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PREFACE

The National Park Service has a fundamental responsibility for preserving and interpreting many of the Nation's most valued cultural and natural resources. Yet it also has a responsibility to preserve and analyze its own history. The Service has an obligation to maintain a thorough, accurate record of its policies, decisions, and activities in part because these things reflect how America chooses to preserve and present important remnants of its cultural and natural history. Administrative histories are a critical element if the Service is to record and preserve its own history. Current policies and decisions cannot be formulated properly without reference to past experience.

Preserving and interpreting historic places and features has long been a primary mission of the National Park Service. The Service employs a number of historians in its park, regional, and support offices to conduct research on its historic properties and communicate their significance to the public. Much of the historical work has been concerned with park resources and the people and events that historical parks represent and commemorate.

However, Service managers and staff increasingly seek to learn more about their own parks as parks and the people responsible for them. This interest also encompasses Park Service programs and activities that transcend individual parks and extend beyond the National Park System. By learning more about problems their predecessors faced, managers at all levels can be better informed about contemporary issues and bring greater awareness to their policy and program decisions.

Administrative histories are the most effective way to convey this knowledge. They relate how particular parks and functions of the Service originated and how they evolved. Although many are of wider interest, their primary audience is Park Service personnel. In this context, “administrative history” is used broadly to cover movements leading to park establishment, legislative background, and other contributing developments beyond administration in the strict sense. Service leaders recognize the utility of these histories. They are one of several baseline studies that the Service requires for each park unit under one of its policy directives -- director’s order 28, Cultural Resource Management Guidelines.

What follows is an updated compilation of NPS administrative history guidance, sources, and related titles. Its purpose is to aid the preparation of those histories. This edition draws heavily on two previous editions (1986 and 1991) written by former bureau historian Barry Mackintosh. It provides updated contact information and reflects current resources available on the World Wide Web.

Janet A. McDonnell
Bureau Historian
National Park Service
March 2004
I. PREPARING A PARK ADMINISTRATIVE HISTORY

The fundamental goal of the National Park Service's administrative history program is to obtain an accurate, thorough, and well-written account of the origin and evolution of each unit of the National Park System. A park administrative history explains how the park was conceived and established and how it has been administered up to the present. It focuses on the history of the park as a park, to include the history of various park programs and activities. The history of the event, movement, or person that a historical park commemorates need be addressed only to the extent that it affected the establishment of the park and its administration. In contrast to the administrative history of individual parks, the administrative history of the National Park Service documents and analyzes important aspects of the history of the Service as a federal agency and deals with the establishment and administration of servicewide programs and policies.

The primary audience for park administrative histories is current and future park managers and staff. The more familiar managers and staff are with the problems their predecessors faced and their responses, the better prepared they will be to make thoughtful, informed decisions about ongoing or recurring issues. Administrative histories provide valuable context and inform superintendents about why and how their predecessors made certain decisions. They help superintendents understand past controversies and prepare for future ones and are a critical tool for park managers who seek greater understanding of why and how certain practices and policies evolved.

Park managers look for easily accessible, analytical summaries of the major issues affecting their park. They are much more likely to read histories where the authors have distilled the most significant information from the mass of data, presented the information in a well-organized, interesting fashion, and provided thoughtful analysis. By contrast, managers are unlikely to read inadequately researched, poorly organized, and clumsily written histories that are long on detail and short on thoughtful analysis. Clear, concise writing, thorough research, and reliable analysis are critical characteristics for administrative history. Written in this manner an administrative history can be both good history and an important tool for managers and staff in making and implementing policy decisions.

Administrative histories often combine chronological narratives with topical treatments of key activities, events, and issues. Skilled authors can use this approach effectively to address the complexity of park management. Topical treatment of community relations, interpretation, resource management and protection, visitor use, and threats to the parks are often appropriate. The more valuable administrative histories resist the temptation to indulge in an exhaustive account of a park area’s early history and focus instead on the things managers need to know as they assume their duties. Historians cannot write about every issue affecting a particular park; instead, they must be selective about the topics they choose to include.

No set formula exists for writing park administrative histories. No two administrative histories will or should look the same. Each park and its history are unique and should be treated as such.
Park histories will differ in length, focus, and scope. The history of a small historic site, for example, might differ markedly from that of a large, scenic park. In general, administrative histories of small, fairly new, or less controversial parks can be relatively brief, while histories of large, scenic parks with long, complex histories require lengthier treatments. Quality is always more important than length.

Ideally a park administrative history will be thorough and comprehensive, covering all the most significant aspects of the park story from its establishment to the present. But an exhaustive treatment of every major event and issue is often not possible or recommended. If a good account of part of the park story already exists, there is no need to retell that aspect of it. In the case of a park with particularly complex issues, it may not be feasible to treat the whole story in a single history. Instead, key topics, such as natural resources management, concessions, and visitor use, may be addressed separately. If management needs a more extensive treatment of a specific administrative topic or topics, such as the wolf-sheep controversy in Denali National Park or Yellowstone National Park’s road-construction program, consider covering these in a separate volume.

Often it is appropriate and desirable to place a park’s story in the context of national political and economic trends and events. The trend of memorialization and the historic preservation movement, for example, had a great impact on the development of many of the Service’s historic sites. The conservation movement, immigration, Great Depression, New Deal, and World War II also greatly affected the parks. Broad economic trends have shaped park development and visitation. These and other broad national trends have affected the drives to establish new parks, park management, and the tenor of interpretation at parks.

Although, as noted, administrative histories vary as widely as the parks they address, they should normally include the following:

- A brief statement describing the park, its location, primary resources, values, purpose, and significance.
- A description of who administered the area, how it was administered, and how it was used before the NPS acquired it. This is particularly important because the way the area was managed and used in the past affected subsequent NPS administration. Give particular attention to early preservation efforts or commemoration by individuals, associations, or other governmental entities, e.g., a national military park's administration by the War Department, Valley Forge as a state park, or Sagamore Hill under the Theodore Roosevelt Association.
- An account of the movement to establish a park is a vital part of the administrative history because it can provide critical insight about legislative intent. A discussion of the movement to bring the area under NPS management, culminating in its establishment as a unit of the national park system. This discussion should emphasize the key organizations and individuals promoting (and opposing) park establishment, as well as their motivations, and the involvement and positions taken by the NPS and the Interior department. It should also cover the legislative process as revealed by congressional bills, hearings, committee
reports, floor debate, and final enactment. For areas brought into the system by presidential proclamation or executive order, give similar attention to the process within the executive branch.

- A discussion of the major activities and events that subsequently affected the area under NPS administration, e.g., master or general management planning; land acquisition; development of administrative and visitor facilities; natural resource management; cultural resource management; partnerships; interpretation; recreational and other public use; new or amendatory park legislation. The history should also include a description and analysis of how the unit was managed and developed during different eras as well as its dealings with other federal, state and local agencies and entities. More detailed coverage should be given to topics that concerned park managers in the past and are relevant to present and foreseeable management concerns. For ease of reference, such topics can often be addressed in separate chapters or sections rather than combined in a single chronological account. Topics such as land acquisition, facility development, planning, and resource management can be updated. While organizing a park administrative history around the administrations of individual superintendents can be a convenient construct, this approach can hamper the effective development of themes and analysis.

- The use of maps and photographs can greatly enhance the manuscript. Maps are particularly important if there is discussion of park boundaries, land acquisition and other land issues.

- Appendix(es) containing copies of key park legislation, executive orders, cooperative agreements, personnel rosters, visitation statistics, and other documents and data valuable for management reference. Although appendixes are not imperative, they greatly enhance the value of the administrative history as a management tool and are highly recommended.

- A bibliography that directs interested readers to additional sources.

- An index, though not absolutely essential, allows for easy cross-referencing.

Use of primary sources in writing administrative histories is critical. The basic sources for park administrative history research are NPS files and congressional documents. Congressional records are available in many libraries; NPS files that include correspondence, reports, and other documents may be divided among the National Archives and Records Administration research facilities in the Washington, D.C. area, its regional research facilities, federal records centers, and NPS headquarters, NPS regional offices, and individual parks. Historians addressing the NPS, its parks, and its activities in most instances should plan visits to the appropriate National Archives facility or facilities. They should also consider visiting the NPS History Collection in Harpers Ferry, West Virginia, and the Historic Photograph Collection in nearby Charles Town, West Virginia. Where other organizations or individuals have been significantly involved in the promotion, establishment, prior administration, or ongoing activities of a park, records and papers pertaining to their roles should be located and researched as well.
Oral history interviews with present and former NPS officials, community leaders, and other outside parties associated with the park are often essential to complete the story. Those directly involved in the park’s development and management often can provide important perspective. Oral histories with park neighbors also can provide valuable insights. However, oral history interviews should never substitute for careful research in contemporary documents. The interviews should always be conducted and handled with the highest professional standards and in accordance with the National Park Service Oral History Handbook.

The documents the researcher or researchers assemble from park files, the National Archives, and other repositories to support their administrative history can form the basis of a working archives in the park or augment an existing park archives. These records can be an enormous asset to park managers and future researchers.

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High-quality administrative histories do more than recount a narrative of events. They provide valuable historical context. They tell us what was behind certain decisions and policies and explain their significance. Understanding where we have been often provides insight and perspective on the present and future. Like all good history, they describe and evaluate people, events, and actions in the context of their own times.

Administrative histories should be placed in the context of management conditions that parks share in common, but also address each park’s unique management structure and environment. They should address the evolution of park’s relationship and interactions with NPS headquarters and Department of the Interior. A thorough administrative history addresses not only how park managers and staff administered the park but also how the National Park Service administered the park. It also reveals and interprets the political, economic, and cultural forces that influenced the park.

Administrative histories should meet the same standards of scholarship that apply to published academic histories: thorough research, objective analysis, and peer review. The very best administrative histories are set apart by the high quality of their research, analysis, context, and readability. The very best administrative histories often also open new paths for future research.

Review of park administrative histories in draft form by other historians within and outside the NPS can help ensure that the highest professional standards are maintained. Regional historians can assist in planning the review process and participate in that process. The final authority for approving a park administrative history now rests with the regional director (or more specifically the regional supervisory historian), subject to consideration of review comments.

Parks are encouraged to consult with the NPS bureau historian when planning an administrative history. Located in the office of the chief historian in Washington, the bureau historian maintains a bibliography of existing park histories and related sources and can provide guidance to those considering or undertaking a new project. The bureau historian can provide a servicewide perspective and advise a potential administrative history writer about available research materials in the Washington area or at Harpers Ferry. This individual may also be able to provide
additional information on where significant individuals and/or manuscript collections pertaining to a park area may be located. Finally, the bureau historian can participate in the review process.

Occasionally parks will use historians from outside the Park Service to write their administrative histories through contracts or cooperative agreements. Before awarding contracts or authorizing the cooperative agreements, parks should carefully evaluate the qualifications and backgrounds of these historians. Scholars enlisted to research and write park administrative histories should have the appropriate professional training and experience in historical research and writing. Historians with doctorates or masters degrees are preferable. The scope of work should be detailed and precise so that the expectations and requirements of all parties involved are clear. In most instances, historians in the regional offices and the bureau historian can provide sample scopes of work upon request. One of the most authoritative and useful sources of information on professional standards for preparing the final manuscript is the most recent edition of *The Chicago Manual of Style*.

Although park managers remain the primary audience for administrative histories and these histories should address their needs and requirements, there is growing interest outside the National Park Service in the history of the Service and its parks, programs, and activities. Academic presses are publishing an increasing number of park administrative histories or histories with park-related topics. Well-written, high quality administrative histories are an effective way for the Park Service or a park to present its history to the public. Service historians should consider possible publication outside the Park Service, either by cooperative associations or by university presses.
II. ADMINISTRATIVE HISTORIES: SELECTED SOURCES

The following list includes selected works that deal broadly with National Park Service history or with particular programs, functions, and concerns of the bureau. They are valuable references both for administrative historians and for Park Service managers and staff. (Most of the entries without publication data are National Park Service studies reproduced in limited quantity for internal distribution and can be difficult to locate.)

Many of the histories on this list are located at the end of the “administrative histories” web page, <http://www.cr.nps.gov/history/hisnps/NPSHistory/adminhistory.htm> are located in the “useful books” section of the NPS web page <www.cr.nps.gov/history/hisnps/NPSBooks.htm>. A detailed list of administrative histories of individual parks, historic sites, and monuments can be found on the internet at <www.cr.nps.gov/history/hisnps/NPSHistory/adminhis.htm>. This web site also includes the full text versions of some park histories.

**Books and Printed Monographs**


**Articles**


**Doctoral Dissertations and Theses**


III. NATIONAL PARK SERVICE HISTORY COLLECTION

The National Park Service History Collection is housed in the library at Harpers Ferry Center at Harpers Ferry, West Virginia. This rich collection includes a variety of materials, beyond text files, that document and illustrate the history of the Service and its parks and may not be saved systematically elsewhere. Keepers of the collection inventory these materials, as well as preserve and maintain them for research purposes.

Themes represented in the collection include:

- History of the National Park Service
- Development of the national park idea
- History of historic preservation
- History of interpretation
- Women in the National Park Service
- Early tourism in the national parks
- Civilian Conservation Corps in the parks
- Forestry in the parks
- Bicentennial programs
- History of National Park Service uniforms and insignia

Types of documents and artifacts represented in the collection include:

- Duplicates of selected records
- Copies of select legislation and executive orders
- Annual reports of secretaries of the interior and NPS directors
- Monthly and annual reports of park superintendents
- Minutes of staff meetings in Washington headquarters and regional offices
- Reports of conferences of regional directors, superintendents, interpreters, etc.
- Master plans and interpretive prospectuses
- Newsletters
- News releases
- Interpretive and informational publications
- Records of cooperating associations, concessionaires, employee associations
- Personal papers and memorabilia of NPS employees and others associated with parks
- Recorded Service ballads
- Biographical data on former NPS employees and others associated with parks
- Publications and representative artworks by NPS employees
- NPS artifacts (uniforms, insignia, characteristic equipment, examples of early exhibits) and CCC related artifacts
- Publications about NPS areas
The history collection includes the following records groups (RG). Preliminary inventories of these record groups are available online at http://www.nps.gov/hfc/lib-npshc.htm

- Ronald F. Lee Papers, 1947-1972 (RG 1)
- Harold L. Peterson Papers, 1963-1977 (RG 2)
- Harold P. Fabian Advisory Board Collection, 1961-1973 (RG 3)
- Civilian Conservation Corps (RG 4)
- Jesse L. Nusbaum Papers, 1921-1958 (RG 5)
- World Conferences Collection (RG 7)
- National Park Conferences (RG 8)
- NPS Museum Function (RG 14)
- Yellowstone National Park materials (RG 17)
- Bicentennial Celebration (RG 18)
- Interpretation in the NPS (RG 19)
- Women in the NPS (RG 21)
- NPS administrative manuals (RG 22)
- Hartzog Directorate Collection (RG 30)
- Alaska Research materials (RG 36)
- NPS History (RG 37)
- Ranger Activities (RG 39)
- Proposed Areas Collection (RG 51)
- Camping History (RG 52)
- Ernest A. Connally Collection (RG 53)
- Abolished Areas (RG 55)
- Washington Memoranda to All, 1935-1940 (RG 56)
- Pitcaithley Files on Historical Reconstruction (RG 63)

For further information about the NPS History Collection, contact:

David Nathanson  
Supervisory Librarian  
Harpers Ferry Center  
National Park Service  
Harpers Ferry, WV 25425-0050

(304) 535-6262; Fax (304) 535-6492  
david_nathanson@nps.gov

Additional contacts:

Diann McCoy (Keeper of the Oral History Collection) diann_mccoy@nps.gov  
Sylvia Frye (Curator) sylvia_frye@nps.gov  
Nancy Flanagan (Interlibrary Loan) nancy_flanagan@nps.gov
National Park Service Historic Photograph Collection

The National Park Service History Collection includes as a separate entity the NPS Historic Photograph Collection, which was relocated from Springfield, Virginia, to Harpers Ferry in 1990. It is currently housed in nearby Charles Town, West Virginia. This unique and significant photograph collection is comprised of more than two million images dating from 1890 to the present, including those by official NPS photographers from 1929-1980. The images cover a variety of subjects, to include park architecture, Civilian Conservation Corps, Native American heritage, NPS personnel, roads and transportation, scenic views, and much more. Roughly two thousand images from the collection are available online and the entire collection can be searched online. Researchers can use an on line database to search for photographs at http://data2.itc.nps.gov/hafe/npsphoto.cfm.

For information about the NPS Historical Photograph Collection, contact:

Tom DuRant  
Photo Archivist  
National Park Service  
Willow Springs  
5 Willow Springs Drive  
Charles Town, WV 25414

(304) 535-6707; Fax (304) 535-6712  
Tom_DuRant@nps.gov
IV. NATIONAL PARK SERVICE RECORDS IN THE NATIONAL ARCHIVES

Perhaps the most useful repository for historians within and outside the Park Service who are researching topics related to the Service and its parks is the National Archives. The National Archives and Records Administration (NARA) includes the original building in downtown Washington, D.C., the modern Archives II facility in College Park, Maryland, regional research facilities (archives) around the country, and presidential libraries for almost every president since Herbert Hoover. NARA, which maintains the retired records of the federal government, is vital to NPS historians because so many areas in the national park system commemorate and interpret the activities of federal officials and agencies, from presidents to military services to the Bureau of Immigration.

The largest, most significant collection of National Park Service records, designated Record Group (RG) 79, are housed at Archives II, with smaller holdings in most of NARA’s regional archives in or near Anchorage, Atlanta, Boston, Chicago, Denver, Fort Worth, Kansas City, Los Angeles, Philadelphia, San Francisco, and Seattle. In addition to correspondence and other textual records, the collection includes still and motion pictures, maps, plans, charts, and other graphic materials. Valuable records relating to Park Service policy and park operations can also be found in the records of the secretary of the interior (Record Group 48) at the National Archives. This could be a particularly important source for parks that were administered by the department before they became part of the National Park System. Many records pertaining to Yellowstone National Park are retained in an “affiliated archive” located in the park under a special agreement with NARA.

Be aware that National Archives regions do not correspond to the National Park Service regions. For example, the Service’s Midwest Region covers thirteen states, but responsibility for records in those thirteen states is divided among four separate National Archives regional branches. Locating the appropriate repository for Service records can be challenging because its organizational structure has changed over the years. [See Chapter VI, Evolution of NPS Regional Structure.] The search for records must often extend beyond the NARA facility with current responsibility for a specific area.

Park Service records can be found not only in the various regional archives around the country, but also in the various regional federal records centers. These records centers provide federal agencies with off-site storage for their inactive records. While records are stored at these centers, the federal agency, field unit, or office that originated those records controls the access to them. They can be recalled by one of the Park Service’ federal records managers. Some of these records are eventually transferred to Archives II or to the appropriate regional archives and become the property of NARA. Visit http://www.archives.gov for information about the various federal records centers.

Researchers might find it useful to check out the 3-volume Guide to Federal Records in the National Archives of the United States, compiled by Robert B. Machette and published in 1995. (This is an updated version of the single-volume NARA publication, Guide to the National
Archives of the United States.) NARA’s web site at http://www.archives.gov, contains essential information on the National Archives and its holdings, including an online version of NARA’s Guide to Federal Records in the National Archives of the United States.

Edward E. Hill’s Preliminary Inventory of the Records of the National Park Service (Washington, D.C.: National Archives and Records Service, 1966), though dated, remains the most important guide to the records of the NPS that are housed in Archives II. Note, however, that the records of Region One, Hill entries 81 through 103, have been transferred to NARA’s Mid-Atlantic archives in Philadelphia. That branch also holds the 1950-1963 building reports from the Eastern Office of Design and Construction. An electronic version of the finding aid can be found at <www.Archives.gov/research_room/federal_records_guide/national_park_service_rg079.html>

An updated, much more detailed finding aid for RG 79 records at Archives II is currently being developed.

After perusing the web site and the Machette and Hill publications, researchers would be well advised to contact NARA staff at the appropriate archival facilities prior to their visit. NARA staff can provide helpful information about the quantity, location, and availability of specific records.

National Archives and Records Administration

James S. Rush, Supervisory Archivist
Textual Archives Services Division (NWCTC)
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740
(301) 837-3480

For information specifically concerning Record Group 79 (National Park Service), contact:

Joseph D. Schwarz, Archivist
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740
(301) 837-2961
Joseph.Schwarz@nara.gov

The federal records center in Suitland, Maryland, maintains records belonging to the National Park Service and other federal agencies located in Washington, D.C., Maryland, Virginia, and West Virginia.

Washington National Records Center
4205 Suitland Road
Suitland, MD 20746-0001
NARA Research Facilities (Regional Archives)

NARA-Northeast Region (Boston)
Frederick C. Murphy Federal Center
380 Trapelo Road
Waltham, MA 02452-6399
(781) 663-0139
Contains records of federal agencies and courts in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

NARA-Northeast Region (New York City)
201 Varick Street
New York, NY 10014-4811
(212) 401-1620
Contains records of federal agencies and courts in New Jersey, New York, Puerto Rico, and U.S. Virgin Islands

NARA-Mid Atlantic Region (Center City)
900 Market Street
Philadelphia, PA 19107-4202
(215) 606-0100
Contains records of federal agencies and courts in Delaware, Maryland, Pennsylvania, Virginia, West Virginia

NARA-Southeast Region
1557 St. Joseph Avenue
East Point, GA 30344-2593
(404) 763-7477
Contains records of federal agencies and courts in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

NARA-Great Lakes Region
7358 South Pulaski Road
Chicago, IL 60629-5898
(773) 948-9019
Contains records of federal agencies and courts in Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

NARA-Central Plains Region
2312 East Bannister Road
Kansas City, MO 64131-3011
(816) 268-6000
Contains records of federal agencies and courts in Iowa, Kansas, Missouri, Nebraska

NARA-Southwest Region
501 West Felix Street, Bldg. 1
Fort Worth, TX 76115-3405
Contains records of federal agencies and courts in Arkansas, Louisiana, Oklahoma, Texas

NARA-Rocky Mountain Region
Denver Federal Center, Bldg. 48
West 6th Avenue and Kipling Street
Denver, CO 80225-0307
Contains records of federal agencies and courts in Colorado, Montana, New Mexico, North Dakota, South Dakota, Utah, Wyoming

NARA-Pacific Region (Laguna Niguel)
24000 Avila Road
Laguna Niguel, CA 92677-3497
(949) 360-2619
Records for Arizona, southern California, and Clark County, Nevada

NARA-Pacific Region (San Francisco)
1000 Commodore Drive
San Bruno, CA 94066-2350
(650) 876-7912
Contains records of federal agencies and courts in northern California, Hawaii, Nevada (except Clark County), American Samoa, Pacific Trust territories
<table>
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<th>NARA-Pacific Alaska Region (Seattle)</th>
<th>NARA-Pacific Alaska Region (Anchorage)</th>
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<td>6125 Sand Point Way NE</td>
<td>654 West Third Avenue</td>
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<tr>
<td>Seattle, WA 98115-7999</td>
<td>Anchorage, AK 99501-2145</td>
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<tr>
<td>(206) 526-6501</td>
<td>(907) 271-2443</td>
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<tr>
<td>Contains records of federal agencies and courts in Washington, Oregon, Idaho, and Pacific Ocean area except for American Samoa</td>
<td>Contains records of federal agencies and courts in Alaska</td>
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V. RESEARCH IN PARKS, CENTRAL OFFICES, AND SPECIAL COLLECTIONS

Supporting historical research is fundamental to the mission of the National Park Service and has broad implications for individual parks and for the Service. Superintendents and managers at every level should do as much as possible to ensure that scholars involved in researching park or Park Service history have unimpeded access to park records. Their research often contributes to a better understanding of park operations and activities and provides new avenues for research or interpretation.

The Freedom of Information Act (FOIA) [5 USC 552] requires federal agencies to provide the public with access to their records in response to written requests, though a few specific types of records are exempted. However, scholarly research by historians should rarely require written FOIA request. The expressed policy of the Department of the Interior is to make its records available to the public “to the greatest extent possible,” in keeping with the spirit of FOIA. [43 CFR 2.13(a)] Park Service managers should not only abide by requirements of FOIA, but embrace the spirit of that legislation.

In addition to what is provided below, the NPS publication *Cultural Resource Management*, Vol. 22, No. 2, (1999) is a valuable resource for general information about the Service’s archives and collections.

**Park Files**

The research value of park files varies greatly. Some parks have consistently maintained well-organized files going back decades. Yellowstone National Park, for example, has an extensive collection and received a special dispensation from the National Archives to keep its records within the park rather than relinquishing them to the Archives or its regional federal records center. Parks that have held on to their files (sometimes contrary to prescribed records disposition procedures) and maintained them well are ideal places for park administrative history research.

At other parks files tend to be less complete. In some cases older files have been disposed of without record. The absence of files from the 1950s and 1960s may pose the greatest problem to the researcher because the bulk of material in the National Archives predates 1950. Files from the 1970s are routinely present, providing a record of the recent past in virtually all cases.

**Regional Office Records**

The various divisions in the regional offices normally maintain files pertaining to their functions in the parks of their regions. Again, record retention varies widely among divisions and regions, with some more fruitful for research purposes than others.
Regional offices had central file rooms to which copies of all correspondence went. Files amassed in these central repositories were generally retired periodically to the federal records centers, where they remain subject to NPS control and may be physically recalled until they are either destroyed (if deemed of no permanent value) or forwarded to the National Archives. Each shipment of records to a federal records center is documented on a Standard Form (SF) 135, *Records Transmittal and Receipt*. The ease of locating and retrieving desired material at a federal records center depends to a great extent on how well the retired files have been described in their SF 135s.

A factor complicating park history research in regional office records is the periodic realignment of NPS regional boundaries. Many parks have been in more than one region during their existence, and records pertaining to them may not have been transferred from their former regional offices and related federal records centers to their successive counterparts. Thus researchers might need to conduct research at more than one regional office and records center for material on a single park. A guide to the evolution of NPS regions and the areas they have encompassed over the years can be found in Chapter VI.

**Denver Service Center/Technical Information Center**

The Technical Information Center maintains an extensive collection of design and construction related reports and documents and copies of some park administrative histories. It also holds microfilm copies of superintendents annual narrative reports, though there are gaps in the collection.

**Washington Office Records**

The divisions in the Washington headquarters office, like those in the regional offices, maintain files for their park-related and other activities that vary in usefulness for administrative history research. The park history program in the NPS Cultural Resource Center holds a collection of park files dating from the 1930s; those on historical parks are strongest. It also contains a collection of National Park System Advisory Board records. The Park Planning and Special Studies Division in Washington maintains a large collection of park-related files.

Until April 2001, copies of all Washington office correspondence went to a central file. Records from the central file and various divisions were retired periodically to the Washington National Records Center in Suitland, Maryland, in the same way that regional office records are sent to the other federal records centers. After 2001 individual offices and divisions assumed greater responsibility for maintaining and retiring their correspondence.

The records in the central file are ordered primarily by subject (such as administration, concessions, fiscal, and personnel) rather than by park. This is helpful if a researcher is doing a history of a particular function but considerably less helpful for someone researching a park history. For park histories, researchers might consider first examining records retained or retired by particular divisions, which tend to organize their files by park. See section VII for a list of subject (file) codes used in the NPS filing system since 1953.
Researchers in the Washington office can also take advantage of the Interior department’s Natural Resources Library and Law Library in its headquarters building. The former includes a complete set of congressional documents, essential for legislative histories, as well as Edmund B. Rogers’s compilation of park legislation. The Law Library has legislative histories already compiled for several major park and park-related acts.

**Special Collections**

Most National Park Service directors maintained office files that were later given to university libraries or other repositories including the National Archives, where they are kept with the records of the National Park Service (RG 79). These contain valuable research material. Finding aids are available for these collections.

The former directors listed below have papers identified by their names at the following locations:

- **Stephen T. Mather**  University of California at Berkeley; NPS Harpers Ferry Center Library, WV
- **Horace M. Albright**  University of California at Los Angeles; National Archives; Harpers Ferry Center Library
- **Arno B. Cammerer**  National Archives
- **Newton B. Drury**  National Archives
- **Arthur E. Demaray**  University of Wyoming, Laramie, WY
- **Conrad L. Wirth**  University of Wyoming; National Archives
- **George B. Hartzog, Jr.**  Clemson University, Clemson, SC; Harpers Ferry Center Library
- **Ronald H. Walker**  Clemson University
- **Gary Everhardt**  Blue Ridge Parkway headquarters, Asheville, NC
- **Russell E. Dickenson**  Clemson University
- **William Penn Mott, Jr.**  Clemson University; Harpers Ferry Center Library
- **Robert Stanton**  Harpers Ferry Center Library

**Research Assistance**
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Members of the NPS Records Advisory Council can also be a source of assistance on records related issues. A link to information about the Records Advisory Council can be found at <http://inside.nps.gov/programs/program.cfm?prog=57&div=11&page=home>

Denver Service Center

Technical Information Center  
12795 West Alameda Parkway  
Lakewood, CO  80228

Contact:  
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Technical Information Specialist  
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jannette_wesley@nps.gov
VI. Evolution of NPS Regional Structure

1937

Four regions, influenced by an existing CCC regional organization, were established with offices in the cities noted:

Region I, Richmond, VA—included ME, NH, VT, MA, CT, RT, NY, NJ, PA, OH, DE, MD, WV, VA, KY, NC, SC, TN, GA, AL, MS, LA, FL.

Region II, Omaha, NE—included MI, WI, IN, IL, MN, IA, MO, ND, SD, NE, KS, MT (except Glacier), WY, CO (except Mesa Verde, Colorado, Black Canyon, Great Sand Dunes, Hovenweep, Yucca House), Dinosaur in UT.

Region III, Oklahoma City, OK, to 1939, then Santa Fe, NM—included AR, OK, TX, NM, AZ, CO (areas excepted from Region II), NV (Boulder Dam NRA and Lehman Caves only), UT (Rainbow Bridge, Natural Bridges, Arches only).

Region IV, San Francisco, CA—included CA, WA, ID, OR, NV (except areas in Region III), UT (except areas in Regions II and III), Glacier in MT, AK, HI.

1940-1947

Glacier was moved from Region- IV to Region II. Region III included all of Utah.

1955

In July Region I was subdivided to create Region V.

Region I, Richmond, VA—included AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA (except GW Parkway, Custis-Lee, Prince William), WV.

Region II, Omaha, NE—included CO (except Mesa Verde, Great Sand Dunes, Colorado, Black Canyon, Hovenweep, Yucca House), IA, KS, MN, MO, MT, NE, ND, SD, WY, Dinosaur in UT.

Region III, Santa Fe, NM—included AZ, NM, OK, TX, UT (except Dinosaur), CO (areas excepted from Region II), Lake Mead in NV.

Region IV, San Francisco, CA—included CA, ID, NV (except Lake Mead), OR, WA, AK, HI.

Region V, Philadelphia, PA—included CT, DE, IL, IN, ME, MD (except Suitland Parkway, B-W Parkway, Catoctin), MA, MI, NH, NJ, NY, OH, PA, RI, VT, WI.

1962
National Capital Parks, which administered the parks in Washington, DC, and certain parks in nearby Maryland and Virginia, became Region VI in January and National Capital Region in the general regional re-titling at midyear, whereby

Region I became the Southeast Region, Region II became the Midwest Region, Region III became the Southwest Region, Region IV became the Western Region,

Region V became the Northeast Region, and

Region VI became the National Capital Region.

1969

National Capital Region reverted to "National Capital Parks" on December 5.

1970

The Northwest District of the Western Region, created as a semi-autonomous unit in December 1968, became the Pacific Northwest Region, headquartered in Seattle, WA, and covering AK, ID, WA, OR, Lava Beds in CA.

1971

In response to the Nixon administration's call for common regional boundaries for federal agencies, NPS regional boundaries were redrawn in November:

Northeast Region, Philadelphia, PA—included MN, WI, MI, IL, IN, OH, ME, NH, VT, MA, CT, RI, NY, NJ, WV (except Harpers Ferry), DE, MD (except Suitland Parkway, B-W Parkway, C&O Canal, Antietam, Catoctin, Fort Washington, Piscataway), PA, VA (except GW Parkway, Arlington House, Prince William, Blue Ridge Parkway, Cumberland Gap).

National Capital Parks, Washington, DC—included DC; GW Parkway, Arlington House, and Prince William in VA; and areas excluded from MD in Northeast except Harpers Ferry (administered by Director, Harpers Ferry Center, 3/16/70-3/16/74).

Southeast Region, Atlanta, GA (office moved from Richmond 1/9/72)—included AL, FL, GA, KY, MS, NC, SC, TN, PR, VI, Blue Ridge Parkway in VA.

Midwest Region, Omaha, NE—included CO, UT, Glen Canyon and Pipe Spring in AZ, IA, KS, MO, MT, NE, ND, SD, WY.

Southwest Region, Santa Fe, NM—included NM, OK, TX, AR, LA.

Western Region, San Francisco, CA—included CA (except Lava Beds), NV, AZ (except Glen Canyon and Pipe Spring), HI.
Pacific Northwest Region, Seattle, WA—included AK, ID, OR, WA, Lava Beds in CA.

1973

As part of an NPS reorganization in December, two new regions were formed: Rocky Mountain from the Midwest Region and North Atlantic from the Northeast Region, which was re-titled Mid-Atlantic Region.

North Atlantic Region, Boston, MA—included MA, VT, NH, ME, NY, NJ (except Delaware Water Gap), CT, RI.

Mid-Atlantic Region, Philadelphia, PA—included PA, NJ (Delaware Water Gap only), WV (except Harpers Ferry), DE, VA (except Manassas, Arlington House, GW Parkway, Wolf Trap, Prince William, Blue Ridge Parkway, Cumberland Gap), MD (except C&O Canal, Harpers Ferry, Catoctin, Antietam, B-W Parkway, Fort Washington, Piscataway, Greenbelt, Suitland Parkway, GW Parkway, Clara Barton [1974], Monocacy [1976]).

National Capital Parks, Washington, DC—included DC; Manassas, Arlington House, GW Parkway, Wolf Trap, Prince William in VA; areas excluded from WV and MD in Mid-Atlantic (Harpers Ferry after 3/16/74).

Southeast Region, Atlanta, GA—included KY, TN, NC, SC, GA, MS, AL, FL, PR, VI, Blue Ridge Parkway in VA.

Midwest Region, Omaha, NE—included NE, KS, IA, MO, MN, WI, MI, IL, IN, OH.

Rocky Mountain Region, Denver, CO—included MT, WY, CO, ND, SD, UT, Pipe Spring and Glen Canyon in AZ.

Southwest Region, Santa Fe, NM—included NM, OK, TX, AR, LA. In 1974 added Navajo, Canyon de Chelly, Wupatki, Sunset Crater, and Hubbell in AZ.

Western Region, San Francisco, CA—included CA (except Lava Beds until 1978), NV, HI, AZ (except Glen Canyon, Pipe Spring, and areas in Southwest Region after 1974).

Pacific Northwest Region, Seattle, WA—included AK, WA, ID, OR, Lava Beds in CA until its transfer to Western 1978).

1976

National Capital Parks reverted to "National Capital Region" October 21.

1980

The Alaska Area Office, operated independent of the Pacific Northwest Region after March 1979, officially became a regional office and headquarters of the
new Alaska Region (AK only) on December 2, 1980, making a total of ten NPS regions.

1995

On May 15 the ten regions were restructured into seven field areas:


National Capital Area, Washington, DC—includes DC; Arlington House, GW Parkway, Manassas, Prince William, Wolf Trap in VA; areas excluded from MD and WV in Northeast.

Southeast Area, Atlanta, GA—includes Blue Ridge Parkway in VA, KY, NC, TN, SC, GA, AL, MS, LA, FL, PR, VI.

Midwest Area, Omaha, NE—includes MI, OH, IN, IL, WI, MN, IA, MO, AR, ND, SD, NE, KS.

Intermountain Area, Denver, CO—includes MT, WY, UT, CO, AZ, NM, OK, TX.

Pacific West Area, San Francisco, CA—includes WA, OR, ID, CA, NV, HI, GU

Alaska Area, Anchorage, AK—includes AK

1997

In January the seven field areas were redesignated regions.

See [http://www.nps.gov/hfc/library/regions.htm](http://www.nps.gov/hfc/library/regions.htm) for an online version of the NPS regional structure.
VII. FILE CODES

Historical

These codes serve as a Select List of Decimal Classifications Used in the Central Classified Files of the National Park Service records at the National Archives (RG 79).

000 General

0-1 Conferences
  0-1.1 Superintendents
  0-1.2 Rangers
  0-1.4 Staff
  0-1.5 Operators

0-3 Invitations and Addresses

0-5 Records and Files

0-10 Laws and Legal Matters (General)
  0-10.1 Decisions of Attorney General
  0-10.2 Decisions of Comptroller
  0-10.3 Decisions of Solicitor

0-15 Final Opinions and Orders

0-20 Executive Departments and Establishments

0-30 Foreign Parks

0-31 Military Parks

0-32 Proposed Parks

0-33 State Parks

0-35 Proposed Monuments

0-36 Proposed National Historical Parks

0-37 Proposed National Military Parks

0-38 Parkways

0-39 Biological Wild Life Preserves

0-40 Recreational Areas

0-42 Memorials

100 History and Legislation

101 History (General)
  101-01 Dedications
  120 Legislation
    120-01 House bills
    120-02 Senate bills
    120-05 Acts

200 Administration and Personnel

201 Administration (General)
  201-01 Director
  201-02 Associate Director
  201-03 Assistant Director
    201-03.1 General Superintendent and Landscape Engineer
  201-04 Regional Directors
  201-06 Superintendents and Custodians
    201-06.1 Assistant Superintendents
  201-10 U. S. Commissioners
  201-12 Inspectors
  201-13 Organization
    201-13.1 Organization charts
  201-14 Reorganization
  201-15 Policy

204 Inspections and Investigations (General)
  204-01 By congressional committees
  204-10 By field officers

204-20 By headquarters officers

205 Instructions and Orders (General)
  205-01 Executive Orders
    205-01.1 Proclamations
    205-02 National Park Service
    205-03 Secretary's

206 Mail Facilities (General)
  206-08 Post offices (establishment of)

207 Reports (General)
  207-01 Annual
    207-01.2 Director's
    207-01.3 Secretary's
    207-01.4 Superintendents'
    207-01.5 Park Naturalist's
  207-02 Monthly
    207-02.1 Director's
    207-02.3 Superintendents'

208 Rules and Regulations (General)
  208-01 Automobile and motorcycles
    208-01.1 Drivurself
    208-01.2 License
    208-01.3 Fees
    208-01.4 Permits
  208-05 Drumming
  208-06 Fishing, hunting, and trapping
  208-08 Liquor traffic
  208-09 Livestock
  208-10 Moral conditions
  208-11 Robbery
  208-30 Uniforms and equipment
  208-40 Vandalism
  208-41 Deaths
  208-43 Mining
  208-44 Firearms
  208-47 Sales tax

300 Appropriations, Finance, and Accounts
  302 Appropriations -Estimates (General)
  303 Appropriations (General)
  303-02 Donations
  303-03 Emergency reconstruction and forest fires
  303-05 Insect infestations
  303-13 Claims, settlement of
305 Disbursing Clerk (General)
306 Accounts (General)
307 Receipts and Revenues (General)

400 Supplies and Equipment
403 Contracts
  403-01 Contracts correspondence
  403-02 Contractors
405 Inventories
432 Forms and Stationery (General)
435 Gasoline and Oils (General)
443 Motor and Steam Equipment
  443-14 Boats
444 Photographic Equipment and Supplies
455 Uniforms and Equipment

500 Publicity and Statistics
501 Publicity
  501-01 Advertising
  501-02 Magazine articles
  501-03 Newspaper articles (press notices)
  501-04 Special articles on national parks (speeches)
502 Entertainments and Lectures
503 Pictures (General)
  503-10 Moving pictures (general)
504 Publications (General)
  504-01 Bulletins
  504-03 Manuals
  504-04 Maps
    504-04.1 Motorist guides
    504-04.2 Blueprints
  504-07 Portfolio of National Parks
  504-11 Nature Notes
550 Statistics (General)

600 Lands, Buildings, Roads, and Trails
600-01 Master plan
600-02 Six-year program
600-03 Development outline
600-04 Specifications
601 Lands (General)
  601-01 Administration sites
  601-02 Airfield sites
  601-03 Camp sites
  601-05 Reservoir sites
  601-09 Cemetery sites
  601-11 Park entrances
  601-12 Recreational areas
  601-13 Wilderness areas
  601-14 Research preserves
  601-15 Landscaping
  601-18 Soil and moisture
602 Boundaries (General)
  602-01 Boundaries (extension)
603 Condemning of Lands
604 Donations
  605 Entries
  605-01 Exchanges
  605-02 School lands
606 Irrigation (General)
607 Jurisdiction (General)
608 Memorials (General)
609 Leases
  609-01 Mining claims
610 Private Holdings (General)
  610-01 Purchasing of lands
  610-02 Taxes
611 Repairs and Improvements
  611-01 Elevators
612 Rights of Way
613 Sale of Lots
614 Surveys
615 Value of Lands
616 Withdrawals and Restorations
618 Public Works Administration
619 Civil Works Administration (FERA and SERA)
620 Buildings (General)
  620-01 Administration building
  620-08 Checking stations
  620-10 Churches
  620-20 Community buildings
  620-30 Fish hatchery
  620-31 Gauging stations
  620-36 Hospitals
  620-37 Lookout stations
  620-46 Museums
  620-49 Observatories
  620-51 Post offices
  620-53 Power houses
  620-54 Pump houses
  620-63 Ranger cabins and stations
  620-68 Schools
  620-80 Shelter cabins
621 Construction Projects
  630 Roads (General)
  630-02 Maintenance
    630-02.1 Oiling
    630-02.2 Snow removal
631 Construction under Road Budget Program
  631-01 Roads budget - allotments
  631-02 Roads budget
632 Roads Outside Park (Approach Roads)
633 Roadside Cleanup
640 Trails (General)
650 Lakes, Rivers, and Waterways
868 Winter Sports
871 (870-1) Associations, Clubs and Committees
880 Forestry (General)
883 Forest Protection (General)
   883-01 Fires
   883-02 Protection improvements
   883-03 Fire records
      883-03.1 Individual fire reports
      883-03.3 Annual reports (fire)
   883-06 Insect infestations

883-07 Forest protection cooperation
   883-07.1 Forest Protection Board

884 Forest Products (General)
   884-03 Timber
      884-03.1 Sale of forest timber

885 Silviculture
   885-01 Emergency Conservation Work:
      Civilian Conservation Corps, Reforestation

900 Concessions
   900 Public Utility Operators
      900-01 Buildings
      900-02 Contracts
      900-03 Financial reports
      900-04 Lands
      900-05 Misc. correspondence
      900-06 Rates
      900-07 Reports (semimonthly)
      900-08 Complaints

901 Privileges and Permits
   901-01 Grazing permits
Current

The following are the subject file codes that have been assigned to NPS correspondence since the 195Os. A superintendent's annual report, for example, is filed under A2621.

A – Administration and Management

14 Acting Personnel Designations (See A96 for Delegation of Authority.)

16 Advisory Board on National Parks, Historic Sites, Buildings, and Monuments

15 Organization
19 Meetings, Recommendations, Appointments

18 Advisory Boards, Field, Groups, (other Organizations, Meetings, Recommendations)

22 Associations, Foundations, Commissions, Councils, Societies

24 Committees

15 International
19 Departmental
27 Interagency
31 Washington Office
35 Field Offices

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual
21 Annual
23 Situation

NOTE: Issues; Briefing Statements; Action Forcing Events; Park Data Bank and any material prepared for briefing Director or Secretary shall be filed in A2623.

34 Commendations/Letters of Appreciation/Awards

15 About Service and Personnel
19 Concerning Concessions
36 Complaints

38 Public Relations

15 With Federal, State, and Local Agencies
17 Foreign Agencies
21 Individuals
23 Public Involvement (Include public meetings. Specific hearings filed by subject, i.e., D18, L48 and L7617.)

40 Conferences and Meetings

15 Departmental
19 Washington Office
23 Regional Directors
27 Regional Offices
31 Other Field Offices
33 Servicewide
35 Interagency
37 International

42 Cooperating Associations (includes Natural History, Historical, and Museum Associations)

44 Memorandums of Agreement with Federal, State, and Local Agencies

15 Cooperative Agreements

46 Communications Services (Includes Telecopier, Telephone, and Telegraph services. See D5027 for radio and telephone services within NPS.)

52 Fund Raising and Other Civic Campaigns

54 Inspections, Appraisals, Investigations, Studies, Task Forces and Surveys

15 Congressional Committees
19 Departmental
23 Washington Office
25 Regional Offices
27 Field Offices
31 Other Agencies

56 Instructions and Orders

15 Secretary's Orders
19 Secretary's Office Memoranda
21 NPS Permanent Guidelines
23 NPS Special Directives
27 NPS Staff Directives
31 WASO Memoranda
35 Field Directorate Memoranda
39 Field Office Instructional Memoranda
41 Other Federal Agencies (by agency if volume warrants, i.e., Office of Management and Budget, OMB)
43 Request for copies of above

58 Interments

60 Visits

19 of Government Personnel
21 of Foreign Persons

62 Lost, Found and Stolen Articles

64 Organization

15 Lists and Directories
19 Goals/Objectives (Long Term Management Plan)
23 Management Policies (Mission Statements)
27 Organizational Charts/Role and Function Statements
35 Standards
37 Management Improvement Projects
NOTE: Establish case files, if required, for each organizational level, i.e., WASO, Region, Parks.

66 Manuals, Government

15 Departmental Manual and other Departmental Issuances
17 NPS Manuals and other NPS issuances to FPM and FPMR
21 Other Federal agencies (OMB, GSA, OPM, etc.)
25 Requests for copies of above

68 Printing and Binding

70 National Priorities

15 Civil Defense Program
19 Area Use, National Defense
21 Conservation (Energy, Water and Recycling of Materials)

72 Information Resources Management (Include policy correspondence.)

15 Automatic Data Processing 17 Correspondence Management
19 Directives Management System
21 Freedom of Information Act and Privacy Act 23 Forms Management 25 Mail Management
27 Records Management (Include Files Management, Records Scheduling and Disposition.)
29 Reports Management 31 Vital Records 33 Micrographics
35 Word Processing
37 NPS Informational Systems (includes capital improvements, Fixed Assets): Cultural Resources Studies:
Lands (Management Information System): Natural Resources:
Natural Science Research: Sociological & Economic Studies: and the Technical Information Center (DSC)
(including planning, design, drawings & construction documents) (See Appendix B, A7237, page 18 for
further information.)

76 Protection

15 Health and Safety
19 Safety Committees, Meetings, Recommendations, etc.
23 Accidents, Injuries, Deaths
27 Floods, Storms, Droughts
31 Building Fires
33 Building Security, i.e. Vandalism
37 Tort Claims

78 School Facilities

80 Space for Administrative Use

15 Alterations, Maintenance, Improvement
27 Office and Storage Space
31 Parking Space

82 Special Events
15 Dedications, Anniversaries, Similar Observances
19 Conventions, Tours, Group Visitations, Public Gatherings
23 Religious Services
27 Expositions and Other Special Events
31 Display of Flag

84 Speeches

19 Washington Office Directorate 23 Field Directorate

88 Transportation Studies

15 Visitor Use
17 New Systems

90 Permits (except concession and special use permits) See C38 and L30.

15 Collecting (Archeological, Paleontological, etc.)
27 Motion Picture Filming
29 Public Gatherings
31 Recreation Uses (i.e., back country, boating, camping, wilderness, etc.)

96 Delegations of Authority (See A14 for Acting Personnel Designations.)

98 Conservation and Preservation of Areas for Public Enjoyment

C- Concessions

14 Accommodations, Capacity and Type

18 Advertising

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual
21 Annual
23 Situations

30 Audits and Fiscal Examinations

32 Lump Sum Fund, Concessioner

34 Concessioner's Organizations, Meetings, Recommendations

38 Concessions Administration (Include policy and procedures.)

15 Applications
17 Prospectus
19 Insurance
21 Standard Language
23 Contracts and Permits
25 Franchise Fees
27 Commercial Use License

NOTE: Individual folders established for each concessioner

40 Possessory Interest

42 Employment and Labor 46 Merchandising
50 Rates

54 Taxes
58 Building and Other Facilities

62 Concessions Review Program

15 Operational Performance
17 Contract Permit Compliance

D. – Development and Maintenance

18 Planning Program (Include Master Plans, General Management Plans, Development Concept Plans, Outlines for Planning Requirements, Task Directives, Statements for Management and Resources Management Plans.)

22 Construction and Preservation Programs

15 Development/Study Package Proposals (Forms 10-238, 239, & 250), Estimates (Form 10-802), and Work Orders (Form 10-455)
17 Line Item Programs
19 Lump Sum and Similar Programs

24 Maintenance and Rehabilitation of Physical Facilities Program (includes Cyclic Maintenance, and Handicap Facilities etc.)

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual
21 Annual
23 Situation

30 Roads and Trails (includes bridges, tunnels, runways and launching ramps, etc.)

32 Grounds/Shoreline

15 Campgrounds, Playgrounds, Tennis Courts, and Picnic areas 17 Beaches
19 Erosion and Watershed Control (Including dredging, rip-rap, etc.)

34 Buildings (other than Concession and Historical)

15 Construction and Maintenance
23 Individual Building Data File
46 Other Structures (fences, benches, guard rails, fountains, etc.)

50 Services and Utilities

15 Electricity
19 Garbage Disposal
23 Heating and Cooling Systems
27 Radio and Telephone
31 Sanitation Matters (Solid Waste Program)
39 Water and Sewer
41 Gas Systems

52 Contracts

15 Professional Services (Architect & Engineering) Contracts
17 Construction Contracts

62 Museum and Exhibit Activities

15 Planning, Preparation, Maintenance, and Preservation of Museum Exhibits
23 Acquisitions and Loans for Display
31 Exhibits for Other Agencies
NOTE: See H2017 for Accession Files

66 Signs, Markers, and Memorials (Include road signs, traffic devices, etc. For sign stock see 582.)

**F- Fiscal**

14 Advances/Transfers of Funds

15 To Other Agencies
19 From Other Agencies
23 Within the Service

16 Accounting (by Area)

26 Reports

15 Monthly
17 Quarterly
19 Semi-annual
21 Annual
23 Situation

30 Budget Formulation

15 Current Year Operating Program (Form 10-561)
17 Budget Increases/Decreases (Form 10-237)

34 Budget Execution

15 Status of Funds
17 Reserves
36 Budgeted Position Ceilings

38 Appropriation and Allotment Advices (Form 10-243)
   15 Operating (Form 10-450)
   17 Construction
   19 Supplemental
   21 Apportionments
   23 Administrative Limitations

42 Audits and Fiscal Examinations
   15 General Accounting Office and Other Government
   17 Department of Interior/National Park Service
   23 Public Auditors, other than Government and States

46 Cashiers and Collection Officers (Include Imprest Fund.)

50 Claims and Payments
   15 Construction
   19 Supply
   23 Travel and Transportation
   25 Compensations

54 Special Non-appropriated Funds
   15 Donations
   17 Reimbursable/Refundables
   19 Fees and Revenues (Include camping and entrance fees.)

62 Fiscal Regulations and Interpretations 66 Payrolls
   15 Income Tax Deductions
   19 Retirement Deductions
   23 Other Deductions (Include Savings Bond deductions.)
   27 Designations (i.e., Timekeeper, Designated Agent)

74 Rate Schedules
   15 Equipment
   19 Mess
   23 Quarters (Employee Housing)
   25 Utilities

78 Tax Exemptions

86 Travel and Transportation Regulations

**H- History and Archeology**
(Cultural Resources & Historic Preservation)
14 Area and Service History (Include Significant Events and Contacts Log.)
15 Legislative History
17 Administrative History

18 Biographical Data and Special Collections

15 National Park Service Areas
17 Acquisitions, Gifts, Loans, and Inventories (accession files)

NOTE: See D62 for museum and exhibit activities

22 Cultural Resources Studies and Research

15 National Park Service Areas
17 Special Studies

24 Archeological and Historical Data Recovery Programs (External)

15 Corps of Engineers, Bureau of Reclamation Projects, River Basins, etc.

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual 21 Annual
23 Situation

30 Historic Sites and Structures Management and Preservation (Include Archeological Ruins.)

15 Management, Preservation, and Maintenance
17 List of Classified Structures
19 Special Studies (Include Historic Furnishing Plans.)

32 National Register of Historic Places (Include State Plans.)

34 National Survey of Historic Sites and Buildings (National I Natural Historic Landmarks)

15 Proposed
17 Eligible or Established

36 Historic Preservation Grants-in-Aid

38 Historic American Buildings Survey

15 Studies
19 Requests for

40 Historic American Engineering Record

42 Historic Preservation Programs Overview

15 Legislative Policies and Procedures (Title I, Sec. 106, P.L. 80-665, E.O. 11593, etc.)

17 Compliance Documentation
K- Interpretation and Information

14 Information Requests

18 Interpretive Activities (includes Performing Arts)
   15 Services
   17 Interpretive Planning

22 Libraries and Library Services

26 Reports
   15 Monthly
   17 Quarterly
   19 Semi-Annual 21 Annual
   23 Situation

30 Photography
   15 Production and acquisition of Motion Pictures
   19 Production and acquisition of Still Pictures and Slides
   23 Loans and Gifts to public and other agencies

34 News Media (Press, Radio and TV)
   15 Press Release NOTE: Prepare individual folders for Department, WASO, Region and Area.
   17 Radio and Television Activities (Include recordings, video, and scripts.)

38 Publications, National Park Service
   15 In-House (Newsletters, etc.)
   19 Free Informational Literature
   23 Sales
   27 Maps
   31 Posters, Cartoons and Emblems
   41 Manuscripts and Proofs

42 Publications, Other
   15 Secretary's Office
   19 Other Departments, Bureaus and Offices

54 Special Articles regarding Service or Areas
   15 Prepared by Service Personnel
   17 Prepared by other than Service Personnel
L -Lands, Water and Recreation Planning

14 Acquisition of Lands

15 Policy and Procedures
17 Boundary Adjustments (Include Surveys and Reports.)
19 Federal Holdings (other than NPS)
25 Holdings (other than Federal)
29 Land Records

24 Encroachments

15 Water Projects
19 Logging and Timber
23 Mining
27 Oil and Gas
31 Road Construction

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual
21 Annual
23 Situation

30 Land Use (Special Use Permits)

15 Agriculture
19 Grazing
23 Mining and Minerals
25 Oil and Gas Easements
27 Roads and Road Rights-of-way
31 Water, Sewer and Transmission Lines

32 Land, Public

15 Cooperation, including Administration, Planning and Development
17 Grants Applications -- Land and Water Conservation Fund (LWCF), Urban Grants for Public use Land in States and Cities, Recreation Grants Urban Parks and Recreation Recovery Program (UPARR)
19 Grant Case Files LWCF, UPARR, Urban State Grants)

34 Recreation Activities (Include back country use, hang-gliding, youth hostels, etc.)

15 Camping
19 Hiking and Riding 23 Mountain Climbing 25 Water Sports
27 Winter Sports

38 Aircraft Landing Sites

46 Navigation Facilities Sites

48 Wilderness Areas and Research Reserves
NOTE: After area has been designated "wilderness," see N1623 for management thereof.

50 Geographic Place Names and Area Terminology

54 Water Matters (Water Rights, Compacts, Resources, etc.)

58 Proposed Areas

60 Designated Areas

15 National wild and Scenic Rivers
17 National Scenic Trails

62 International Parks and Historic Sites

66 Foreign Parks and Historic Sites

70 States and State Parks

19 Cooperation, including Administration, Planning, and Development
21 State Park Organizations
23 Annual Records list of State Park Lands and Related Areas with acreage’s accommodations
25 State Grants
31 Fees and Charges
NOTE: Under the L7019 classification, prepare separate folder for each State and Project.

74 River Basin Studies and Activities

19 Economic and Recreational Benefits
21 Notices of Public Hearings
23 Studies and Reports (concerning Bureau of Reclamation and Corp of Engineering Projects)
23 Dams and Dredging
27 Other Studies and Reports (Agriculture, Federal Power Commission, etc.)
NOTE: Files are developed by Regions, then by major river basins, and finally by projects where importance of project or wealth of material warrants. Archeological and Historical Research relating to River Basins are coded H2415.

76 Environmental Impact

15 Policy, Procedures, Guidelines (Include Environmental Protection Agency (EPA) Standards.)
17 Statements and Studies concerning NPS Areas
19 Reviews of Statements and Studies concerning other Federal agencies
21 Reviews of Statements and Studies concerning State and Private agencies

N- Natural and Social Sciences

14 Animal and Plant Life (Observations and Studies)

15 Amphibians and Reptiles
19 Birds
23 Fish
27 Mammals
29 Insects and Invertebrates
31 Shrubs
33 Plants

16 Management of Natural Resources and Areas (Include Resources Basic Inventory; Coastal Zone Management; Wetlands Management, Ecological Impact, etc.)

15 Wildlife
17 Plant Life
19 Water Life
21 Threatened and Endangered Species (Plants and animals)
23 Back country/Wilderness Management

22 Research Programs (Studies by species found in N14)

15 Area Natural Science Research Plans
17 Social Science Research
19 Research Proposals and Projects

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual
21 Annual
23 Situation

30 Geological Features and Studies

19 Paleontology (fossils)
21 Seismology (earthquakes)
23 Speleology (caves)
27 Volcanology
31 Glaciers (ice and frost actions)
35 Rocks and Minerals
39 Thermal Features (geysers, hot springs, steam vents)
43 Water (Fresh and Marine)

36 Pollution/Environmental Quality

15 Air
17 Water
19 Land

40 Energy Research (For individual Solar Heating Systems see D-5023. For Energy Conservation see A7021.)

42 Weather and Climate (correspondence relating to weather, climate and atmospheric sciences)

15 Studies, Observations

44 Natural Landmarks

46 Social and Economic Sciences
15 Visitor Use Surveys and Statistics (Special Studies)
17 Demography (Vital and Social Statistics)
19 Economics
21 Assessments
NOTE: See A2615 for monthly public use reports.

50 Pest and Weed Control

54 Soil and Moisture Control

**P- Personnel**

14 Individual Official Personnel Folders

18 Office of Personnel Management Laws, Rules and Regulations

15 Rules and Regulations
19 Interpretation
21 Inspections

22 Applications and Inquiries for Employment

15 Permanent positions
17 Temporary positions

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual
21 Annual
23 Situation

30 Appointment Requirements and Procedures

32 Classification, position 34 Compensation

15 For Injury
19 For Overtime
21 For Hazard Pay
23 For Duty at Remote Worksites

NOTE: Regulations only, payments in F5025 36 Conduct of Officers and Employees

38 Performance Ratings Program, Procedures, and Appraisals

40 Employee Welfare and Activities

15 Welfare
19 Employee Relations
21 Labor-Management Relations
42 Equal Employment Opportunity

15 Affirmative Action Plan
17 Discrimination Complaints and Grievances
19 Special Programs, i.e., Cooperative Education, Upward Mobility, Spanish Speaking, Federal Women, etc.

44 Incentive Awards Program

15 Procedures
17 Merit Awards
19 Suggestions

48 Examinations

52 Hours and Tours of Duty

56 Identification of Employees

60 Leave

15 Annual
19 Jury
23 Military 27 Sick
31 without Pay
35 Compensatory
39 Holidays
43 Special Occasions

64 Personnel Procedures and Records
72 Recruitment and Certification (Include OPM Requests & Certificates of Eligibles.)

74 Restrictions on Employment

78 Retirement

80 Separation

82 Statistics

84 Status (Include Veterans Preference, Office of Personnel Management reinstatement, Reemployed Retired annuitant, etc.)

86 Training

15 In-Service
17 Interagency Facilities
19 Non-Government Facilities

88 Transfers/Details/Reassignments

15 within Service
19 outside Service

90 Wage Board Matters

92 Uniform Standards (Include grooming. See S94 for procurement of uniforms and accessories.)

94 Volunteer Employment Program

S -Supplies, Procurement and Property

14 Animals

18 Historic Building Furniture and Accessories (See H30 for Historic Furnishing Report.)

22 Construction and Maintenance Supplies 24 Communications Equipment 26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual
21 Annual
23 Situation

28 Drafting and Engineering Supplies 30 Explosives

32 Fire Fighting Equipment

34 Firearms, Ammunition, and Defensive Equipment 38 Fuels

46 Library

15 Equipment
19 Publications

50 License Plates and Tags

54 Medical

58 Motor-Driven or Propelled Equipment (includes repair parts)

15 Aircraft
19 Automobiles, Trucks, Motorcycles
23 Boats
31 Road Construction and Maintenance Equipment
35 Use of

62 Office

15 Furniture and Accessories
19 Forms
23 Machines
27 Stationery

66 Optical Equipment
15 Binoculars and Telescopes
19 Microscopes

70 Photographic and Sound Equipment

15 Cameras and Projectors
19 Films and Slides

72 Procurement

15 Instructions and Procedures
21 Research Contracts (Archeological, Historical, Natural Science, Theme Studies)
23 Supply and Equipment Contracts
25 Personal Services Contracts
27 Purchase Orders

74 Property Accountability

15 Real Property
17 Disposal of Real Property (Include Reports of Survey.)
19 Personal Property
21 Disposal of Personal Property (Include Reports of Survey)
23 Equipment Replacement Program (Depreciation)

78 Safety Equipment

82 Signs, Markers, Traffic Devices, Flags, Pennants, Symbols, Seals and Logos

84 Stenographic Services

90 Shipments (Bill of Lading/Invoices)

94 Uniforms (See P92 for Uniform Standards)

98 Weed and Insect Control Products and Animal Repellents

W- Laws and Legal Matters

18 Decisions

15 Attorney General
19 Comptroller General
23 Solicitor
27 Chief Counsel

22 Final Opinions and Orders

24 Federal Register Submissions (Cross reference to subject file)

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual 21 Annual
23 Situation

28 Executive Orders and Proclamations

30 Jurisdiction/Deputation/Police Powers 32 Civil Litigation/Court Procedures 34 Law Enforcement

15 Violation of Regulations, Arrests, Trial, Prosecution
17 Accident/Investigations 19 Commissions/Magistrates
21 Expungement Orders
23 State and Local Laws and Regulations
25 Alcohol and Speed Measuring Devices
27 Drunk Driving

38 Legislation

15 Proposed
23 Enacted

42 Special Regulations (Refer: Title 36, CFR, Chapter I, Parts 7-60)

46 General Regulations (Refer: Title 36, CFR, Chapter I, Parts 1-6)

48 Procedure, Policy

15 Beats/Patrol Areas
17 Prisoner Processing
19 Court Procedures

Y - Forestry

14 Wildland Fire Management (See NPS-18, Fire Management Guideline)

15 Prevention
17 Presuppression
19 Supression
21 Prescribed Fire (all use of fire)

18 Forestry and Range Conservation Management

15 Trees and Forests
19 Range
23 Reforestation and Rehabilitation

26 Reports

15 Monthly
17 Quarterly
19 Semi-Annual
21 Annual
23 Situation

34 Products including Wood Utilization and Timber Cutting (down timber and firewood)

42 Statistics