (S.F. 135’s) to transfer records into the Records Center; picks up records from agencies and transfer them to the archives and records center; unloads, stages, batches, and shelves records; annotates S.F. 135’s with records shelving location, updates manual database system, 01 Report with record center location; and provides agency with copy of S.F. 135’s. Functions of this division include processing retrieval/reference request services of records stored in the Center; refiles records; relocate records; inspecting, controlling, and maintaining the physical and legal integrity of the records; and disposing/destroying records that meet the terms of the records retention schedules.

I recommend that the name of the Division be changed to better reflect its mission and vision. A broader name, such as “Records Management Division” or “Records Administration Division,” would show that the Division’s responsibilities go beyond records storage to include:

- Records inventories
- Records retention schedules
- Disaster planning
- Digital files management
- Enterprise content management

As noted earlier, I recommend that the District of Columbia follow the model of the Federal government and charge-back records management cost to the originating agencies. Once senior agency administrators see the true costs of records, they will have an incentive to manage records efficiently.

Beyond incentives, there needs to be an increasing emphasis on compliance with records management statutes and directives. This compliance will require the visible support of senior government officials.

In terms of records center storage, the District has several options:

- Build or lease a District-managed facility

- Continue to use Federal records centers
- Contract with one or more private-sector commercial records centers

No matter which option the District selects, any facility should meet the standards for records centers established by NARA.⁴ Also, the District will need a system for the transportation of records throughout all stages of their lifecycle.

⁴ <http://www.archives.gov/records-mgmt/storage-standards-toolkit/>

Vision for the Library of Government Information

The Library of Government Information acquires and maintains all publications issued by the District of Columbia

The “Functional Statement, Office of Public Records,” identifies the following functions for the Library of Government Information:

The functions of the Library of Government Information Division are to collect, compile, and maintain a library of all studies, reports, monographs, periodicals and circulars, primary and secondary sources, and publications on and related to the District government. This division is responsible for the exchange, sale, purchase and loan of materials with libraries and institutions in other municipalities and public authorities.

As noted earlier in this report, the budget for LGI has decreased from \$382,000 in 2005 to \$79,000 in 2013. I believe this level of funding is insufficient for LGI to achieve its vision and mission.

The situation is compounded by the changing nature of government publications since 2005. Today, most government reports are “published” through the Internet. As such, any library of government information must have the resources to identify, capture, and preserve Web-based publications. This is beyond the current capabilities of OPR.

The District of Columbia has several options at this point:

- Discontinue the LGI function
- Maintain the LGI function within OPR with a budget adequate to conduct its activities according to professional standards
- Transfer the LGI function and existing collection to the DC Public Library

I believe the LGI function is important for the citizens of the District. However, even if OPR’s budget for this function is increased four-fold, it still will not equal the budget for LGI in 2005. In light of all that OPR has to do with archives and records management, as discussed above, I recommend that LGI’s function and existing collection be transferred to the DC Public Library.

Conclusion

The District of Columbia has lost ten years in addressing the crisis situation with its historical legacy. During that decade, irreplaceable paper records have deteriorated and digital records have been lost, destroyed, or rendered unreadable. The District can wait no longer.

Now is the time to build a new “archives” that reflects the three meanings of the term: records preserved in a proper facility by an adequate professional staff. The vision can be delayed no longer.

It has been a pleasure to assist the District of Columbia with this important project. I would be happy to answer any questions about this report.

Appendix A: Statutes and Mayoral Orders Governing the Office of Public Records

As part of this engagement, I was asked to review statutes and mayoral orders governing the Office of Public Records. Appendix B contains a full list of all of the documents I reviewed. In this section, I present some recommendations for change.

“Public Records Management Act of 1985” (DC Law 6-19)

The definition of “public record” is as follows:

Any document, book, photographic image, electronic data recording, electronic mail, paper, video recording, sound recording, microfilm, computer disk, or other material, regardless of physical form or characteristic, that documents a transaction or activity made, received, or retained pursuant to law or in connection with the transaction of public business by or with any officer or employee of the District. The medium upon which such information is recorded shall have no bearing on the determination of whether the record is a public record.

This definition is similar to ones used by other governments at all levels. It also is “media-neutral,” meaning that the definition of a record is not affected by the medium on which it is found. I do not see any compelling reason to modify the definition of public record.

I noted the following in Section 2-1714, “Applicability:”

- (b) The requirements and provisions of this chapter shall not be binding upon:
- (1) The Council of the District of Columbia;
 - (2) The Board of Education;
 - (3) The District of Columbia Court of Appeals and the Superior Court of the District of Columbia; and
 - (4) The regional and national bodies in which the District participates as a member.”

The staff of the Archives noted that the Courts have one of the largest volumes of records in the Archives and that the schools are another large creator of records. Is this “courtesy storage” as the National Archives does with the Supreme Court and Congress? Is legal custody transferred to the DC Archives? If not, who should bear the costs for these records? I think this section should be re-examined to see if it needs to be changed.

“Rules and Regulations on Public Records of the District of Columbia” (Title I, Chapter 15)

Section 1521 makes clear that custody changes when records are transferred to the Archives:

“1521.1 Upon accessioning into the Archives, jurisdiction over the records shall pass from the agency that created, maintained, or received the records, to the Archives.

1521.2 The Archivist shall be responsible for the custody, use, withdrawal, and loan of records and donated historical materials transferred to the Archives.

1521.3 The Archivist shall establish procedures for access to and use of records in the research room and elsewhere in the Archives.”

Section 1518 makes clear that there is no change of legal custody with temporary records stored in the Records Center:

“1518.1 Agency records that are accepted for storage by the Records Center or other approved storage depository shall be considered to be under the jurisdiction of the agency which transferred the records.

1518.2 The use of records in the Records Center shall be subject to access rules prescribed by the agency from which the records were transferred. When agency rules permit, the Records Manager shall make records in the Center available to requesters.

1518.3 When access is precluded by agency restrictions, the Records Manager shall refer to the responsible agency any requests for access, including those made under the Freedom of Information Act.

1518.4 In the case of records of a terminated agency for which there is no successor, access to records stored in the Center may be granted by the Administrator.

1518.5 The Records Manager shall establish procedures for access to and use of records in a research room and elsewhere in the Records Center.”

I believe these two sections (1522 and 1518) provide sufficient justification for the charge-back of records center costs to the originating agencies.

There are four sections dealing with “micrographics” (Sections 1529-1532) but nothing dealing specifically with digital records. There need to be rules and regulations for digital records.

District agencies are increasingly relying upon digital records for the transaction of official business. The District of Columbia Archives has fallen behind professional best practices in the area of digital records. The Archives will need additional staff and other resources in order to identify, preserve, and make available records in digital form.

I also reviewed the “District of Columbia Digital Archives Plan,” which is for the digitizing of historical records on paper. There is no provision in the plan for current “born digital” records of archival value.

“Transferring Records into District of Columbia Archives and Records Center” (Mayor’s Order 2007-50, Dated February 2, 2007).

This order requires all Executive Branch agencies to:

- Appoint records officers and records coordinators
- Develop records retention schedules and records management plans
- Transfer inactive temporary records to the District of Columbia Records Center

- Transfer historical and permanently valuable records to the District of Columbia Archives
- Transfer reports, studies, and publications to the Library of Governmental Information
- Establish criteria for the management of digital records

As with other directives, this one is sound in its identification of duties and responsibilities. However, the Office of Public Records has never had sufficient resources to insure agency compliance with the statutes and regulations.

The general public and the professional community have been particularly concerned about this lack of resources for the last decade. For example, on May 1, 2014, the President of the Society of the American Archivists, Danna C. Bell, gave the following testimony before the District's Committee on Government Operations:

The level of current staffing available to arrange, describe, and provide access to these important records is totally inadequate. Full-time professional archivists and records managers are needed to review the records, determine their disposition, do preservation work as needed, and answer reference questions from government officials and members of the community. Work is also needed to ensure that government records created throughout the DC system are handled properly and, when no longer current, are sent to the DC Archives for appropriate disposition.

In addition, staff are needed to begin the important work of protecting, preserving, and providing access to government records that exist only in electronic form. The DC Archives staff must begin planning how to acquire and preserve electronic records for current and future use. Currently there is no policy in place to preserve these important records and professional staff are needed to begin work on these critical issues.

Appendix B: Documents Reviewed

Year	Document
1999	New Archives Facility: Program and Technical Requirements (Cushman & Wakefield)
2000	Office of the Secretary, Annual Report, 1999-2000
2004	Condition Assessment Report of OPR Building 51
2005-2013	OPR Budgets
2007	Mayor's Order 2007-50. Transferring Records into District of Columbia Archives
2009	District of Columbia Official Code: Records Management
2009	Comprehensive Facilities Condition Assessment and Space Utilization Survey (Department of Real Estate Services)
2009	As-Is Business Processes and Gap Analysis
2011	Naylor Court Archives Building Assessment/Design and Estimate for HVAC System Repair/Replacement (RMF Engineering)
2012	Preservation Needs Assessment (LYRASIS Digital & Preservation Services)
2013	"DC Records Center Report" last updated December 24, 2013
2013	"Accession Register, DC Archives," last updated November 16, 2013
2014	Report of Records Survey and Inventory (Logistics, Support, Inc.)
2014	DC Government Holdings Report, April 2014
n.d.	Permanent Records Appraisal Guidelines: Generic Series Descriptions of Archival Records
n.d.	Digital Archives Plan
n.d.	Functional Statement: Office of Public Records
n.d.	New Archives Building Requirements
n.d.	OPR Operations Manual
n.d.	Records Management Procedures for Accessioning Records into the Records Center
n.d.	Regulations, Title 1, Chapter 15

Appendix C: Notes from Meetings with Stakeholders

Stakeholder Group 1, Key External Supporters: May 15, 2014

Attendees:

- Friends of the DC Archives
- Historical Records Advisory Board
- Archives Panel

Summary of Main Points:

The two programs (archives and records management) serve different purposes and have different value propositions:

- Records Management (efficient management of records of temporary value) primarily serves the government of the District
- Archives (management of records of permanent value) not only serves the District government, but it serves wider cultural interests.

While facilities for these two programs could be co-located, it might make more sense to separate them physically. With Records Management, the goal is to store inactive records at the lowest possible cost consistent with retrieval demand.

The National Archives and Records Administration (NARA) has 18 facilities. The Washington National Records Center (WNRC) holds 29 million cubic feet of records. They are projecting that the volume of hard-copy records won't decline until after 2020, despite the movement toward digital records in government.

In the case of NARA, active temporary records are stored on shelves while inactive records are wrapped and stored on pallets. NARA charges agencies for records storage – it sustains itself without any Federal appropriations. Costs range from \$1 to \$4 per cubic foot. All NARA storage areas meet Federal requirements.

Area colleges and universities also use offsite storage.

The District of Columbia currently stores 44,000 cubic feet of records in 8 sites. A detailed inventory of these records is essential. It is impossible to know if any proposed building renovation is appropriate without knowing more about the archival collections. Planning must begin with the *records*, not the building. The public doesn't know what's in the collections. We need transparency.

There is a sense of urgency to stay on top of the current funding so it is not taken away. The personal commitment of the Secretary of the District has made a difference. However, there is no time to waste on design and programming. We can't afford to start the process again from the beginning. We have been waiting since 2003 for something to happen.

Researchers not only use the Archives, they use the Public Library as well. However, this does not mean that the two should be co-located.

The Library of Virginia has a welcoming feeling. There is space for computers and researchers. This requires adequate space and staff.

We also have to consider this particular moment for the cultural community of the District. The Historical Society is short of money and will be co-located. The Washingtonia Division will move soon. It is a time to work together, which is a big change. A recent IMLS (Institute of Museum and Library Services) grant is a positive step in this direction.

CLIR (Council of Library and Information Resources) gave \$500,000 to digitize key records in various repositories. However, what about the preservation of the original records in a substandard building? Not doing something about the space may affect future grants.

It is a challenge to identify and reach stakeholders. A recent Historical Studies Conference only had 300 attendees; other conferences regularly have double that amount. One potentially huge group is people who are interested in the history of their neighborhoods.

Transparency is important, so people know the records that are in the Archives.

The financial constraints are real and need to be addressed. We may be able to learn from the experience of the City of Philadelphia. When they moved their archives to a new building, they did not do a capital investment. Rather, they signed a long-term lease. NARA also signs 20-year, “no-money-down,” leases. This may be a more attractive option for the Records Center than for the Archives.

A stakeholder asked how many of the records are scheduled as permanent. The answer was that approximately 60% of the records are scheduled; of that, 45% of the records are permanent. The stakeholder mentioned that this seemed high: at the Federal level, only 1-2% of records are permanent. The answer was that this reflects a high percentage of architectural drawings. The records in the warehouse are not scheduled.

Personnel records are a unique situation. Before 1987, the records are the responsibility of the Federal Government. Records after 1987 will be held in the DC Archives.

The Archives needs to establish a service model that takes into account other cultural institutions in the area. Should there be joint projects and initiatives? How does the mission of the Archives relate to the mission of the Public Library, which must serve a wide range of constituents? There should be cooperation in programming, which flows from and awareness of other repositories and their collections.

A major “plus” for the Archives is the people who work there. There is an active reference staff that serves all researchers. In some state archives, a researcher has to wait a long time to get assistance with records.

A stakeholder asked about audiovisual records, which are very sensitive to temperature and relative humidity. The Archives has 20-30 cubic feet of 16mm film, microfilm and VHS tapes, but doesn't have the equipment to view all of it. The stakeholder commented that this seems low. The subsequent conversation covered the following points:

- Footage of Council Meetings from 1975 forward is at the Washington National Records Center (NARA).
- There are approximately 10 cu. ft. of still photos in the Archives.
- Where are the photos of the mayors? Since Mayor Barry, photographs have been the property of the photographers. Several area universities have acquired the personal and professional papers of mayors and council members.
- What is being done with police photos?
- The Redevelopment Land Agency has extensive photographic holdings

It is important to know what is in the collection before you can plan space for it. We need to know volume, format, etc. The building should support the collections. The central repository has to be able to hold all of the archival records.

The City of Philadelphia created a Records Management Executive Order. It required the appointment of records officers and liaisons to develop records retention schedules. The Water Department always maintained its own archives.

The District of Columbia does have a mayoral directive but results have been uneven with agencies. How do we get agencies to take records management seriously? The District already tried putting Records Management under the City Administrator. It was pointed out that executive orders do not apply to independent agencies.

Often a Records Management Officer is a low-level person doing records management as part of "other duties as assigned." Education is a big issue.

One stakeholder said that his institution gets compliance with records management by having people with influence pass the message down. Compliance and privacy are partners in his institution.

The archival collection is heavily used for genealogy. There are 14,000 oversized books of land records. The Archives will be getting microfilm from the Recorder of Deeds.

Researchers now have to sit at tables in the stacks. There is not enough space for researchers. It might make sense to have different reference space for different types of users.

Researchers would prefer to access digital copies of records online rather than having to come to the Archives. Part of the vision is that online finding aids will enable researchers to order digital copies online.

One stakeholder asked when records will be online. Also, the Archives should be preparing to acquire “born digital” records.

The Mayor’s Open Government Initiative is intended to move government services online. For example, there is a new online system called FOIA Express.

The DC Archives has short-term and long-term needs. An approach used for senior citizen/wellness centers was “build it and they will come.” We don’t want to delay and lose sight of the “here-and-now.”

What is the service model for the DC Archives? For example, state libraries are not designed for children but public libraries are.

In terms of other cultural agencies, the vision should be to collaborate when they have things in common. The DC Archives has the unique mission of preserving government records. It should collaborate on programs no matter what happens with space. If money permits, there should be classrooms and exhibit space.

Does the 1985 statute need to be changed? This is the underling authority for the Archives. Some changes already have been proposed, including a fee-for-service model for records management.

We should explore sources of revenue to sustain the archival program. For example, beginning in 1999 the Recorder to Deeds funded the scanning of documents with a \$5 surcharge on filings.

NARA has a revolving fund for Federal Records Centers, which are required to generate a 4% profit. We need a solid business case for stakeholders. If agencies use separate storage space, this weakens the argument for a records center.

There also are a number of independent collections in the District:

- The Fire Department has a museum.
- The Police Department has an archives and museum.
- The Sumner School has a school museum and archives.
- The Lorton Work House

Stakeholder Group 2, Patrons and Users of Archives: May 16, 2014

Attendees:

- Zondi Bears, DC Office on Aging
- Mara Cherkasky, Prologue DC
- Janet Bailey, Queries Consulting
- Willis Bradell, Department of Health, Vital Records
- Alice F. Harris, AAHGS
- Sybil Williams, AAHGS
- Daryl Wiggins, Document Managers
- William Hopkins, Commonwealth Title
- Roland Gallup, Red Rock Title
- Kelly Finnigan, EHT Traceries
- Dana Litowitz, EHT Traceries
- Julie Lee, DC Archives Intern

Summary of Main Points:

Deeds and libers are key records but access to them is limited. They can only be used Tuesday and Thursday from 9:00 a.m. to noon. Researchers are only given 4 libers at a time. They would like digital access to land records dated before 1921.

The researchers stated that the DC Archives needs more staff and longer hours of access.

There also should be a dedicated research room. At present, researchers cannot go to the restroom on their own. Because of space limitations, staff have different standards of conduct. Some researchers feel they are being treated like “kindergarten.” You can’t bring in phones or laptops.

There is not enough room for interns. They have to use a cart for a table, which makes it very difficult to process records.

Genealogists who conduct research in the DC Archives have also visited archives from across the country. They have seen the gamut. They believe that experienced researchers should be able to get a “super research card” with additional privileges. Even with digital access, genealogists often want access to the physical records – there sometimes are serendipitous discoveries.

While digitization is a help, online access also raises privacy concerns.

They would like a comfortable facility with a computer available for consulting resources like Ancestry.com.

There should be an up-to-date research facility separate from the stacks. The primary purpose is to protect the records.

With digital documents, you can have permission rights in the metadata. You can set up a virtual research room. Digitizing unique records allows worldwide access.

The procedure for accessing land records is frustrating for users. Researchers have to go to DCRA at the waterfront and give them the address. Two weeks later they can come to the DC Archives. This seems like an “archaic process.” They would like online finding aids and the ability to request that records be pulled in advance of a research visit.

With court records (deeds and wills), the researcher has to go downtown to request records. The request then is sent to the DC Archives. The problem is that researchers don’t have the opportunity to browse records. Researchers only are granted access to a specific, requested document. Copies of indexes and finding aids should be in the Archives.

The records of the Office of the Surveyor are indexed online. However, you still need to know what you’re looking for.

We discussed the two broad categories of researchers and their different needs:

- “Researchers of the Fact.” (Was a particular person on a specific ship from Europe?)
- “Researchers of the Interpretation.” (Why were people emigrating to the United States?)

The National Archives is a good model for the research experience:

- A researcher arrives without knowing which records may be relevant to his or her research
- The researcher talks to an archivist who identifies possible collections and refers the researcher to the finding aids
- The researcher looks through the finding aids and completes form requesting records
- The records are delivered to the researcher in the reference room

Many NARA finding aids are available online, even if the records are not.

Research is time-consuming but there is no way around it. Finding aids are key.

A title searcher talked about how labor-intensive the process was in the DC Archives. In the past, you could pull books yourself. At the Recorder of Deeds, books were available on shelves. They want the same kind of access in the Archives. The Archives’ limitations on access time and number of documents are major problems in this business. Clients are used to fast turnaround, which often is necessary to close a real estate transaction.

The State of Maryland makes its land records available for free online. You can conduct research “in your pajamas.”

Researchers recommended that a new Archives facility have the following:

- Environmental controls
- Receiving area
- Research areas

- Meeting rooms
- Loading dock
- Elevators (including freight)
- Enough room for growth of records
- Work space
- Security
- Cameras
- Sufficient staff

Preservation is important. Digitizing frequently-accessed items can help preserve the originals. However, researchers should be able to see the originals, if necessary.

Birth and death records come from the Registrar. Each year there are 7,000 births and 14,000 deaths. The DC Archives has records from 1874. Records are open after 100 years. Researchers must first go to the Registrar, which sends the request to the Archives.

There should be tighter security around original documents.

New researchers should be given additional help.

The Maryland State Archives puts frequently used records near the research room.

The new facility should increase outreach to the community. There should be meeting rooms with audiovisual equipment. There should be classes for genealogists and opportunities to work with the schools.

The Building Permits need preservation work.

Researchers would like to take photos of records using their phones. They also would prefer Wi-Fi access to having to use Archives' computers. They also would like to take digital documents home on a USB drive rather than getting paper copies.

Digitizing is the future. We can learn much from the Church of Jesus Christ of Latter Day Saints (the Mormons).

Reference books also should be put in a self-service location for use by researchers.

We discussed the pros and cons on co-locating the DC Archives with another cultural institution.

- The Martin Luther King Library has talked about adding floors. Perhaps the Archives should go there. The Library already has a division with primary sources.
- The Library mission is different than the Archives mission. It doesn't make sense to combine them.
- In New York, the State Library and State Museum are on different floors of the same building.
- Maybe preservation and conservation should be co-located

A new Archives facility should be within the District, near the Metro, and with parking. It needs up-to-date microfilm reader/printers that generate digital copies.

There needs to be pressure from the top to get agencies to send records to the DC Archives. Agencies need to get the message that records are “essential,” not just “nice to have.” There are 66 agencies in DC government but only 10 have retention schedules. The government needs to provide funding to develop retention schedules. Agencies need to appoint records officers. Agencies can’t be permitted to have informal storage areas for records.

The researchers made a point of thanking the Archives’ staff, who have helped everyone and “been here for us.”

Stakeholder Group 3, Agency Records Officers: May 28, 2014

Attendees:

- David Walker, EOM-OBC
- Yolanda Lyles, DCOA
- Jean Washington, DYRS
- Maureen Johnson, DCLB
- Cheryl Randall Thomas, DDOS
- Nyisha Cleveland, DCPC
- Yolanda Maiber, OTR
- Deborah Eaves, OTR
- Kodiak Hill Davis, DFS
- Tondalaya Hamilton, DHEF
- Traci Patterson, DCOIG
- LaRonda Jenkins, DCOIG
- Traci Hughes, BEGA
- Timothy Pickett, DHS
- Synina Pugh, DHS
- Malik Edwards, DSLBD
- Willis Bradwell, Jr., DOH/VRD
- Tamika Dodson, OPC
- Frank Scott, OPC
- Sherry Roberts, OAG
- Josephine Ansahbrew, OHR
- Marquita Kouyate, DOH
- Joyce Speaks, DHS/ESA
- LaVerne Brice, Department of Youth Rehab

Summary of Main Points:

The Attorney General has 3,000 cubic feet of records.

Records Officers want continuous training, perhaps using the District's training facility. They also would like to use training offered by the National Archives and Records Administration (NARA).

It would help to be able to give "credentials" to Records Management Officers. Records management is not at the top of the list for most agencies. There is an ongoing battle for funding and support. They want specialized training that leads to career growth.

Compliance with the Freedom of Information Act (FOIA) is an important issue. There is confusion with technology – how should the records be retained? The format of the records is important for compliance. The records should be searchable PDFs. Also, the District needs to be transparent about search fees. Who "owns" the documents? Who pays the search fees?

It would be good to have a “resource office” that would serve as a clearinghouse for information.

Access to records stored in the Washington National Records Center (WNRC) is through NARA’s system called ARCIS. It is outdated and is not user-friendly. With ARCIS, you can’t track records below the box level. The private sector uses bar codes on boxes and shelves.

Records currently are stored in three locations. It is important to house all of the District’s records within the District. You now have to travel 90 minutes to retrieve records.

There is a digitization program in the Courts. They scan the records in-house and then store the hard copy off-site. They want to know if they have to keep the paper. The District does have a “digitization policy.” Attendees recommended that the DC law be amended to include digitization standards.

The District should explore establishing an in-house “digitization center” in the new Archives facility. This would not preclude using outside vendors as well.

The Office of Public Records needs new staff, especially Records Analysts who can assist with the revision of records retention schedules. There is too much work for the current three staff members.

The District should move all records out of WNRC and transfer them to the DC Archives. This would reduce transportation time and expense.

WNRC is out of space. NARA is storing records in Philadelphia, without charging customers for the extra transportation costs. NARA can expedite deliveries using FedEx.

The District pays NARA \$.21 per box per month to store records. The total charge is \$42,000-45,000 per month.

One agency still is using Iron Mountain to store attorney files. These records have not been scheduled.

DHS is renovating seven service centers. They would like to use this opportunity to improve records management systems.

The Office of Public Records should put all of its forms online, perhaps using Google Docs. The new Archives facility should have a reference room for agency use.

Secure destruction of records can be a challenge. One agency removed 26,000 boxes from Iron Mountain and then had trouble finding a shredding contractor. Another agency destroyed X-rays and was able to recover the silver in the film, generating \$45,000 in revenue.

It is important to share best practices around all records management processes. For example, are their tips on the business processes around imaging? The Office of Public Records needs an

improved Website that includes copies of all of its guidelines and best practices. It is important for the public to be able to access this site as well.

The Library of Congress' Website has information about digital formats.

There are Homeland Security issues around making building blueprints available.

The Vital Records Division has paper that requires conservation treatments.

Stakeholder Group 4, Staff of the Office of Public Records: May 29, 2014

Attendees:

- Clarence Davis
- William Branch
- Ali [need last name]

Summary of Main Points:

They want improved software for managing the collection. It should have the following functionality:

- Collect inventory information
- Create records retention schedules
- Complete transfer forms (SF-135) electronically
- Include storage location
- Create retrieval request (Form OF-11) electronically
- Track outstanding reference requests
- Track refiling of returned records
- Generate reports for each agency as well as summary reports for District officials.

The “O-1 Report” is used to manage space. Converting it to a newer database could be expensive.

Staffing levels are a major concern. More staff are needed. They try to use e-mail as much as possible to cut down on reference visits.

Building permit requests from DCRA (Department of Consumer and Regulatory Affairs) arrive by fax. Once a researcher reaches the Archives, if he or she has an issue, it requires a return visit to DCRA to resolve. The Archives needs to be able to access the DCRA index directly.

If HHS has an index to death certificates, a copy also should be in the Archives.

The Archives needs a scanner for engineering drawings.

Records now are stored wherever there is space on the shelves. In a new facility, groups of records should be stored together.

Many agency records are stored at the Washington National Records Center (WNRC) at Suitland, MD. Agencies must complete an SF-135 form to transfer records. NARA uses a system called ARCIS to manage storage and retrieval.

Agencies need visibility into the costs of storage, even if there is no charge-back. Perhaps if agency heads see the cost, there will be pressure for improved records management.

Agencies need to take more responsibility for records management. They need to appoint qualified Records Officers. They also should assume the cost of storage of inactive records.

Some agencies (like DCRA) charge the public for services, even services performed by the Archives.

Transportation is a consideration with a new building. There needs to be a loading dock. But who will pick-up records? Will there be a dedicated driver? Who will deliver requests? Who will pay the costs?

Ten years ago, NARA did pickups and the Office of Public Records paid the costs, which were huge. This year, the District is paying NARA \$600,000 for records storage and retrieval.

The Archives need space for agencies to review records.

The Archives needs additional photocopiers for patrons. We discussed how to protect the Archives from alleged violations of copyright law but using provisions of Section 107 of the Copyright Act that shift responsibility to researchers. This includes putting copyright notices on photocopy machines and duplication order forms.

For identification purposes, they stamp all copies "DC Archives." Some archives have the identification line under the glass on the photocopy machines, so it appears without extra effort.

DCRA is responsible for building permits, plans, and corporate documentation.

Land records are quite extensive: 14,000 books, 100 file drawers of index cards, and microfilm. They will receive microfiche in the future. Perhaps there should be a separate "section" for land records.

Genealogical records also are heavily used: birth, death, marriage, will, probate, apprenticeship, guardianship, etc. Perhaps these records also should have a separate "section"?

Suggestions for possible sections/divisions:

- General
- Land
- DCRA
- Genealogy
- Library of Government Information
- Communities and Neighborhoods
- Government and Politics

The government of the District has gone through various structures. From 1878 to 1967, it was governed by a Board of Commissioners (2 commissioners and 1 engineer). The records total 4,000 cubic feet.

The Archives needs additional computers plus a plan to put indexes and other finding aids online. The facility must have sufficient off-street parking for patrons and staff.

There is a need for cold storage of certain records: 8mm and 16mm film, photographs and negatives, CDs, X-rays, etc.

The Library of Government Information should be set up separately. Also, much current government information only appears online. There needs to be a plan to capture and preserve this digital information.

The new facility should have:

- Reference desk at the entrance
- Electronic bulletin board for announcements
- Full-sized coin-operated lockers for patrons
- Security staff, not just cameras.
- Security doors to control access to different parts of the building (card access)
- Public address system
- Self-service (credit card) copiers
- Reference desk for staff in each research area
- Fenced-in location to park/store vans and trucks
- A loading dock big enough to receive and ship records
- A “dirty room” next to the loading dock for the temporary storage of records
- Digital records receiving and storage
- Preservation/conservation lab (equipment and space)
- Showers/locker room for staff

The District also should consider a “document reproduction area.” This would handle requests for reproduction. There should be the capability to reproduce oversized documents, which now are sent off-site. If there is a “scan-and-demand” capability, the Archives can keep a copy of everything that is digitized.

A training area also would be useful. There should be a classroom to train agency records management officers. A multi-purpose room could be used for conferences or special events (District of Columbia Emancipation Day, 40th Anniversary of Home Rule, etc.) They would like to be able to display historic documents for groups.

They would like an exhibit area for artifacts.

With proper security design, meeting rooms could be used after-hours by community groups.

The facility should be a tourist destination. The Archives is “DC’s best kept secret.” Tourists come to the District for its history.

They would like space to grow, a “campus” with a second building, if possible.

The Archives will need on-site Information Technology staff if there is new equipment and services.

The District's records at NARA are in Record Group 351. The finding aid is online at NARA.

It would be useful to review the 1980s agreement that transferred the Archives from NARA to the District. There also was a 1970s survey done by NARA.

Logistics Support, Inc. just completed a survey of 6 records storage locations. They identified 36,198 cubic feet of records.

Pre-1987 personnel records are stored at a NARA facility in St. Louis. The District is being charged for storage of these long-term records. Some personnel records did not go to St. Louis because of different retirement systems (Fire Department, Police Department, and teachers). These records went to WNRC in Suitland.

Archive Register

ACCESSION REGISTER - D.C. ARCHIVES							
ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
90-001	625	4.00	v 1-4	SCT (P)	Indentures of Apprenticeship <i>1812-1893 (vols. 2-3 & 5-6)</i>	1-01-17-04-2-1	1-01-17-04-2-6
90-002	625	6.00	v 1-4	SCT (P)	Guardians' Sales Records <i>1862-1900</i>	1-01-17-03-2-1	1-01-17-03-2-6
90-003	165	0.16	a 1-1	DHS	Minutes: Comm. on Child Abuse and Neglect <i>1978-1979</i>	1-01-19-01-6-1	1-01-19-01-6-1
90-004	165	3.00	v 1-3	DHS	Minutes: D.C. Board of Health <i>1822-1878 (3 vols.)</i>	1-01-17-03-2-4	1-01-17-03-2-6
90-004-1	165	1.00	v 1-1	DHS	Health Officer's Scrapbook <i>1920-1925</i>	1-01-17-03-2-3	1-01-17-03-2-3
90-005	550	14.00	a 1-30	DCA	Auditor's Printed/Published Reports <i>1980 - March, 2009 (some reports missing)</i>	1-01-16-04-5-1	1-01-16-04-6-6
90-006	010	14.00	v 74-88	EOM (BOC)	Minutes: D.C. Commissioners, includes Orders, Memos, etc. <i>1953-1967 (vol. numbered 74-88)</i>	2-01-14-05-4-1	4-01-14-05-6-2
90-007	000	0.20	v 1-1	A-GC	Docket Book: Justice Court <i>1878-82. (1 vol.)</i>	V-01-01-04-6-1	V-01-01-04-6-1
90-008	180	36.00	a 1-67	DPW (E)	Index: Engineer Dept. Central Classified Files <i>1897-1953 reference control accession 91-002</i>	1-01-16-06-3-1	1-01-16-06-8-6
90-009	150	12.00	a 1-29	DHCD (RLA)	Redevelopment Land Agency Records <i>1965-1976</i>	2-01-30-04-8-1	2-01-30-04-9-6
90-010	150	12.00	a 1-32	DHCD (RLA)	Shaw & H St. Building Survey Forms <i>1968-1972</i>	2-01-30-01-3-1	2-01-30-01-4-6
90-010-1	150	4.00	a 1-22	DHCD (RLA)	14th St. & Downtown Survey Forms <i>1968-1974</i>	2-01-30-01-5-1	2-01-30-01-5-4
90-011	900	30.00	a 1-76	A-GC	Federal City Council Administration Records <i>1955-1985</i>	1-01-21-01-2-1	1-01-21-01-6-6
90-012	010	16.00	a 1-35	EOM (P/C)	Speeches: Marion Barry, D.C. Mayor <i>1979-1991</i>	2-01-14-03-5-4	2-01-14-03-8-2
90-013	625	2046.00	a 1-2046	SCT (P)	Probated Wills: Deceased Residents of D.C. <i>1801-1990</i>	1-01-01-01-1-1	1-01-04-03-2-3
90-013-A	625	422.00	v 1-624	SCT (P)	Probated Wills: Deceased Residents of D.C. <i>1801-1990 (Bound volumes)</i>	2-01-23-01-1-1	2-01-23-10-5-6
90-013-1	625	18.00	a 1-42	SCT (P)	Probated Wills: Deceased Residents of D.C. <i>1991</i>	1-01-04-03-2-4	1-01-04-03-5-3
90-013-2	625	12.00	a 1-28	SCT (P)	Probated Wills: Deceased Residents of D.C. <i>1992</i>	1-01-04-03-5-4	1-01-04-03-7-3
90-013-3	625	12.00	a 1-29	SCT (P)	Probated Wills: Deceased Residents of D.C. <i>1993</i>	1-01-04-03-7-4	1-01-04-03-9-3
90-013-4	615	12.00	a 1-28	SCT (P)	Probated Wills: Deceased Residents of D.C. <i>1994</i>	1-01-04-03-9-4	1-01-04-04-3-4
90-013-5	625	10.00	a 1-24	SCT (P)	Probated Wills: Deceased Residents of D.C. <i>1995</i>	1-01-04-04-3-5	1-01-04-04-5-2

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
90-013-6	625	10.00	a 1-27	SCT (P)	Probated Wills: Deceased Residents of D.C. 1996	1-01-04-04-5-3	1-01-04-04-7-3
90-013-7	625	10.00	a 1-26	SCT (P)	Probated Wills: Deceased Residents of D.C. 1997	1-01-04-04-7-4	1-01-04-04-9-2
90-013-8	625	10.00	a 1-24	SCT (P)	Probated Wills: Deceased Residents of D.C. 1998	1-01-04-04-9-3	1-01-04-05-2-6
90-013-9	625	10.00	a 1-25	SCT (P)	Probated Wills: Deceased Residents of D.C. 1999	1-01-04-05-3-1	1-01-04-05-4-5
90-013-10	625	10.00	a 1-21	SCT (P)	Probated Wills: Deceased Residents of D.C. 2000 - 2002	1-01-19-02-5-1	1-01-19-02-5-2
90-014	170	2.00	a 1-3	MPD	May Day Report (Anti-Vietnam War Demonstrations) May-71	1-01-17-03-3-1	1-01-17-03-3-6
90-015	110	6.00	v 1-6	DCRA (CD)	Index: Articles of Incorporation - Perpetual Businesses 1870-1957 (vols. 1-4 1870-1953; vols. 5-6 1954-1957)	1-01-17-03-4-1	1-01-17-04-8-6
90-015-1	110	66.00	v 1-166	DCRA (CD)	Articles of Incorporation - Perpetual Businesses 1870-1957	2-01-29-01-6-1	2-01-29-02-3-4
90-015-2	110	40.00	s 1-40	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses 1870-1954	2-01-29-02-3-5	2-01-29-10-9-6
90-015-3	110	415.00	s 1-415	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses 1954-1989	2-02-12-09-4-3	2-02-12-09-9-3
90-015-4	110	32.00	s 416-447	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses 1954-1989	2-01-07-02-3-1	2-01-07-07-6-6
90-015-5	110	210.00	s 448-658	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses 1954-1989	2-02-12-10-3-1	2-02-12-10-9-5
90-015-6	110	41.00	s 659-699	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses 1954-1989	2-01-28-01-1-1	2-01-28-07-2-1
90-015-7	110	331.00	s 700-1030	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses 1990-1995	1-02-01-01-1-1	1-02-01-01-1-1
90-016	700	550.00	u 1-10,000	MWCG	Council of Government - Maps 1960-1980	2-01-14-04-8-3	2-01-14-04-9-2
90-017	010	6.00	a 1-12	B/C	Meeting/Minutes: Executive Sessions 1957-1966 (Confidential Files)	2-01-30-01-5-6	2-01-30-01-5-6
91-001	150	1.00	a 1-3	DHCD (RLA)	Slides: Housing Conditions in NE 1965-1968	2-01-15-01-3-1	2-01-09-03-5-3
91-002	180	1503.00	s 1-1503	DPW (E)	Engineer Dept. Central Classified Files 1897 - 1953 Box 337 was reboxed and folders replaced and is now 2 record center boxes and 1 archive box (337, 337-A & 337-B)	V-01-01-01-3-1	V-01-01-01-6-6
91-003	010	24.00	p 1-24	EOM (P/C)	Slides, photographs: Mayor's Photographer 1959-1990	2-01-14-03-3-3	2-01-14-03-3-6
91-004	010	4.00	a 1-8	OM	Operations/Office Files: Marion Barry, D.C. Mayor 1966-1990 inclusive dates; 1985-1990 bulk	2-01-14-03-8-3	2-01-14-03-8-3

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
91-005	010	1.00	s 1-1	EOM (P/C)	Newspaper Clippings <i>1978-1990 inclusive dates: 1989-1990 (bulk)</i>	2-01-14-03-8-4	2-01-14-03-8-6
91-005-1	10	3.00	a 1-3	EOM	Subject Files: Office of Secretary for D.C. <i>1989-1990</i>	V-01-01-03-1-1	V-01-01-03-1-1
91-006	460	1.00	c 1-1	BEE	Voter Information, VIP master file - computer tape <i>1996</i>	1-03-01-01-1-1	1-03-01-01-1-1
91-007	180	100.00	u 1-2000	DPW	Plans of Demolished Buildings <i>1900-1979.</i>	2-01-14-04-1-1	2-01-14-04-2-6
91-008	010	12.00	a 1 - 26	EOM (P/C)	News Releases: D.C. Agency/City-Wide <i>1967-1978</i>	1-01-19-03-4-1	1-01-19-03-5-4
91-009	000	10.00	s 1-10	OM	Ellison Commission Records, includes Committee/Final Reports <i>1967-1973</i>	1-01-19-03-5-5	1-01-19-03-6-6
91-010	180	9.00	s 1-9	DPW (S)	Survey Records, includes corres., orders, etc. <i>1955-1965</i>	1-01-19-01-6-1	1-01-19-01-6-1
91-011	165	0.16	a 1-1	DHS	Teenage Pregnancy Prevention Panel Records <i>1984-1985</i>	2-01-30-05-3-3	2-01-30-05-3-6
91-012	150	4.00	v 1-14	DHCD (NCHA)	Reading Files: NCHA Legal Division <i>1943-1971 [gaps]</i>	2-01-30-05-3-1	2-01-30-05-3-2
91-012-1	150	2.00	s 1-2	DHCD (NCHC)	Minutes: NCHC includes miscellaneous files <i>1954-1968</i>	1-01-19-03-7-1	1-01-19-03-8-2
91-013	310	8.00	a 1-14	LRC	Minutes/ Reports/ Records includes miscellaneous files <i>1975-1991</i>	1-01-19-01-1-1	1-01-19-01-6-6
91-014	235	25.00	a 1-74	OEP	Records: Demonstrations, Civil Disturbances, etc. <i>1965 and 1968-1978.</i>	2-01-14-04-7-1	2-01-14-04-8-2
92-001	010	8.00	a 1-14	OM	Records: Mayor Transition, Cabinet Meetings; etc. <i>1978-1982</i>	2-01-03-07-5-5	2-01-03-07-6-5
92-002	205	7.00	s 1-7	OP	Project Files: Building Convention Center <i>1965-1987</i>	2-01-03-07-4-5	2-01-03-07-5-4
92-003	350	6.00	s 1-6	PSC	Annual Reports <i>1913-1984</i>	1-01-19-06-6-3	1-01-19-06-8-5
92-004	550	16.00	s 1-16	DCA	Nelson Commission Records (Tax Revision) <i>1970-1972</i>	1-01-19-06-8-6	1-01-19-06-9-6
92-005	550	7.00	s 1-7	DCA	DC Tax Revision Commission Records <i>1984</i>	V-01-01-03-3-1	V01-01-03-4-6
93-001	150	12.00	p 1-12	DHCD (RLA)	Records: Audiovisual (Washington housing) <i>1977</i>	2-01-14-01-3-1	20-1-14-01-6-5
93-002	010	23.00	a 1-54	OM	Subject Files: Walter Washington, D.C. Mayor <i>1961-1970 inclusive dates; 1967-1969 bulk</i>	2-01-14-01-6-5	2-01-14-02-3-2
93-003	010	20.00	a 1-48	OM	Subject Files: Thomas Fletcher, D.C. Deputy Mayor <i>1961-1970 inclusive dates; 1967-1969 bulk</i>	2-01-14-03-4-1	2-01-14-03-5-4

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
93-004	010	8.00	a 1-22	EOM (S)	Chronological Files: Outgoing Correspondence 1979-1985	2-01-14-05-6-3	2-01-14-05-9-4
93-005	010	20.00	a 1-48	EOM (B/C)	Correspondence File: Letters Rec'd. 1908-1928 [RG 351 Natl. Archives]	2-01-14-05-9-5	2-01-14-06-7-2
93-005-1	010	28.00	a 1-28	EOM (B/C)	Correspondence File: Letters Rec'd. 1933-1944 and 1948-1949	2-01-25-03-2-4	2-01-25-03-9-6
93-006	625	40.00	o 1-105	SCT (P)	Index: Wills and Guardianships 1801-1930 (logged onto 5 x 7 index cards)	V-01-01-03-6-1	V-01-01-03-6-1
93-007	625	0.50	a 1-1	SCT (P)	Admin.Records: Registrar of Wills ref. Court Rules 1886-1906	2-01-30-05-5-6	2-01-30-05-7-1
93-008	150	8.00	s 4-11	DHCD (RLA)	Central Files: includes reports and correspondence 1954-1970	2-01-30-05-4-1	2-01-30-05-5-2
93-008-1	150	8.00	a 1-18	DHCD (RLA)	Chronological File 1950-1966	2-01-30-05-9-1	2-01-30-05-9-4
93-008-2	150	4.00	s 1-10	DHCD (RLA)	Organizational Records, includes annual reports, history, etc. 1934-1987	2-01-30-01-7-1	2-01-30-04-7-6
93-009	150	140.00	s 1-140	DHCD (RLA)	Project Files: Urban Renewal-Housing 1978-1982	1-01-AA-06-8-1	1-01-BB-09-7-6
93-010	625	244.00	v 1-1052	SCT (M)	Marriage Records: Residents of D.C. 1870-1966	1-01-BB-09-8-1	1-01-BB-12-2-6
93-010-1	625	60.00	v 1-982	SCT (M)	Marriage Records: Residents of D.C. 1966-1990	1-01-22-04-1-3	1-01-22-04-2-6
93-011	165	10.00	v 1-18	DHS	Disinterment Permits (Applications) 1937-1957	2-01-03-05-8-3	2-01-03-07-4-4
93-012	170	61.00	s 1-61	MPD	Historical Files, includes Orders, Memorandums, etc. 1934-1965	1-01-BB-14-4-1	1-01-BB-14-5-3
93-013	625	6.00	a 901-914	SCT (M)	Marriage Records: Application-Consents 1896-1961	1-01-BB-14-6-1	1-01-BB-14-8-1
93-013-1	625	7.00	s 1-7	SCT (M)	Marriage Records: Application-Consents 1962-1966	2-01-14-02-1-3	2-1-14-02-6-3
93-014	010	31.00	a 1-79	OM	Subject Files: Graham W. Watt, D.C. Deputy Mayor 1967-1972 inclusive dates; 1969-1971 bulk	2-01-14-04-5-1	2-01-14-04-6-2
93-015	010	8.00	s 1-8	EOM (S)	Briefing Files: Marion Barry, D.C. Mayor 1987-1990	2-1-14-03-1-1	2-1-14-02-6-3
94-001	010	9.00	s 1-9	EOM (S)	Subject Files: Martin Schaller, Secretary for D.C. 1968-1970	2-01-30-08-8-1	2-01-30-08-9-3
94-002	050	9.00	s 1-9	COR	Copies of Corporation Counsel Opinions 1950-1970 [originals in RG 351, NARA].	2-01-14-05-3-1	2-01-14-05-3-2
94-003	010	2.00	a 1-3	EOM (B/C)	Report Files: Special Asst. to Mayor 1985-1988	2-01-23-01-1-1	2-01-23-10-5-6

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
94-004	625	516.00	v 1-629	SCT (P)	Probated Wills: Deceased Residents of D.C. <i>1801-1965 [duplicated in bound ledgers]</i>	2-01-16-01-1-1	2-01-16-03-6-2
94-005	110	140.00	s 1-140	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1949-1955 formerly accession 351-65-2700</i>	2-01-16-03-6-3	2-01-16-04-2-2
94-005-1	110	30.00	s 1-30	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1955-1958 formerly accession 351-70-1765</i>	2-01-16-04-2-3	2-01-16-05-9-2
94-005-2	110	96.00	s 1-96	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1958-1962 formerly accession 351-71-1242</i>	2-01-16-07-8-1	2-01-16-10-9-6
94-005-3	110	174.00	s 1-174	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1958-1978 formerly accession 351-85-0041</i>	2-01-17-04-7-4	2-01-17-10-9-6
94-005-3A	110	364.00	s 175-537	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1958-1978 formerly accession 351-85-0041</i>	2-01-17-04-7-5	2-01-18-09-5-6
94-005-4	110	259.00	s 1-259	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1958-1978 formerly accession 351-85-0050</i>	2-01-18-09-6-1	2-01-18-07-8-6
94-005-5	110	72.00	s 1-72	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1958-1978 formerly accession 351-85-0051</i>	2-01-19-01-1-1	2-01-19-10-9-6
94-005-6	110	354.00	s 1-354	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1976-1983 formerly accession 351-90-0051</i>	2-01-21-07-3-1	2-01-21-10-1-1
94-005-6A	110	80.00	s 355-434	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1976-1983 formerly accession 351-90-0051</i>	2-01-16-05-9-3	2-01-16-07-7-6
94-005-7	110	100.00	s 1-100	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1984-1989 formerly accession 351-94-0005</i>	3-01-16-01-1-1	3-01-16-02-4-3
94-005-8	110	75.00	s 1-75	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1990-1993 formerly accession 351-99-0001</i>	3-01-16-02-4-4	3-01-16-03-3-1
94-005-9	110	46.00	s 1-46	DCRA (PD)	Building/Construction/Alteration Permits & Plans <i>1994-1995 formerly accession 351-99-0002</i>	2-01-18-03-3-1	2-01-18-07-6-1
94-005-10	110	252.00	t 1-315	DCRA (PD)	Construction Plan Drawings - Group "C" <i>1958-1985 formerly accession 351-85-0053</i>	2-01-22-01-5-1	2-01-22-01-9-6
94-005-11	110	30.00	t 1-55	DCRA (PD)	Construction Plan Drawings - Group "D" <i>1958-1985 formerly accession 351-89-0041</i>	2-01-24-10-9-6	2-1-24-09-6-6
94-005-11A	110	84.00	t 56-200	DCRA (PD)	Construction Plan Drawings - Group "D" <i>1958-1985 formerly accession 351-89-0041</i>	2-01-24-09-7-1	2-01-24-08-7-6
94-005-12	110	60.00	t 1-90	DCRA (PD)	Construction Plan Drawings - Group "ET" <i>1958-1985 formerly accession 351-86-0042</i>	2-01-22-04-6-1	2-1-22-01-4-4
94-000-13	110	160.00	t 1-234	DCRA (PD)	Construction Plan Drawings - Group "F" <i>1958-1985 formerly accession 351-88-0083</i>	2-01-22-05-5-1	2-01-22-04-5-6
94-005-14	110	114.00	t 1-200	DCRA (PD)	Construction Plan Drawings - Group "G" <i>1958-1985 formerly accession 351-89-0042</i>	2-01-18-03-4-1	2-01-18-01-5-6
94-005-15	110	114.00	t 1-200	DCRA (PD)	Construction Plan Drawings - Group "I" <i>1958-1985 formerly accession 351-90-0052</i>	2-01-20-02-4-5	2-01-20-01-1-1

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
96-001	110	2.00	a 1-4	DCRA (LD)	Minutes: Board of Architects 1925-1989	V-01-01-01-1-1	V-01-01-01-1-1
97-001	120	0.20	v 1-2	C	DC Jail/Washington Asylum Prisoner Ledgers 1848-1862	1-01-16-05-1-1	1-01-16-05-1-2
97-002	166	2.00	a 1-4	DH	Reports of the D.C. Health Officer 1876-1926	1-01-21-02-2-1	1-01-21-02-5-6
98-001	900	24.00	a 1-64	A-GC	Reports/Studies Records: Federal City Council 1988-1996	1-01-21-02-6-1	1-01-21-02-6-3
98-002	900	3.00	a 1-8	A-GC	Special Subject Files: Federal City Council 1988-1996	1-01-16-03-3-5	1-01-16-03-4-6
98-003	001	8.00	a 1-22	OM	Subject Files: Effi Barry, 1st Lady of D.C. 1978-1986	2-02-11-02-2-1	2-02-12-08-9-6
99-001	130	780.00	v 1000-2999	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers 1870-1906	2-01-01-01-2-1	2-01-01-07-9-6
99-001-1	130	344.00	v 3000-3858	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers 1907-1936	2-02-01-01-2-1	2-02-01-09-9-6
99-001-2	130	216.00	v 3859-4774	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers 1907-1936	2-01-21-01-3-1	2-01-21-06-4-6
99-001-3	130	240.00	v 4775-4999	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers 1907-1936	2-02-16-01-2-1	2-02-16-01-9-6
99-001-4	130	48.00	v 1-148	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers <i>Identified as W.B. Series 1/1820-12/1848</i>	2-02-15-10-7-1	2-02-15-10-9-6
99-001-5	130	18.00	v 1-50	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers <i>Identified as Alpha Series 1797-1821</i>	2-02-16-02-1-1	2-02-16-03-5-6
99-001-6	130	84.00	v 1-230	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers <i>Identified as J.A.S. Series 12/1848-5/1863</i>	1-01-16-04-1-1	(1-01-16-04-3-6) <i>Shelf Space Reserved</i>
00-001	000	18.00	a 1-42	A-GC	MWCOG - Publications and Report 1976-Present	1-01-16-05-2-1	1-01-16-05-2-1
00-002	275	1.00	a 1-1	PB	Historic Records: D.C. Board of Parole with memorabilia 1980-2000	1-01-16-04-8-1	1-01-16-04-8-6
00-003	001	6.00	a 1-16	OM	Final Transaction Reports: Anthony Williams, D.C. Mayor 1998	2-2-18-03-1-1	2-2-18-04-3-2
02-001	800	68.00	s 1-68	DCFRMA	Control Board Records: Contract Files 1995-1996 <i>formerly accession 800-01-0001</i>	2-2-18-04-3-3	2-2-18-04-8-2
02-001-1	800	30.00	s 1-30	DCFRMA	Control Board Records: Hearing Transcript Files 1995-2001 <i>formerly accession 800-01-0002</i>	2-2-18-04-8-3	2-2-18-05-1-2
02-001-2	800	12.00	s 1-12	DCFRMA	Control Board Records: Docket Files - Incoming Issues 1995-2001 <i>formerly accession 800-01-0003</i>	2-2-18-05-1-3	2-2-18-05-3-5
02-001-3	800	15.00	s 1-15	DCFRMA	Control Board Records: Document Transaction Files 1995-2001 <i>formerly accession 800-01-0004</i>	2-2-18-05-3-6	2-2-18-05-4-3

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
02-001-4	800	4.00	s 1-4	DCFRMA	Control Board Records: Bank Statements <i>1996-1998 formerly accession 800-01-0005</i>	2-2-18-05-4-4	2-2-18-05-5-6
02-001-5	800	9.00	s 1-9	DCFRMA	Control Board Records: Miscellaneous Files (Unspecified) <i>1995-2001 formerly accession 800-01-0006</i>	2-2-18-05-6-1	2-2-19-06-4-6
02-001-6	800	48.00	s 1-48	DCFRMA	Control Board Records: Subject Files of the Board <i>1995-2001 formerly accession 800-01-0007</i>	2-2-18-06-5-1	2-2-18-06-6-6
02-001-7	800	12.00	s 1-12	DCFRMA	Control Board Records: Contract Files <i>1997-1998 formerly accession 800-01-0008</i>	2-2-18-06-7-1	2-2-18-07-2-4
02-001-8	800	28.00	s 1-28	DCFRMA	Control Board Records: Chief Financial Officers Files <i>1995-2001 formerly accession 800-01-0009</i>	2-2-18-07-2-5	2-2-18-07-9-4
02-001-9	800	42.00	s 1-42	DCFRMA	Control Board Records: Administration & Case Files <i>1995-2001 formerly accession 800-01-0010</i>	2-2-17-02-1-1	2-2-17-07-6-6
02-001-10	800	306.00	s 1-306	DCFRMA	Control Board Records: Operations Files <i>1995-2001 formerly accession 800-02-0001</i>	2-2-17-07-7-1	2-2-17-08-2-5
02-001-11	800	29.00	s 1-29	DCFRMA	Control Board Records: Financial Transaction Files <i>1998-2001 formerly accession 800-02-0002</i>	1-01-16-01-7-1	1-01-16-01-8-4
02-003	205	10.00	a 1-24	OB	DC Government Budget Books <i>1990-2000</i>	1-01-22-01-3-1	(1-01-22-01-4-2) <i>Shelf Space Reserved</i>
02-005	010	8.00	a (1-R)	EOM (OPR)	DC Archivist - Special Gov't Reports & Studies <i>1906 to Present</i>	1-04-01-01-1-1	1-04-01-01-1-1 <i>Map cases # 4 thru 8</i>
02-006	120	1050.00	u 1-1050	C	Lorton Correctional Facility Complex - Blueprints <i>1907-1999</i>	1-01-19-04-4-1	1-01-19-04-5-6
02-007	120	12.00	a 1-32	C	DC Jail Historical, Administrative & Research Files <i>1940-1990</i>	1-01-19-05-4-1	1-01-19-05-8-6
03-001	120	30.00	v 1-63	C	DC Jail Prisoner Logs <i>1871-1926</i>	1-01-19-05-9-1	1-01-19-05-9-6
03-001-1	120	6.00	v 1-10	C	DC Jail Prisoner Infirmary Logs <i>1874-1930</i>	1-01-19-04-8-1	1-01-19-04-8-6
03-001-2	120	6.00	a 1-17	C	DC Jail Prisoner Commitment Documents and Court Orders <i>1874-1928</i>	1-01-17-02-4-1	1-01-17-02-4-6
03-002	110	6.00	v 1-12	DCRA (CD)	Articles of Incorporation: Foreign Corporations <i>1911-1955</i>	1-01-17-02-5-1	1-01-17-02-6-1
03-002-1	110	7.00	s 1-7	DCRA (CD)	Foreign Corporations Stock Subscriptions Lists <i>1905-1955</i>	2-01-29-01-1-1	2-01-29-01-4-4
04-001	110	22.00	s 1-22	DCRA (CD)	Limited Partnership Corporations <i>1990-2000</i>	1-01-19-01-6-1	1-01-19-01-7-6
05-001	001	12.00	a 1-30	OM (OCS)	Constituent Service Operations Records <i>1991-1993</i>	1-01-16-05-2-1	1-01-15-05-3-2
05-002	355	8.00	a 1-20	DCSE	Project Files: DC Sports Arena (MCI Center) <i>1994-1998</i>	1-01-16-05-4-1	1-01-16-05-4-4
05-003	355	4.00	a 1-8	DCSE	Project Files: Washington Convention Center <i>1995-1997</i>	1-01-16-02-2-1	1-01-16-02-2-6

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
05-004	010	6.00	a 1-16	EOM (S)	Operations Files: Office of D.C. Secretary 1984-1994	1-01-16-03-1-1	1-01-16-03-2-6
05-005	210	12.00	a 1-32	OBED	Operations Files, includes subject, project, financial, etc 1990-1997	1-01-22-04-3-1	1-01-22-04-7-3
05-008	180	28.00	a 1-64	DPW (W/S)	Engineering Reports includes work orders, tests, repairs, etc. 1882-1905	1-01-22-04-7-4	1-01-22-04-8-2
05-008-1	180	5.00	a 1-12	DPW (S)	Sanitary Division Director Operations Files 1955-1970	1-01-16-05-4-5	1-01-16-05-4-6
05-009	010	2.00	a 1-6	EOM (MLKC)	Martin Luther King, Jr. Holiday Commission Files 1986-1999	1-01-22-03-3-1	1-01-22-03-7-6
05-010	150	30.00	a 1-80	DHCD	Reports, Studies and Publications Files 1930-1989	1-01-20-03-2-1	1-01-20-03-3-4
05-011	010	10.00	a 1-25	EOM (OD)	Mayor's Orders Documentation Files 1992-1996	1-01-20-02-1-1	1-01-20-02-2-4
05-012	010	4.00	a 1-10	EOM (OD)	Mayor's Memorandums Documentation Files 1991-1998	1-01-22-02-7-2	1-01-22-02-9-6
05-013	010	17.00	a 1-17	EOM (OD)	Rulemaking Transmittals Files (Original Submissions) 1990-2004	1-01-21-01-7-1	1-01-21-01-8-6
06-001	010	12.00	s 1-12	EOM (OPR)	Public Records Administrator Files 1989-2004	2-01-07-01-3-1	2-01-07-01-6-5
06-003	430	23.00	s 1-23	LBGC	Board Meeting Transcripts includes correspondence 1982-1996	1-01-20-02-1-6	1-01-20-02-3-6
06-004	205	13.00	s 1-13	OP	Planning Files of Director John Fondersmith 1970-1990	2-02-13-05-3-5	2-02-13-05-3-5
07-001	850	1.00	a 1-1	ANC	Advisory Neighborhor Commissioners Oaths (of Office) Files 1989-1993	2-02-13-04-3-1	2-02-13-04-4-5
07-002	850	11.00	o 1-11	ANC	ANC 1A Subject & Administration Files 1988-1994	2-02-13-03-7-3	2-02-13-03-9-6
07-002-1	850	14.00	o 1-18	ANC	ANC 2B Subject & Administration Files 1988-1994	2-02-13-04-2-1	2-02-13-04-2-6
07-002-2	850	8.00	o 1-8	ANC	ANC 3C Subject & Administration Files 1988-1994	2-02-13-05-1-1	2-02-13-05-2-3
07-002-3	850	9.00	o 1-9	ANC	ANC 3D Subject & Administration Files 1988-1994	2-02-13-04-5-1	2-02-13-04-8-5
07-002-4	850	23.00	o 1-23	ANC	ANC 3E Subject & Administration Files 1988-1994	2-02-13-04-8-6	2-02-13-04-9-6
07-002-5	850	7.00	o 1-7	ANC	ANC 3F Subject & Administration Files 1988-1994	2-02-13-04-1-1	2-02-13-04-1-6
07-002-6	850	7.00	o 1-7	ANC	ANC 4B Subject & Administration Files 1988-1994	2-02-13-05-2-4	2-02-13-05-2-6
07-002-7	850	4.00	o 1-4	ANC	ANC 6B Subject & Administration Files 1988-1994	2-02-13-05-4-1	2-01-13-05-5-6

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
07-003	850	6.00	o 1-26	ANC	ANC 3E Building ConSubject & Administration Files <i>Unspecified</i>	2-02-08-04-3-1	2-02-08-05-9-3
07-004	120	42.00	s 1-42	C	Lorton Correctional Facility Operations Management Files <i>2001 Lorton Close-out Project formerly accession 351-02-0574</i>	2-02-08-01-9-1	2-02-08-01-9-1
07-004-1	120	1.00	s 1-1	C	Miscellaneous Lorton Operations Files <i>2001 Close-out</i>	2-02-08-06-3-1	2-02-08-08-5-3
07-005	950	42.00	s 1-42	PRA-A	Rescued Records: DOES/FEW/GSA <i>1978-1998</i>	1-01-20-02-8-1	1-01-20-02-8-4
08-001	305	4.00	a 1-9	DCBC	DC Bicentennial Commission Operations Files (Subject) <i>1988-1990 formerly accession 010-93-0025</i>	1-01-20-02-8-4	1-01-20-02-8-4
08-001-1	305	1.00	a 1-1	DCBC	DC Bicentennial Commission 50 State Salute Files <i>1988 formerly accession 001-91-0010</i>	1-01-20-03-7-1	1-01-20-03-7-3
08-002	400	3.00	a 1-8	BOE	Reports of the Board of Education <i>1873-1936 and 1938-1942</i>	2-02-08-02-3-1	2-02-08-02-9-4
08-003	010	40.00	s 1-40	EOM (OD)	DC Registers (Published Copies) <i>1995-2007</i>	2-02-08-01-9-1	2-02-08-01-9-5
08-003-1	010	5.00	s 1-5	EOM (OD)	DC Registers (Published Copies) <i>1987-1988</i>	2-02-08-08-6-1	2-02-08-08-8-3
08-004	010	9.00	s 1-9	EOM (SC)	DC Statehood Constitutional Convention Committee Reports <i>1982-1983 formerly accession 351-88-0339</i>	2-02-08-08-9-1	2-02-08-08-9-1
08-004-1	010	1.00	s 1-1	EOM (SC)	DC Statehood Constitutional Convention Committee Transcripts <i>1982-1983 formerly accession 351-88-0829</i>	2-02-07-09-6-1	2-02-07-09-6-4
08-005	010	4.00	s 1-4	EOM (S)	DC Civil War Centennial Commission Subject/Misc. Files <i>1960-1965 formerly accession 351-66A-0515</i>	2-02-08-08-9-2	2-02-08-08-9-3
08-006	010	2.00	s 1-2	EOM (S)	Rhoads Report and Appendixes (DC Files Assessment Project) <i>1982-1985 formerly accession 351-89-0383</i>	2-02-08-09-7-1	2-02-08-09-7-6
08-007	010	6.00	s 1-6	EOM (S)	DC One Fund Executive Committee Files <i>1955-1981 formerly accession 351-88-0357</i>	2-02-08-03-9-2	2-02-08-03-9-2
08-008	010	1.00	s 1-1	EOM (OD)	DC Municipal Regulations Publications <i>1975-1987 formerly accession 351-89-0394</i>	2-02-07-09-4-1	2-02-07-09-4-4
08-009	010	4.00	s 1-4	EOM (S)	Criminal Justice Plans & Analysis Office Operations Files <i>1974-1982 formerly accession 351-85-0203</i>	2-02-08-08-3-6	2-02-08-08-4-6
08-010	010	7.00	s 1-7	EOM (S)	Office of Boards and Commissions Meeting Minutes <i>1967-1985 formerly accession 351-88-0340</i>	2-02-08-10-5-5	2-02-08-10-5-5
08-011	010	1.00	s 1-1	EOM (S)	Office of Boards and Commissions Mayor's Appointments <i>1968-1981 formerly accession 351-85-0204</i>	2-02-08-10-5-1	2-02-08-10-5-4
08-012	010	4.00	s 1-4	EOM (S)	Office of Boards and Commissions Membership List <i>1981-1984 formerly accession 351-85-0205</i>	2-03-15-01-4-1	2-03-15-01-5-6
08-013	180	12.00	s 1-12	DPW (DDOT)	Traffic Division Signal Lights Files, includes inventory, maps, worksite photos, equipment specs, notes and correspondence	1-01-16-05-6-1	1-01-16-05-9-6
09-001	166	44.00	v 1-36	DOH (VR)	Vital Records Cross Index to Birth Records <i>(1872 - 1927); Still Birth (Aug., 1874); Death (Jan., 1855 - Aug., 1874); DC Death Interments</i>	1-01-22-01-4-3	1-01-22-01-9-5
10-0001	166	33.00	1 to 33	DOH	Accumulated files of Jennifer Ryan, Records Management Officer, includes miscellaneous correspondence, reports, etc.	2-1-37-05-3-1	2-1-37-06-1-6
10-0002	166	4.00	1 t 4	DOH	Miscellaneous reports and studies	1-1-21-02-9-3	1-1-21-02-9-6

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
10-0003	166	35.00	1 to 35	DOH	Miscellaneous records from Jennifer Ryan, Records Management Officer, includes Vital Records Y2K Contingency Plan, et al	2-1-37-06-2-1	2-1-37-06-3-4
10-0004	130	10.00	1 to 10	OTR-ROD	Miscellaneous files recovered from agency as a result of their relocation; includes documents pertaining to operations, et al	2-1-37-06-3-5	2-1-37-06-5-5
10-0005	166	13.00	1 to 13	DOH	Miscellaneous records from Jennifer Ryan, Records Management Officer; includes tech. assessment reports, DC General files, ...	1-01-22-02-1-1	1-01-22-02-5-3
10-0006	166	27.00	1 to 27	DOH	Accumulated files of Jennifer Ryan, Records Management Officer, includes Birth and Death Tables, Grant Files, etc.	1-01-22-02-5-4	1-01-22-02-5-4
10-0007	201	1.00	1 to 1	OAH	Miscellaneous files from agency relocation, including African American Civil War Museum, DC Municipal Regulations, Court House Construction & Renovation Conference Notes, Invoices, Opinions, Budget, Strategic Plan for 2005 - 2007, et al	1-01-22-02-5-5	1-01-22-02-6-2
10-0008	175	4.00	1 to 4	DDOT	Miscellaneous records recovered from agency warehouse includes records pertaining to transportation issues and projects	1-01-22-02-6-3	1-01-22-02-6-2
10-0009	175	2.00	1 to 2	DDOT	Miscellaneous records recovered from agency warehouse, includes Commissioner Orders for official parking, military affairs- Selective Service System (1944 - 1951), correspondence, DC transportation issues, et al		
10-0010	166	3.00	1 to 3	DOH	Computer ledgers - death and birth tables, live birth data, etc. printed on computer greenbar paper (not indexed) (boxes contain letter size reports on regular bond paper)		
11-0001	010	3.00	1 to 3	EOM (S)	Office of Boards and Commissions Executive Privilege Files 1979 - 1997 Issuances establishing boards, etc.	2-01-28-10-7-4	2-01-28-10-8-4
11-0002	250	7.00	1 - 7	COHR	Commission on Human Rights Closed Discrimination Case Files (Close out: 2004)	1-01-20-3-1-5	1-01-20-3-1-6
12-0001	010	1.00	s 1-2	EOM (OPR)	Records Disposition Committee: Agenda, Minutes, Correspondence, and other related documents	2-2-27-06-1-1	2-2-27-06-4-4
12-0002	235	22.00	s 1 - 22	HSEMA	Hazard Vulnerability Assessments, Y2K Contringency Plan, DC Contingency Plans, Agency Plans, Fact Sheets, etc.	2-02-31-06-3-1	2-02-31-06-4-1
12-0003	222?	7.00	1 - 7	OPC	Investigative Case Files, Formal Files, 2006 to 2008, various dispositions	FRC	
12-0004			v 1 - 111	A-GC	Land Records Square and Lot Index Books originally maintained by the Real Property Land Title Industry, 1919 - 1971		
12-0005	130	30.00	1 to 30	OTR	Mennonite Tax Sale Deeds Case Files 1979 - 1999, includes copy of deed, tax certificate, title search, bill for deed, etc.	1-01-22-02-7-1	1-01-22-02-7-1
12-0006	166	1.00	1 to 1	DOH- DCGH	Death Certificates, release authorizations, confirmation reports post mortem reports, etc. from DC General Hospital (1996 - 2001)	1-01-21-03-3-1	1-01-21-03-3-4
12-0007	166	4.00	1 to 4	DOH	Records of Jennifer Ryan, policy analyst and agency records management officer; includes reports and studies on Spring Valley, Riggs Park and River Terrace environmental issues		

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
13-0001	350	115.00	1 to 115	PSC	Public Service Commission Case Files 1913 - 1963 (formerly 351-65A-1700)	2-1-41-04-5-3	2-1-41-07-3-3
13-0002	350	104.00	1 to 104	PSC	Public Service Commission Valuation Reports, Studies and Survey Files 1914 - 1937 (formerly 351-65A-1981)	2-1-41-02-2-1	2-1-41-04-5-2
13-0003	350	2.00	1 to 2	PSC	Public Service Commission Case Files - PEPCO 1971 - 1980	2-1-37-01-2-3	2-1-37-01-2-4
13-0004	350	3.00	1 to 3	PSC	Public Service Commission Case Files - Western Union Telegraph 1971 - 1990	2-1-37-01-2-5	2-1-37-01-3-1
13-0005	120	5.00	1 to 9	DOC	Department of Corrections/Lorton Reformatory Training Films and Various events documenting the Prison Reservation and Guard Preparation and Training	vault -1	vault - 1
13-0006	130	72.00	1 to 12	OTR	Redemption Book Listings: listing of all real property sold for general or special assessment taxes (1934 to 2001) (books are in oversized boxes - each box takes up an entire shelf)	2-2-35-6-2-1	2-2-35-7-6-1
13-0007	350	50.00	1 to 50	PSC	Public Service Commission Formal Case Files	2-2-13-01-6-1	2-2-13-02-5-2
13-0008	120	3.00	1 to 3	DOC	Department of Corrections Logs and Registers of Inmate Services Includes incident reports, station logs, etc. 1988 to 2005	2-3-3-2-6-2	2-3-3-3-1-1
13-0009	120	1.00	1 to 1	DOC	Department of Corrections Lorton Sewage Treatment Plant and PCB abatement files 2000 to 2003	2-3-3-3-1-2	2-3-3-3-1-2
13-0010	130	1.00	1 to 1	OTR	Redemption Book Listings: listing of all real property sold for general or special assessment taxes (1987 - 2012)	2-3-3-3-2-1	2-3-3-3-2-1
13-0011	130	2.00	1 to 2	OTR	Special Tax Sale Deeds Case Files (1997, 1998 & 2001)	2-3-3-3-2-2	2-3-3-3-3-1
13-0012	130	6.00	1 to 6	OTR	Standard Tax Sale Deeds Case Files (2000 - 2001)	2-3-3-3-3-2	2-3-3-3-6-1
13-0013	010	13.00	1 to 13	EOM	Reorganization Orders (1953 to 1993)	1-1-16-06-2-1	1-1-16-06-2-5
13-0014	DON	1.00	1 to 18	Gift	Historic newspapers published in Washington, DC between 1875 and 1918, and 1 issue published in Chicago in 1870. Gift from Tennessee State Library and Archives. Consists of several different publications	1-1-19-02-7-5 1-1-19-02-7-5	
13-0015	165	1.00	1 of 1	DHS	Forty-seven (47) Glass Plate negatives of black and white photographs of Department of Health around 1890's and early 1900's, included are Glendale Hospital and statistical charts of death rates for various diseases	Locker # 14	
13-0016	010	23.00	1 to 23	EOM	Letters Received from the Mayor's Correspondence Unit, 2004 to 2012; unprocessed mail included	2-2-39-3-3-1	2-2-39-3-6-5
13-0017	165	12.00	1 to 4	DHS	G.W. Baist & Sons real Estate Atlas for Washington, DC - 16 vols. Vol. 1- early 1900's, 1919, 1924, 1932, 1939; Vol 2 - 1938, 1946; Vol. 3 - early 1900's, 1903, 1937, 1945, 1954; Vol. 4 - 1913, 1936 & 1943 (2 locations)	1-1-19-1-6 1-1-19-2-4	1-1-19-1-6 1-1-19-2-4
13-0018	010	15.00	a. 1 to 15	EOM (OD)	Mayor's Orders - 1997, 1998, 1999, 2009 & 2010 (Compliments Accession 05-011)	1-1-17-4-1-1	1-1-17-4-2-1
14-0001	158	3.00	1 to 3	DISR	Investment Report Files (Jan. 1, 1998 to Dec. 31, 1998) formerly Accession no. 351-00-0227		

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
14-0002	120	19.00	1 to 19	C	Lorton Closeout Project - EDUCATION PROJECT: Student Records - Logs & Registers - 2001 Closeouts; formerly Accession no. 351-02-0571		
14-0003	155	14.00	1 to 14	DPAH (DCHA)	Subject Files (March, 1989 to June, 1992) formerly Accession No. 351-93-0392		
14-0004	OO1	8.00	1 to 8	OM	Subject Files (Briefing Books) Jan. 2001 thru Dec. 2001 formerly Accession No. 001-02-0015		
14-0005	OO1	10.00	1 to 10	OM	Office of the Mayor Miscellaneous Reports/Studies formerly Accession No. 001-02-0016		
14-0006	OO1	15.00	1 to 15	OM	Office of the Mayor Miscellaneous Subject Files formerly Accession No. 001-02-0017		
14-0007	OO1	2.00	1 to 2	OM	Subject Files (Mayor Private Schedule) 2000 - 2001; formerly Accession No. 001-02-0018		
14-0008	OO1	4.00	1 to 4	OM	Miscellaneous Training Software - Video, Audio, and Computer Disk; formerly Accession No. 001-02-0019		
14-0009	OO1	3.00	1 to 3	OM	Sept. 11th Terrorist Attack Gifts 2001; formerly Accession No. 001-02-0020		
14-0010	OO1	3.00	1 to 3	OM	Miscellaneous Subject Files - 2002; formerly Accession No. 001-02-0021		
14-0011	OO1	1.00	1 to 1	OM	Mayor Correspondences Year 1999; formerly Accession No. 001-02-0032		
14-0012	OO1	3.00	1 to 3	OM	Briefing Books - Nov. 1999 thru Oct. 2001; formerly Accession No. 001-02-0033		
14-0013	O10	11.00	1 to 11	EOM	Office of Documents (1987) Departmental Files (Alan Winter) formerly Accession No. 010-92-0100		
14-0014	O10	4.00	1 to 4	EOM	Mayor Orders 1990 thru 1991; formerly Accession No. 010-92-0101		
14-0015	O10	2.00	1 to 2	EOM	Miscellaneous Subject Files: 1987 Mayor's Scheduled Events; formerly Accession No. 010-92-0200		
14-0016	O10	3.00	1 to 3	EOM	Subject Files 1990; formerly Accession No. 010-92-0300		
14-0017	O10	7.00	1 to 7	EOM	EOM/Boards & Commissions E.P. Files 1987 thru 1990 formerly Accession No. 010-93-0001		
14-0018	O10	3.00	1 to 3	EOM	EOM/Boards & Commissions E.P. Files 1990 formerly Accession No. 010-93-0002		
14-0019	O10	11.00	1 to 11	EOM	EOM/Intergovernmental Relations Proposed Legis. Files: 1989 thru 1990; formerly Accession No. 010-93-0020		
14-0020	O10	12.00	1 to 12	EOM	Subject Files: 1987 thru 1990 Memos on Proposed Legislation; formerly Accession No. 010-93-0021		
14-0021	O10	28.00	1 to 28	EOM	EOM/Intergovernmental Relations Legislative Files: 1985 thru 1989; formerly Accession No. 010-93-0022		
14-0022	O10	3.00	1 to 3	EOM	EOM/OS Emergency Assist Fund 1980 - 1990; formerly Accession No. 010-03-0054		
14-0023	O10	4.00	1 to 4	EOM	EOM/OD Proposed Rules 1988; formerly Accession No. 010-93-0102		
14-0024	O10	17.00	1 to 17	EOM	One Fund Drive 1988 - 1991; formerly Accession No. 010-94-0001		

ACCESSION	RG	VOLUME (cu. ft.)	BOX NUMBERS	AGENCY	DESCRIPTION	BEGIN LOCATION	END LOCATION
14-0047	140	4.00	1 to 4	FEMS	Official Personnel Folders (Uniform) Jan. 1945 - Dec. 1945 (formerly Accession No. 351-88-0770)	3-1-05-01-1-3	3-1-05-01-1-6
14-0048	140	3.00	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1947 - Dec. 1947 (formerly Accession No. 351-88-0772)	3-1-05-01-2-5	3-1-05-01-3-1
14-0048	140	4.00	1 to 4	FEMS	Official Personnel Folders (Uniform) Jan. 1948 - Dec. 1948 (formerly Accession No. 351-88-0773)	3-1-05-02-8-2	3-1-05-02-8-5
14-0049	140	3.00	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1949 - Dec. 1949 (formerly Accession No. 351-88-0774)	3-1-05-02-8-6	3-1-05-02-9-2
14-0050	140	2.00	1 to 2	FEMS	Official Personnel Folders (Uniform) Jan. 1950 - Dec. 1950 (formerly Accession No. 351-88-0775)	2-2-21-04-9-1	2-2-21-04-9-2
14-0051	140	4.00	1 to 4	FEMS	Official Personnel Folders (Uniform) Jan. 1951 - Dec. 1951 (formerly Accession No. 351-88-0776)	3-1-05-03-1-1	3-1-05-03-1-4
14-0051	140	3.00	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1952 - Dec. 1952 (formerly Accession No. 351-88-0777)	3-1-05-03-1-5	3-1-05-03-2-1
14-0052	140	2.00	1 to 2	FEMS	Official Personnel Folders (Uniform) Jan. 1953 - Dec. 1953 (formerly Accession No. 351-88-0778)	3-1-05-03-2-2	3-1-05-03-2-3
14-0053	140	3.00	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1954 - Dec. 1954 (formerly Accession No. 351-88-0779)	3-1-05-03-2-4	3-1-05-03-2-6
14-0054	140	3.00	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1955 - Dec. 1955 (formerly Accession No. 351-88-0780)	3-1-05-03-3-1	3-1-05-03-3-3
14-0055	140	3.00	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1956 - Dec. 1956 (formerly Accession No. 351-88-0781)	3-1-05-03-3-4	3-1-05-03-3-6
14-0056	140	5.00	1 to 5	FEMS	Official Personnel Folders (Uniform) Jan. 1957 - Dec. 1957 (formerly Accession No. 351-88-0782)	3-1-05-03-4-1	3-1-05-03-4-5
14-0057	166	1.00	v 1-1	DHS	Record of Coffins Furnished & Burials in Potter's Field July 1, 1895 to Feb. 25, 1904	1-1-22-04-1-5	1-1-22-04-1-5
15-0001	130	1.00	v. 1 - 4	T & R	Field Assessment Books - 4 volumes; originally referencd as Real Property Data Bank FY 1965 (Listed by Census Tract & Corrections) (formerly Accession No. 351-67A-3747)	1-1-16-01-8-6	1-1-16-01-8-6
15-0002	166	15.00	1 thru 15	DHS	Veterans Affairs Case Files (1974 - 1985) formerly Accession No. 165-94-0300)	3-1-12-01-2-2	3-1-12-01-4-4
15-0003	166	38.00	1 thru 38	DHS	Veterans Affairs Case Files (1974 - 1985) (formerly Accession No. 165-94-0301)	3-1-11-03-4-6	3-1-12-01-2-1
15-0004	166	1.00	1 of 1	DHS	Veterans Affairs Case Files (1974 - 1985) (formerly Accession No. 165-94-0302) Alexandria County Chapter	3-1-12-01-5-3	3-1-12-01-5-3
15-0005	166	1.00	1 of 1	DHS	Veterans Affairs Case Files (1974 - 1985) (formerly Accession No. 165-94-0303) Arlington County Chapter	3-1-12-01-5-1	3-1-12-01-5-1
15-0006	166	2.00	1 to 2	DHS	Veterans Affairs Case Files (1974 - 1985) (formerly Accession No. 165-94-0304) Fairfax County Chapter	3-1-12-01-4-5	3-1-12-01-4-6
15-0007	166	1.00	1 of 1	DHS	Veterans Affairs Case Files (1974 - 1985) (formerly Accession No. 165-94-0305) Foreign Cases	3-1-12-01-5-2	3-1-12-01-5-2
15-0008	166	6.00	1 to 6	DHS	Veterans Affairs Case Files (1974 - 1985) (formerly Accession No. 165-94-0306) Form DD 214- DC MD & VA - boxes 4 & 6 are missing and were not with accession retrieved from V.A.	3-1-12-01-5-4	3-1-12-01-6-3
15-0009	166	131.00	1 to 131	DHS	Veterans Affairs Case Files (1974 - 1985) (formerly Accession No. 165-94-0309) Form DD 214 - Miscellaneous States	3-1-11-01-1-1	3-1-11-03-4-5

