

1254.74 What documents are unsuitable for copying on a self-service or personal copier or scanner?

1254.76 What procedures do I follow to copy formerly national security-classified documents?

RULES RELATING TO USING COPYING EQUIPMENT

1254.80 Does NARA allow me to use scanners or other personal copying equipment?

1254.82 What limitations apply to my use of self-service card-operated copiers?

1254.84 How may I use a debit card for copiers in the Washington, DC, area?

1254.86 May I use a personal paper-to-paper copier at the National Archives at College Park?

1254.88 What are the rules for the Motion Picture, Sound, and Video Research Room at the National Archives at College Park?

**Subpart D—Microfilming Archival Materials**

1254.90 What is the scope of this subpart?

1254.92 How do I submit a request to microfilm records and donated historical materials?

1254.94 What must my request include?

1254.96 What credits must I give NARA?

1254.98 May NARA make subsequent use of my publication?

1254.100 How does NARA evaluate requests?

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1254.104 How does NARA determine fees to prepare documents for microfilming?

1254.106 What are NARA's equipment standards?

1254.108 What are NARA's requirements for the microfilming process?

1254.110 Does NARA ever rescind permission to microfilm?

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**Subpart A—General Information**

**§ 1254.1 What kinds of archival materials may I use for research?**

(a) The National Archives and Records Administration (NARA) preserves records of all three branches (Executive, Legislative, and Judicial) of the Federal Government in record groups that reflect how government agencies created and maintained them. Most of these records are of Executive Branch agencies. We also have individual documents and collections of donated historical materials that significantly supplement existing records in

our custody or provide information not available elsewhere in our holdings. Descriptions of many of our records are available through our Web site, <http://www.archives.gov>.

(b) We provide information about records and we make them available to the public for research unless they have access restrictions. Some records may be exempt from release by law. Donors may apply restrictions on access to historical materials that they donate to NARA. Access restrictions are further explained in part 1256 of this chapter. We explain procedures for obtaining information about records in § 1254.2.

(c) In addition to traditional paper (textual) materials, our holdings also include special media materials such as microfilm, still pictures, motion pictures, sound and video recordings, cartographic and architectural records, and electronic records. The majority of these materials are housed at the National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740–6001. Many of these types of materials also are represented in the holdings of our Presidential libraries and our regional archives facilities listed in part 1253 of this chapter.

(d) The majority of our archival materials are 30 years old or older.

(e) Records creating agencies hold the legal title and control access to records housed in NARA records centers. Our procedures to obtain access to these records are in § 1256.2.

**§ 1254.2 Does NARA provide information about documents?**

(a) Upon request, we provide overall information about our holdings or about specific documents, if the time required to furnish the information is not excessive and if the information is not restricted (see part 1256 of this chapter). For anyone unable to visit, we may provide information contained in specific documents by offering copies of the documents for a fee (see § 1254.60).

(b) Requests must be on designated forms when we require them. The Office of Management and Budget (OMB) approves these forms as information collections and the forms bear the approved control number.