



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001
www.archives.gov

Getting Started

How are the records arranged?

●Records in the National Archives are arranged by Record Group. A record group may consist of the records of an agency or a part of an agency. Within a record group, the records are generally arranged hierarchically by organizational element and the records themselves found in a series.

What kind of finding aids exist?

●There are a variety of hardcopy and electronic finding aids that will help you determine which series of records you want to review.

What assistance does NARA provide?

●Reference staff are available on-site to provide you with guidance on procedures, assistance in using the finding aids, and filling out pull slips used to request records as well as guidance on the organization and content of the records. Reference staff can also answer your inquiries via U.S. Mail and email before you visit the National Archives. See the FAQ at:

<http://www.archives.gov/research/start/research-visit-faqs.html>

What information do I need for a pull slip?

- To properly fill out a pull slip, you need the following information about the records:
 - ▶ Record group
 - ▶ Entry name
 - ▶ Entry number
 - ▶ Box number
 - ▶ Folder title/File number
 - ▶ Location

How do I find the information for a pull slip?

●**There are several steps using different finding aids necessary to locate all the information needed to properly fill out a pull slip:**

Record Group. You may identify the record group from a secondary source, the National Archives Guide (on-line or hardcopy), NARA websites, or other sources.

Entry name/Entry number. You may find the entry name and number in published National Archives preliminary inventories and inventories, finding aids in the Research Room, and through the National Archives Catalog. This information also may come from a secondary source, but these are not always accurate.

Box number/Folder title/File number. You will find the folder title/file number and box number in the hardcopy finding aids in the Research Room or through the National Archives Catalog.

Location. Information on the location (stack/row/compartment/shelf) of the records is found in the Holdings Management system. Hardcopy printouts are available in the Research Room. They are arranged by record group and thereunder by entry number.