**National Archives (Archives I)**

**700 Pennsylvania Avenue, NW, Washington, DC 20408**

**Archival Research Room**

**(copied from archives.gov- Plan Your Research Visit**

## When You Arrive

- Make your initial visit to any National Archives location, even those with extended hours
    - during weekday business hours
    - as early in the day as possible

- Archivists whose help is needed to begin research usually are not available during evenings or weekends. A late afternoon visit may not allow enough time for records to be identified and retrieved from the stack areas for use on that day.

- When you come to one of our locations to look at records, you will usually be issued a researcher identification card.

- During your research visit, keep good notes as to records consulted so that you can differentiate between multiple groups of records searched, and your steps can be retraced if necessary.

- Anyone can use the National Archives. You do not need to be an American citizen or to present permission from the Research Center Branch Chief and are accompanied by a parent or guardian.  credentials or a letter of recommendation. Read about Regulations for using the National Archives.

- You need to be 14 years old to do research at the National Archives, unless you receive permission from the Research Center Branch Chief and are accompanied by a parent or guardian. credentials or a letter of recommendation. Read about Regulations for using the National Archives.

- Read about Security Procedures at our Washington, DC and College Park, MD locations.

- 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.

## Link to tips about researching the National Archives Catalog

https://www.archives.gov/research/catalog/help/search-tips.html

# Online Services Available for Free in the Research Rooms -National Archives

- The Archives Library's Online Public Access Catalog
- America: History & Life
- Ancestry.com
- ArchivesUSA™
- Family Search
- Fold3 (formerly Footnote.com)
- GaleNet's Biography and Genealogy Master Index
- Heritage Quest
- ProQuest/UMI Heritage Quest Online
- ProQuest Direct

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## Military Records Holdings in Washington, D.C.

The National Archives Building in Washington, D.C., holds records relating to:

| Branch of Service | Dates |
|---|---|
| Volunteers | Military service performed by persons serving during an emergency and whose service was considered to be in the Federal interest, 1775 - 1902 |
| Regular Army | Enlisted personnel, 1789 - October 31, 1912<br>Officers, 1789 - June 30, 1917 |
| Navy | Enlisted personnel, 1798 - 1885<br>Officers, 1798 - 1902 |
| Marine Corps | Enlisted personnel, 1798 - 1904<br>Some officers, 1798 - 1895 |
| Coast Guard | Persons who served in predecessor agencies to the U.S. Coast Guard: the Revenue Cutter Service (Revenue Marine), the Life-Saving Service, and the Lighthouse Service, 1791 - 1919 |
| Confederate States | Persons who rendered military service for the Confederate States government in its armed forces, 1861 - 1865 |
| Veterans Records | Claims files for pensions based on Federal military service, 1775 - 1916 and<br>Bounty land warrant application files relating to claims based on wartime service, 1775 - 1855 |

**Ordering Copies**

**To order** military service records from Washington, D.C., order online or the NATF Form 86.
Copies of military pension claim files for military service from the American Revolution up to before World War I and bounty-land warrant applications for Federal military service before 1856 can now be **ordered online**, as well as through NATF Form 85.


**National Archives    on lin**

**Research On Line       archives.gov**

Go to **Research our Records    >>>>National Archives Catalog**

 On line public access

- Online Research Tools and Ways to Search Online
- Microfilm Catalog
- Access to Archival Databases (AAD)
                        Browse by category -  Example Genealogy/ Personal History
- Guide to Federal Records


**Search Records Groups by topic – Example Genealogical**

   http://www.archives.gov/research/alic/tools/record-group-clusters.html




**Guide for Genealogists and Family Historians**

**Using the National Archives Catalog**

- What is in the National Archives Catalog?
  - Our Online Catalog vs. Online Genealogy Databases
  - Description Data Model Example: District Court Records
- **How Do I Search in the National Archives Catalog?**



- Larger Version
- 

Immigrants on a Ferry Boat Near Ellis Island, National Archives

- Tips for Searching for an Individual's Name
  - MoreTips for Searching for People by Name
- Tips for Searching by Topics Related to Genealogy and Family History
  - Suggested Keywords
  - Follow the Clues
- **Are There Any Digital Copies of Documents?**

For more information on genealogical sources at the National Archives, please visit our Genealogy and Family Historians section and the Start your Genealogy Research page.

The National Archives Catalog contains descriptions for NARA's nationwide holdings in the Washington, DC area; regional facilities; and Presidential Libraries. The catalog is a work in progress and currently contains descriptions for 79% of our records.

Keep in mind that the catalog does not contain descriptions for all files and items that include individuals' names; however, the National Archives still might have records about your ancestors.

The online catalog contains many descriptions of records of interest to genealogists and family historians, including:

- applications for enrollment in Native American tribes
- court records
- fugitive slave cases
- land records
- military personnel records
- naturalization records

**How Do I Search in the National Archives Catalog?**

The online catalog contains descriptions of records held by the National Archives. Researchers can conduct keyword searches and filtered searched in the catalog.

To perform a simple keyword search:

a. Go to http://www.archives.gov/research/catalog/
b. Enter *[some keywords of your choice]* in the Keywords box in the center of the

page. *For example: "bounty land"*

c. Press the **Search** button.

d. When hits are returned for your search, the results will be grouped in categories – online holdings and/or description only. Select "View all Online Holdings" or "View all Description Only".

e. In either category, view the full result of your hit by selecting the Title link.

**Tips for Searching for an Individual's Name**

- Search on **the person's full name** in first name-last name order.

- Search on *the surname only*. The records might only include a first initial or a variant spelling of the first name.

- Search on **variant spellings of the surname**, for example: Luchetti OR Lucetti.

- Search on **variant spellings of the first name**, including "Americanized" versions, for example: Joseph Maggio OR Guiseppe Maggio.

- Keep in mind that the online catalog does not contain descriptions for all file units and items that include individuals' names. However, the National Archives still might have records about your ancestors.

**The U.S. National Archives and Records Administration**
1-86-NARA-NARA or 1-866-272-6272