

Researching Modern Military Records at the National Archives (NARA II)

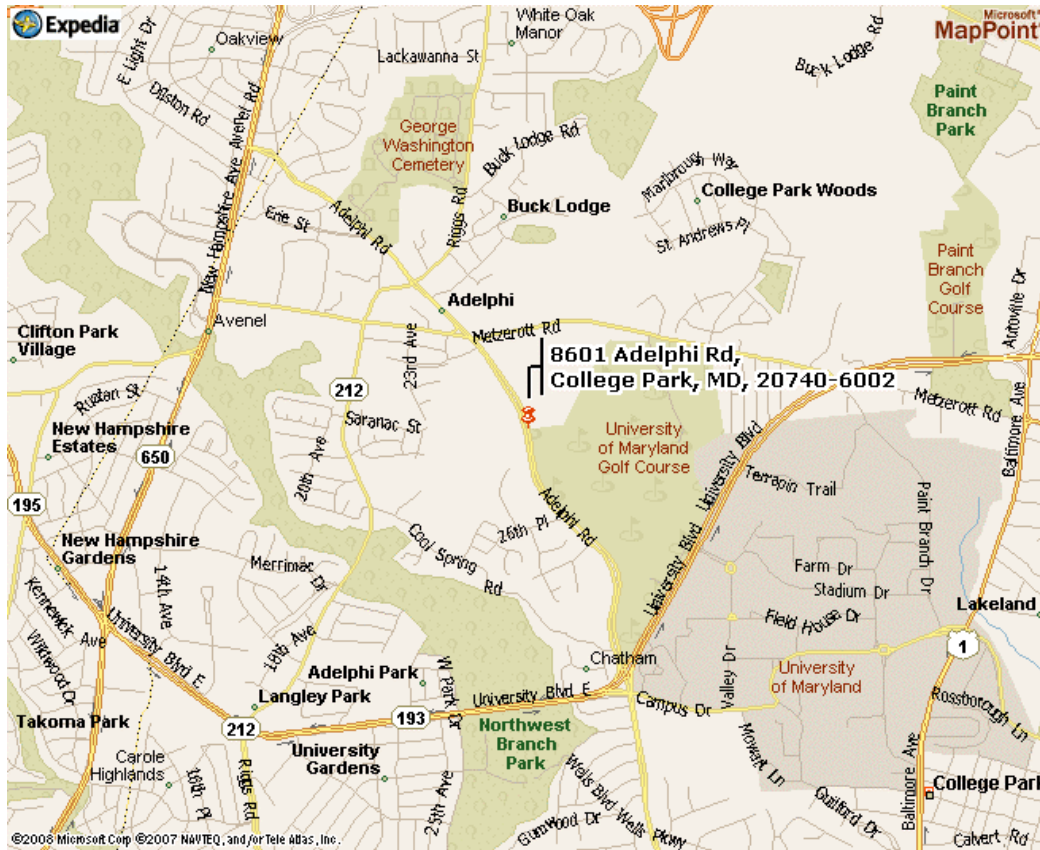
The archives where military records are kept is called NARA II, or the National Archives at College Park. The NARA II facility at College Park, Maryland was opened in 1994. It is a state-of-the-art archival research facility. The materials in NARA II are segregated by type of media, with textual materials available through the Research Room on the Second Floor. ([See NARA's website for more information.](#))

I recently made a trip to the archives and, although I researched my trip and what to expect, I didn't find much. There is a fairly good introduction to research at NARA on the NARA website. However, it doesn't go into detail, often suggesting that you tell the staff this is your first time and ask them to direct you. And the staff IS knowledgeable, helpful and courteous. If it is your first time I'd strongly suggest you follow their suggestion and tell every staff member you met that this is your first time. They will stumble all over themselves trying to help you. They certainly showed me exactly what I needed to do at all time – even when I failed to ask. Therefore, if a staff member walks up to you and says, “don't do that...” and “we like for you to do this,” don't take offense.

Sill, I would have liked to know more before my visit so I could have reduced my learning curve. I sat down and wrote this after my return to share the wealth of information the NARA staff gave me during my training. I hope this helps other know what to expect. I also included some information specific to records for the 78th Infantry Division in an effort to make those records more accessible.

Location

Archives II is located on Adelphi Road near the University of Maryland's College Park campus.



Driving

From I-495 (The Capital Beltway) take exit 28B for New Hampshire Avenue (Route 650) south. Once headed south on New Hampshire, take a left at the second light onto Adelphi Road. Follow Adelphi Road for a couple of miles until you see the large green sign for Archives II on the left. Turn left into the entrance.

Traveling North along the Baltimore Washington Highway (AKA I-295) pass by the I-95/I-495 exit and take the next exit for Greenbelt Road (Route 193) west. Once headed on Greenbelt Road continue through the intersection with Baltimore Avenue (Highway 1) where the name of the road changes from Greenbelt to University Blvd. Follow University for a couple of miles to the intersection with Adelphi Road. Take a right onto Adelphi. Proceed north for a couple of miles until you see the green sign for the Archives II on the right. Turn right into the entrance.

Metro

For more specific information on routes, fares, and timetables for Metrobus and Metrorail, please see the [Washington Metropolitan Area Transit Authority](#) or telephone Metro at 202-637-7000.

Subway

In College Park, take Metrorail's Green Line to the Greenbelt, Fort Totten, or Prince George's Plaza stations, where you can connect with the R3 Metrobus to the National Archives.

Bus Service

Two main Metro bus routes run from Metrorail (Washington's subway) to NARA's College Park facility, Metrobus (R-3), and the (C-8).

The following bus schedules are available on the Washington Metropolitan Area Transit Authority web site:

(Note: the National Archives and Records Administration is not responsible for any information posted on www.wmata.com).

The  (R-3) Metrobus, the Greenbelt/Fort Totten line, serves **Green Line** stations at

- Greenbelt
- Prince George's Plaza
- Ft. Totten

The  (C-8) Metrobus, the College Park/White Flint line, serves **Red Line** stations at

- White Flint

- Glenmont
- College Park

Accommodations

- [Hotels, Accommodations, and Lodging](#)
- [Guest houses and short term housing](#)

Parking

After entering the campus, just before the parking garage on your right is a guard station. You must stop here and show your driver's license, passport, or researcher *ID Card* (more later) to the guard. The guard will direct you into the parking garage. While the NARA II folks contend parking is limited, and on a first come first serve basis, parking seems more than adequate.

Facility Hours

Research Room hours of operation:

Monday, Tuesday, and Saturday, 9:00 a.m. - 5:00 p.m.

Wednesday, Thursday, and Friday, 9:00 a.m. - 9:00 p.m.

While the above are the official hours that the research rooms are open, you should be aware of other times. You can enter the campus, park your car, and enter the main lobby of NARA II at 8:00 a.m., one hour prior to the opening of the research rooms. You may also register your equipment (more later) at this time. Fifteen minutes prior to the opening of the research rooms, you can pass through the guard station (more later) and proceed up to the various research floors – however, you must wait outside the research room till they open the doors at 9:00 a.m.

Entering the Building

Proceed from the parking garage across the circular plaza to the glass entrance of Archives building. A pair of doors on the right are reserved as entry doors and a pair on the left are reserved as exit doors. On entering, there is a Security Checkpoint similar to an airport security checkpoint. From this point on you will, in general, find kind, courteous, and helpful Archives staff. When in doubt, ask questions. Remember, most people who visit the archives do so for the first time. At the Security Checkpoint, you must place anything you are carrying (computer, scanner, camera, purse, etc.) into the conveyor belt where a security officer uses an X-Ray machine to examine them. Also, use one of the small bowls to place any magnetic items you have in your pockets and place that on the conveyor belt. You walk through the magneto-scanner to retrieve your items from the other end of the conveyor. Show the Security Officer your driver's license, passport, or researcher *ID Card*.



Orientation and Registration

After you pass through the Security Checkpoint and enter the main lobby of the Archives you will see the Registration office to your right. If this is your first visit go through the double doors. Walk up to the desk and tell the staff you are here for the first time. Here you will view a short orientation slideshow and receive your official Archives Research *ID Card*.

Researcher Orientation:

New researchers at the National Archives Building in Washington, DC and the National Archives at College Park will view a PowerPoint orientation presentation before receiving a researcher card. The PowerPoint orientation emphasizes the safe handling of records and explains the most basic research procedures, responsibilities, and rules. New researchers should plan for a total of 15-20 minutes to complete the registration process.

To obtain a researcher identification card, an applicant must:

- Show official identification that includes a photograph. A driver's license, passport, school, and employment identification are among the acceptable IDs.
- Complete a short form giving full name, permanent address, telephone number, and a brief description of the proposed research topic.
- View a short PowerPoint orientation emphasizing the safe handling of records and explaining the most basic research procedures, responsibilities, and rules.
- This is a photo *ID Card*, so your picture will be taken by one of the staff.

Using, renewing, or replacing your research card

- Your research card must be presented during each research visit.
- Your research card will be valid for one year.
- For security reasons, we request that you do not attempt to renew the card until it has actually expired. You can renew or replace your research card on your next research visit.

- If you forget or lose your research card, talk to the staff when you arrive on your next research visit.

What Is Allowed Into the Research Rooms

Basically you are not allowed to take anything into the research areas that might be used to harm documents or that might be used in an attempt to take documents from the facility. Use common sense and the list below and there won't be any problems. A researcher locker area in the basement area of the building is provided for the convenient storage of items you want nearby, such as your winter coat or briefcase, that isn't allowed into the Research Rooms. As a note, you can use a 10" by 10" (not large enough to hold documents) clear plastic bag – such as a Ziplock bag – to hold all the wires and stuff for your computer. This makes it much easier to carry everything since you aren't allowed to use anything of breakcase or computer bag to carry items into research rooms.

People, Food, and Drink

Not Allowed

- Persons without a valid research card*
- Children under 14 years old
- Food, drink (including water), candy

* This applies only to the research room.

You do not need a valid research card to enter a NARA building, only a photo id.

Allowed

- All persons with a valid NARA researcher card

Clothing and Apparel

Not Allowed

- Coats, overcoats, jackets or other types of outerwear. This includes sweaters with full length zippers.*

- Hats, caps, or scarves
- Larger purses, fanny packs, briefcases, suitcases, handbags, backpacks, boxes, bags, equipment bags, or containers of any kind
- Clear plastic bags if larger than 10"x10"

* NARA has the right to determine whether sweaters or other garments are considered outerwear. "Outerwear" are outer layers of garments, such as jackets, ponchos, caps, etc. that are often worn outside buildings. Outerwear is not allowed.

Allowed

- Sweaters and sweatshirts, with or without hoods. (Only indoor wear; no full length zippers)
- Religious head coverings
- Small silk or similar indoor- type kerchiefs
- Coin purses or small pocket sized wallets
- Clear plastic "sandwich/food storage type" bags for holding small items no larger than 10" x 10"

Notes and Related Materials

Not Allowed

- Envelopes, notebooks, pads, binders, folders
- Pens, markers "Post-it" notes (unless stapled to pre-existing notes)

Allowed

- Stamped research notes on loose paper, NARA issued paper and note cards, handouts, and NARA publications
- One approved research-related book at a time
- Pencils and mechanical pencils

Special Equipment

Not Allowed

- Flash bulbs
- Personal copiers
- More than one CD at a time

Allowed

- Video and audio recording decks
- Cameras, camcorders and tripods
- Photographic copy stands (with approval)
- Video tapes, audio tapes, and film
- Scanners (only flatbed without autofeed)
- Personal computers
- One CD at a time

Researcher Lockers

The Researcher Locker area is in the basement of the building. Follow the signs from the lobby down the monumental stairs to the locker area. Lockers are full-size, 12" wide by 12" deep by 60" tall. Find a locker with a key in it. Open the locker and place a quarter into the slot in the back of the lock inside the door. The quarter is a deposit and is returned. Close the locker, turn the key and remove the key. The key has the locker number inscribed on it so you can find your locker later. Don't lose the key! When you want to access the locker, use the key to open the locker. Your quarter is returned. Repeat to above procedure if you want to continue to use the locker for the day. You may not leave items in the lockers overnight. At the end of each day, the lockers are emptied. So, before you leave the Archives fro the day, retrieve your items.

Registering Equipment

Any electronic items you plan to take into the research areas must be registered. There is a desk in the middle of the main lobby. Security staff at this desk will complete an "Equipment Receipt." Don't lose this piece of paper because you may not be allowed to take your equipment home at the end of the day. Items such as laptop computers, cameras, scanners, portable disk drives, etc, must be registered. Show the Security Officer your Archives *ID Card*. For each item tell them, they "type" of equipment (e.g. Computer), "Brand" name of the equipment (e.g. Dell), and read them the "Serial #." They will review the equipment, such as scanners, and tell you if it is allowed into the research area.

This is an important process. It allows you to leave you equipment alone on a desk in a research room with little fear that it won't be there when you return.

Food

No drinks, food or candy is allowed into the research areas for obvious reasons. However, there is a full service cafeteria just off of the lobby on the ground floor that is open to the public.

Entry to and Exit from the Research Area

In a corner of the main lobby, across from the Registration Office, and to the right of the decorative wood wall are two security desks. You pass through this entry point to reach the elevators used to take you to the various research floors. The Security officers at this point do three things. Show them your Archives *ID Card*. Hand them your *Equipment Receipt* and allow them to compare your equipment to the receipt, and finally open any laptop computers or scanners so they can see inside. This procedure is repeated as you exit the building, with the additional review of any paper documents (notes or copies) you are leaving with.

Just beyond this point are two elevators. Adjacent to the elevators is a sign that tells you what research rooms are on which floors. There is also a small display of publications for sale and a window where you can purchase the publications.

Research Rooms

The Research Center contains these rooms:

- Textual: Floor 2
- Electronic Records: Floor 2
- Cartographic and Architectural: Floor 3
- Library: Floor 3
- Motion Picture, Sound, and Video: Floor 4
- Microfilm: Floor 4
- Still Picture: Floor 5

Entry to and Exit from the Research Room

When you exit the elevators onto the research floor, there is a large lobby area with some seating outside the entry doors to the Research Room. You can come out to this location to make cell phone calls. Once you enter the research room, you are not allowed to make calls. You should turn your cell phone off or put it in silent mode.

Pass through the doors into the research room. There is a main desk just inside the doors to your right. Stop at the desk, hand the staff member your *ID Card* and them swipe it. You have now checked into the research room. You must be checked out as you leave. Besides being the check-in and check-out point, the staff here can answer any questions you have. If you are a first time visitor, tell them that this is your first time and ask them where you should go next.

When you ext the research room, you much hand the staff member you *ID Card* so that they can check you out of the room by swiping your card. If your brought a laptop computer and scanner, the staff also has to check inside of them to ensure you don't have any documents. If you made paper photo copies, show these to the staff so they can check them. Ask the staff member for a bag for your copies as this speeds your exit through the guard station downstairs. The staff will place the documents into a bag, zip it closed, and lock it. (Don't worry the guard downstairs has the key). Proceed out the doors and down the elevators to the guard station at the lobby level.



The desk where records are reviewed for Classification/Clearance prior to copying (upper left). And, the Textural Research room viewed from a point near the entry desk (lower right).

The larger picture (lower right) is the view after you enter the Research Room. Checked in at the main desk, and are looking to the left down the length of the room. Note the quad researcher table in the foreground, which is designed for the simultaneous use by up to four researchers. Also, note that power outlets are provided for each section of the desk. At the far end of the room are the special copy area. To the right is the Classification desk. On the left side of the room is the Record Receipt Desk and Holding area, At the far end of the room on the left is the Finding Aids room.

Inside the Textural Records Research Room

I'll focus on the Textural Records Room. Partly because this is where most people do research. Partly because the other rooms have similar procedures. And, mostly because that is where I've done my research – so I can tell you what happens there. With the exception of the first few minutes of the day and the evening hours, the place is abloom with activity. There are some first-timers such as yourself, but there are also professional, for-hire researchers and university researchers.

The Staff

There are four general groups of staff tasks within the Textural Research Room: staff at the main entry desk; staff at the central desk that reviews document classification and the handling of documents; specialists in the Finding Aids room who are very knowledgeable in specific collections; and record retrieval staff that go to the stacks (warehouse area where records are stored in boxes on shelves) to get records.

The staff does everything it can to be of assistance. All members of the staff, at least as far as I am aware, are professional, trained archivists. They are knowledgeable, courteous and helpful. However they are people like you and me. At times they may have a bad day, but for the most part are terrific folks concerned for the pieces of history you are handling. The documents you handle are originals and cannot be replaced if lost or repaired if damaged. If they are misplaced in a file or the

order of the documents is changed it is almost impossible to rectify. The staff is more concerned for the documents than they are for you. They share a love of history, and will assist you whenever and however possible. They will go out of their way to assist you wherever, and whenever possible.

The staff works with many people, so be patient. Avoid communications that might be seen as pushy. Remember, you might be trying to be funny when you jibe, "Can't you move faster than that," but the staff might read your humor as a complaint. The staff tries to be nice to all the researchers. Your job is to be nice to the staff.

Finding Aids

At the far end of the Textual Research room, adjacent to the special copier area is a smaller room called the Finding Aids room. This room is divided into two main areas. One area is for military research and the other area is for the general records and special collections such as the Kennedy Assassination. Obviously, military research is a major part of their workload. There are specialists at each end of the room who are generally knowledgeable about each of the areas. However, they are also chosen for their specialized knowledge of certain records. So, some of the staff will be expert in the Kennedy Assassination, others in the Modern Military Records of WWII. Still others might have even further specialized knowledge of American POW records, or the Japanese Internment camps.

Inside the Finding Aids room there are shelves with notebooks which act as the index (or card catalog if you wish) to the holdings of the Archive. It takes some knowledge of the records and the index system to find what you are looking for. There is for instance a series of notebooks that contain the indexes for Infantry divisions. There is another for Tank Destroyer Battalions. Another for Tank Battalions. Still more for Armored divisions. The list goes on for naval commands including submarine commands, and for the Air Corps and Air Force. Don't be afraid to ask for help using these indexes. To the uninitiated they can be daunting.

The Document Receipt Area

The part of the staff that retrieves documents brings them to a desk located near the center of the floor, next to the Finding Aids room. There is a desk where the staff brings your records to you when they are "pulled." You return your documents there

when you are through with them. There is a large room, called the Holding Area, behind the desk where carts of boxes that have been pulled are staged. Only the staff is allowed in this room. You can't go behind the desk.



The Holding Area behind the Records Receipt area. This area is off limits to anyone but staff.

Making Copies of Documents

All photocopies or scanners in the research rooms (yes, they provide scanners in the area) use debit cards or your Archives *ID Card*. Letter and legal size photocopies and scans are 25-cents. Large format photocopies and scans are 25-cents. Behind the registration desk are vending machines that accept cash money or credit cards and either dispense Archives debit cards or add cash value to your Archives *ID Card*. Directions for the use of the two machines are on the front of each machine.

When you entered the Textural Records Research Room, the main desk was to your right. Directly ahead of you is another, smaller desk. I'll call the desk the Classification Desk for lack of a better term. The staff at this desk must review any records to determine the security clearance for the documents. If, anywhere in the documents there is the word SECRET, CONFIDENTIAL, or CLASSIFIED marking – even if the documents has been marked as DE-CLASSIFIED or CLASSIFICATION Changed to CANCELLED – then you must get a "DECLASSIFIED" tag from the staff at this desk. The tag has the words "*DECLASSIFIED*, *Authority* followed by a number given by the staff, *By* followed by the staff member's initials, *NARA Date* followed by the date the tag was issued. The tag must be placed on the copier, or your scanner, or on the documents in the case of taking photographs. If you are making multiple scans or copies at a copy machine, then ask the staff member for a piece of tape to

stick the tag to the glass of the scanner or copier so that you don't have to place the tag each time. Of course, don't tape the tag to any documents.

When you go to the desk, carry the documents in their folders in the boxes. Never carry documents around the research floor outside of the box (more later). When you come to the desk you should have the pages you want to copy identified. This reduces the time required of the staff. They aren't required to stand around waiting on you. Not only do these folks review documents for classification, but they are also responsible for watching the room and the researchers to ensure documents are properly handled. There are slips of paper on a cart behind the desk that can be used to identify the documents you want to copy.

If you have a problem or concern about copying or scanning a document then ask these folks for guidance. Documents are often held together in side covers by a two-hole clip at the top of the page. You can remove this yourself. However, if there are staples or glue used to attach documents you cannot separate them. In the case of staples, ask the staff behind the desk if they can remove them. Many times the staff can remove the staples and allow you to copy individual documents. In the case of glue, there is nothing anyone can do. If there is glue or staples that cannot be removed, then you can often carefully fold back the pages to copy each sheet. Take extreme care to "roll" back the pages. Do not crease the pages as you do this. Do not close the copier cover completely so as to crease the documents. However, the staff usually requires you to close the copier cover as much as possible to avoid excess light or excess carbon caused by the dark spots on copies made with out the cover being down. Use your hand or fingers to wedge the cover open and keep it from closing completely. Again, ask for help if you have any doubts as to how to handle documents.

On either side of the desk are two legal and letter size copiers (four copiers total). These cost 25-cents per copy. At the far end of the research room from the entrance is a central area which legal and letter size copiers as well as a whole host of specialized copiers, scanners and camera digitizers. In general, these cost 50-cents per copy. Some of the machines will not only produce a photocopy, but will also scan. Scans are stored on a USB memory stick (also commonly called a thumb drive). So, for example, if you think you might need to scan large format documents such as maps, then bring along a USB memory stick.

How to Perform Research

How records are stored and filed

All of the records in the Textual Records are filed in folders and the folders are placed in boxes. In general, two sizes of boxes are used. One is a larger box, approximately 12" wide by 12" tall by 16" long. Another is a smaller box, approximately 6" wide by 12" tall by 15" long. These boxes are stored on shelves in portions of the building, which are generally called Stacks in the library trade.

All records at NARA are organized by Record Group (RG). With only a handful of exceptions, the operational records for WWII are in RG-407. The Record Group is the highest-level in the NARA organizational scheme and it is helpful to keep this designator in mind. As previously stated each RG is usually the responsibility of a particular Archivist. The staff specialist can be consulted whenever a researcher has questions about materials in a particular RG. Beyond the Record Group documents are stored by Stack Area, Row, Compartment, Shelf, and finally the Box. Inside each box are numbered and titled folders. When requesting documents you will ask for a box. Items are not delivered in folders.

In general, two sizes of boxes are used. One is a larger box, approximately 12" wide by 12" tall by 16" long. Another is a smaller box, approximately 6" wide by 12" tall by 15" long. If only one or two boxes are requested, they are handed to you. If you ask for two or more boxes, then they are generally delivered on a cart. Requests for boxes are made at given *Pull times*. All boxes requested at given pull times are delivered on a single cart. You can have no more than two carts of boxes at any given time. In general, you won't need more than one cart at a time because a single cart holds more records than most folks can go through in a given day.

Requesting Records

The act of requesting and receiving records is termed *pulling*. Boxes of records are *Pulled* at various set times of the day called *Pull Times*. Records are retrieved Monday through Friday for use in the research rooms at:

- 10:00 a.m.
- 11:00 a.m.,
- 1:30 p.m.,

- 2:30 p.m.

On Wednesday, Thursday, and Friday there is an additional pull at 3:30 p.m. There are no pulls on Saturday, but you can use records pulled on previous days which are on hold in the Holding Room.

Records are requested in the Finding Aids room. To retrieve a box of material from the Stacks, you must be able to specify its precise location, as pinpointed within the physical storage scheme described above. Specifically, Record Group, Stack Area, Row, Compartment, Shelf, and Box. Since this is a government installation, you request documents by filling out a form, NA Form 14001. These are otherwise known as Pull Slips. The form makes three copies: the top copy, *Pink Copy*, and *Blue Copy*. When filling out the information, you need to enter is shown below in blue below. Once you fill out a Pull Slip, give it to one of the staff in the room. The staff member will clock the slip in and place it in a tray where it sits until the next Pull Time. For those researching the 78th Infantry Division records, the form represents a standard that can be copied verbatim with the exception of the box numbers, which vary.

REFERENCE SERVICE SLIP						DATE	NO.
NAME OF REQUESTOR George MacKnight				AGENCY OR ADDRESS Researcher ID# 999999			
UNITS OF SERVICE					SOURCE OF REQUEST (Check)		
INFORMATION SERVICE (Number of replies)		RECORDS FURNISHED (Number of items)	TEXTUAL, STILL PICTURES, ETC. (Number of pages)	MOTION PICTURES (Number of feet)	SOUND RECORDINGS (Number of feet)	NA Administrative Use Agency of Origin Other Government Non-government	
WRITTEN	ORAL					REQUESTED BY	
RG NO. 407	STACK AREA 270		ROW 50-	COMPARTMENT 24-	SHELF 05-	OUTCARD NO.	
RECORD IDENTIFICATION Entry: 427 Boxes: 9947-9952 WWII Operations Reports, 1944-1948 78th Infantry Division							
RECEIVED BY			DATE	RETURNED TO			DATE
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION DO NOT REMOVE FROM RECORDS NA FORM 14001 (11-85)							

You can request multiple boxes on a single request form. However, they must be consecutive. For example, Boxes 9901-9910 can be requested on a single Pull Slip, but boxes 9901-9903 and box 9910 must be requested on two slips. NARA generally allows a researcher to request up to 23 boxes on a single request, if they are all located in the same area. Multiple slips submitted at a given pull time will be placed on a single cart. Carts vary in size, but in general they can't hold more than about 30 boxes. You cannot have more than two carts at a time.

It takes at least an hour to 1 ½ hours for the boxes to be pulled. So if you request went into the tray in time for the 10:00 a.m. pull time, then they won't be in the Holding Area until at least 11:00 a.m. When records are in the Holding Area, the staff that retrieve records enter your name and time into a log book located on the left-hand side of the Records Receipt desk. In the cited example you would check on your records an hour or so after the pull time by going to the Records Receipt desk and looking in the log book for entries about an hour or so after the pull time. When your name appears, it means your records are in the Holding Area. Wait in line (the line is rather informal so be polite and patient) at the desk and when it is your turn and a staff member calls out, "Next," step forward to the desk and show them your Researcher *ID Card*. They will get your last name and begin to look through the pile of *Pink Copies* for your request. If you filled out more than one form, they magically, through some miracle of the system become one *Pink Copy*. The staff then goes into the holding area and comes out with your boxes, or if there are enough of them, your cart. Clipped to one of the boxes is a large tag with your last name and the *Blue Copy* of the Pull Slip. (No one knows what happens to the top copy.) On top of the cart is placed a large, 11" by 17", laminated instruction card giving directions as to how to handle documents. If you have a special, delicate records, the staff will instruct you to wear gloves. Special white cotton gloves are provided by the Archives for this purpose.

Take the boxes or cart to the desk where you have set up shop and begin your research. Any records that you wish to copy may be reviewed for Clearance. Don't use the flash on your camera. If you need to make notes use your computer. If you need to make written notes, use paper and pencil provided by the Archives at the central Classification desk.

The two main rules in handling documents is CARE and ORDER. Don't do anything that will damage the documents and don't change the sequence. Ideally, another researcher would not be able to tell that someone had ever opened the folder. If you

think something is out of sequence, don't correct it yourself. Take it to the central desk and point out what you have observed to the staff. Let them decide if the records should be re-ordered.

Only take one box at a time from the cart. Don't mix boxes from different carts. Only take one folder at a time out of a box. Pay attention to the numbering system at the top of the folders and return a folder into the box in the proper order. When reviewing the contents of a folder, don't spread the contents around the desk. Instead, keep in sequential order by flipping the pages over from face-up on the right-hand side of the folder to face-down on the left side of the folder. If there is a large map that you want to review or copy, then set the folder aside to give yourself space on the desk and leave the folder open to the location where the map belongs or mark the location. Take extreme care in opening folded documents.

If you plan your research well, you can request a pull when you enter the room, research your next pull while you wait for the first one, then request your next pull while you review your current pull.

Returning Records

You must return all of the records from a given pull, generally a single cart, at the same time. Make sure you have all the boxes that came on a cart on the cart before you return the cart. Make sure all folders are in their boxes. Make sure you haven't left any documents on your scanner. When you return them to the Retrieval desk, you will say, "Re-File" or "Hold." NARA allows researchers to hold boxes checked-out within the Research Room over more than a single day (generally for 48 to 36 hours). If you ask for them to be placed on Hold, then they are placed in the Holding Room. If you say, "Re-File," then they go back to the Stacks. To ask for a cart placed on hold, you just need to wait in line again at the Retrieval Desk and ask a staff member to get you cart that is on hold.

Leaving the Research Room and the Building

Of course, before you leave make sure you have returned all boxes and carts. Don't leave pencils or paper around the desk, return them from where you got them. The staff is not your mother. If you received a "DECLASSIFICATION" tag for copying purposes, you must return it to the desk and log it out in the logbook. These tags should not leave the room. Once all this is done, go to the main desk. Open your laptop and scanner for the staff to check. Let them look at any photocopies you have

made and ask for the copies to be placed in one of the secure bags. Let them swipe your Researcher *ID Card* to check you out of the room. Proceed to the elevators and go to the ground floor, lobby level.

At the security point you need to show them your *Equipment Receipt* form. Read the last four numbers or letter of the serial numbers for each piece of equipment on the list. If you have one of the lock-bags, give it to the security officer so that they can let you have your copies. The security officer gives you your *Equipment Receipt* so you can use it to return later in the day.

They are only good for one day as far as I know, so you should register your equipment each day.

The following is a list of the boxes that contain the Operation Records for the 78th Infantry Division and its organic components:

Box Number	Unit	From Folder Number	To Folder Number	Description
9945	78ID	378-0	378-0.3	Hist Lightning, AGF Fact Sheet, Story- Lightning, Map Hist, Unit Hist Rpts, A/A Rpt
9946	78ID	378-0.3	378-0.3.0	A/A Rpt
9947	78ID	378-0.9	378-1.3	Periodic Report, Overlays, G1-Journal
9948	78ID	378-1.3	378-1.13	G1-Journal, General Orders
9949	78ID	378-1.13	378-1.13	General Orders
9950	78ID	378-2.1	378-2.2	G2-Periodic
9951	78ID	378-2.2	378-2.3	G2-Journal File
9952	78ID	378-2.3	378-2.4 18DEC44	G2-Journal File, G-2 Messages to 18 December
9953	78ID	378-2.4 19DEC44	378-2.4 30DEC44	G2-Journal File to 30 Dec
9954	78ID	378-2.4 01JAN45	378-2.4 20JAN45	G2-Journal File to 20 Jan
9955	78ID	378-2.4 21JAN45	378-2.4 08FEB45	G2-Journal File to 8 Feb
9956	78ID	378-2.4 09FEB45	378-2.416MAR45	G2-Journal File
9957	78ID	378-2.4 17MAR45	378-2.4 08APR45	G2-Journal File
9958	78ID	378-2.4 09APR45	378-2.4 MAY45	G2-Journal File
9959	78ID	378-2.6	378-3.2 DEC44	G3-Journal File
9960	78ID	378-3.2 01DEC44	378-3.2 15DEC44	G3-Journal File

9961	78ID	378-3.2 16DEC44	378-3.2 21DEC44	G3-Journal File
9962	78ID	378-3.2 22DEC44	378-3.2 27DEC44	G3-Journal File
9963	78ID	378-3.2 28DEC44	378-3.2 03JAN45	G3-Journal File
9964	78ID	378-3.2 04JAN45	378-3.2 12JAN45	G3-Journal File
9965	78ID	378-3.2 13JAN45	378-3.2 25JAN45	G3-Journal File
9966	78ID	378-3.2 26JAN45	378-3.2 31JAN45	G3-Journal File
9967	78ID	378-3.2 01FEB45	378-3.2 06FEB45	G3-Journal File
9968	78ID	378-3.2 07FEB45	378-3.2 13FEB45	G3-Journal File
9969	78ID	378-3.2 14FEB45	378-3.2 21FEB45	G3-Journal File
9970	78ID	378-3.2 22FEB45	378-3.2 28FEB45	G3-Journal File
9971	78ID	378-3.2 01MAR45	378-3.2 06MAR45	G3-Journal File
9972	78ID	378-3.2 07MAR45	378-3.2 10MAR45	G3-Journal File
9973	78ID	378-3.2 11MAR45	378-3.2 14MAR45	G3-Journal File
9974	78ID	378-3.2 15MAR45	378-3.2 20MAR45	G3-Journal File
9975	78ID	378-3.2 21MAR45	378-3.2 26MAR45	G3-Journal File
9976	78ID	378-3.2 27MAR45	378-3.2 31MAR45	G3-Journal File
9977	78ID	378-3.2 01APR45	378-3.2 06APR45	G3-Journal File
9978	78ID	378-3.2 07APR45	378-3.2 11APR45	G3-Journal File
9979	78ID	378-3.2 12APR45	378-3.2 17APR45	G3-Journal File
9980	78ID	378-3.2 18APR45	378-3.2 24APR45	G3-Journal File
9981	78ID	378-3.2 25APR45	378-3.2 MAY45	G3-Journal File
9982	78ID	378-3.2 MAY45	378-3.2 MAY45	G3-Journal File
9983	78ID	378-3.2 MAY45	378-3.2 JUN45	G3-Journal File
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9986	78ID	378-3.7	378-4.2	Situation Maps, Admin Instructions, G-4 Journal
9987	78ID	378-4.3	378-28	G-4 Message File, G-5 Journal, Opr Rpt of Prov Marshal
9988	78Art	378-ART-0.1	378-ART-2.2	A/A, Op Rpt, Unit Jnl, S-2 Per Rpt
9989	78Art, 303Eng	378-ART-2.2	378-ENG-0.7	78 Art S-2 Per Rpt,

9990	303 Eng	378-ENG-0.7	378-ENG-0.7	A/A, Op Rpt, Unit Jnl
9991	303 Eng	378-ENG-0.7	378-ENG-0.12	Unit Jnl, Photos, Message File
9992	303 Eng	378-ENG-0.16	378-ENG-2.1	Message File, S-2 Periodic Rpt
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9996	307FAB	378-FA(307)-0.1	378-FA(307)-1.13	Unit Hist, A/A, Opns Rpt
9997	308FAB	378-FA(308)-0.1	378-FA(308)-0.3	Unit Hist, A/A
9998	308FAB	378-FA(308)-0.3	378-FA(308)-1.13	A/A, Opns Rpt
9999	309FAB	378-FA(309)-0.1	378-FA(309)-BY(C)-0	Unit Hist, A/A, Opns Rpt, Dixon Charlie
10000	903FAB	378-FA(903)-0.1	378-FA(903)-	Unit Hist, A/A, Opr Rpt, Unit Jnl
10001	903FAB	378-FA(903)-0.12	378-FA(903)-	Message File, Story of HQ Btry, Combat History – Btry A, Combat History – Btry B
10002	78HQC, 309IR	378-HQC-0.1	378-INF(309)-0.3	Unit Hist, A/A, Opns Rpt
10003	309IR	378-INF(309)-0.3	378-INF(309)-0.3	Unit Hist, A/A, Opns Rpt
10004	309IR	378-INF(309)-0.3.0	378-INF(309)-0.9	...
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10007	309IR	378-INF(309)-0.10	378-INF(309)-1.2	Photos, S-1 Jnl
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10010	309IR	378-INF(309)-3.2 DEC44	378-INF(309)-3.2 JAN45	S-3 Jnl
10011	309IR	378-INF(309)-3.2 JAN45	378-INF(309)-3.2 FEB45	S-3 Jnl
10012	309IR	378-INF(309)-3.2 MAR45	378-INF(309)-3.2 MAR45	S-3 Jnl
10013	309IR	378-INF(309)-3.2 APR45	378-INF(309)-3.2 APR45	S-3 Jnl
10014	309IR	378-INF(309)-3.2 APR45	378-INF(309)-3.2 AUG45	S-3 Jnl
10015	309IR	378-INF(309)-3.2 APR45	378-INF(309)-3.3 JAN45	S-3 Jnl, S-3 Jnl File
10016	309IR	378-INF(309)-3.3	378-INF(309)-3.3	S-3 Jnl

10017	309IR	378-INF(309)-3.3	378-INF(309)-3.3	S-3 Jnl
10018	309IR, 310IR	378-INF(309)-3.18	378-INF(310)-0.3	Hist – Roer-Rhine-Ruhr, Fighting Fox, Unit Hist, A/A Rpt, Opns Rpt, Unit Jnl Dec44
10019	310IR	378-INF(310)-0.3	378-INF(310)-0.7 DEC44	Unit Jnl Dec44
10020	310IR	378-INF(310)-0.7 DEC44	378-INF(310)-0.7 DEC44	Unit Jnl Dec44
10021	310IR	378-INF(310)-0.7 JAN45	378-INF(310)-0.7 JAN45	Unit Jnl Jan45
10022	310IR	378-INF(310)-0.7 FEB45	378-INF(310)-0.7 FEB45	Unit Jnl Feb45
10023	310IR	378-INF(310)-0.7 MAR45	378-INF(310)-0.7 MAR45	Unit Jnl Mar45
10024	310IR	378-INF(310)-0.7 APR45	378-INF(310)-0.7 MAY45	Unit Jnl Apr-May45
10025	310IR	378-INF(310)-0.7 JUN45	378-INF(310)-0.7 JUN45	Unit Jnl Jun45
10026	310IR	378-INF(310)-0.7 JUL45	378-INF(310)-7.0	Unit Jnl Jul45, Gen Orders, Blue Infantry
10027	311IR	378-INF(311)-0.1	378-INF(311)-0.7	Unit Hist, A/A, Opns Rpt
10028	311IR	378-INF(311)-1.13	378-INF(311)-2.2	Gen Orders, S-2 Periodic Rpts, S-2 Jnl
10029	311IR	378-INF(311)-2.2	378-INF(311)-2.2	S-2 Jnl
10030	311IR	378-INF(311)-3.2	378-INF(311)-3.2	S-3 Jnl
10031	311IR	378-INF(311)-3.2	378-INF(311)-3.2	S-3 Jnl
10032	311IR	378-INF(311)-3.3	378-INF(311)-3.3	S-3 Jnl File
10033	311IR	378-INF(311)-3.3	378-INF(311)-3.2	S-3 Jnl File
10034	303MED	378-MED-0.1	378-MED-0.3	Hist, A/A, Opns Rpt
10035	303MED	378-MED-0.3	378-MED-0.3	Opns Rpt
10036	303MED	378-MED-0.3	378-MED-0.3	Opns Rpt
10037	303MED, 78MP	378-MED-0.3.0	378-MP-0.3	Opns Rpt, Gen Orders, Rpt Opr MP Platoon