

# THE NATIONAL ARCHIVES AT ST. LOUIS

National Personnel  
Records Center

*Serving Federal agencies, military veterans,  
and their family members, former civilian  
Federal employees, and the general public.*

*A treasure trove of history waiting to be discovered.*

[www.archives.gov/st-louis](http://www.archives.gov/st-louis)





## NATIONAL ARCHIVES

*This is a very special time for the National Archives and Records Administration, the nation's record-keeper. The new home of the National Personnel Records Center (NPRC) here in St. Louis will preserve and protect the files of more than 100 million individuals who have served in the Armed Services or as Federal civilian employees.*

These records provide evidence of their service and are the most requested records in our holdings. They are used by veterans, public servants, and their families to claim benefits and entitlements. And they are of enormous interest to historians, genealogists, and other researchers. Records are crucial to a democracy and we pledge, as always, to preserve, protect, and make them available.

There are many people to thank for making this new facility a reality. I especially want to recognize St. Louis County Executive Charlie Dooley, Congressman Lacy Clay, and Senators Christopher (Kit) Bond, Claire McCaskill, and Roy Blunt for their efforts to establish the NPRC's new home.

To my staff who are already hard at work there, welcome to your new home!



**DAVID S. FERRIERO**  
Archivist of the  
United States

# National Archives and Records Administration Moves Millions of Records into NEW STATE-OF-THE-ART FACILITY

The National Archives and Records Administration's (NARA) National Personnel Records Center (NPRC) opened for business at its new home at 1 Archives Drive in north St. Louis County in May 2011. With a current workforce of nearly 800 employees, the new facility represents the largest group of NARA personnel outside of the greater Washington, D.C. area. The new building will be the permanent home for more than 100 million personnel files of veterans and former civil servants from as far back as the mid-19th century.

"We're a resting place for old souls that live on in these records. Files filled with joy and pain, I've seen these records bring family members to tears," said Bryan McGraw, director of the National Archives at St. Louis.

### Holdings History

It's more than an archival facility; it's a treasure chest of historic documents that tell the stories of America one file at a time.

Surviving family members of the first African-American women to be commissioned as U.S. Navy officers were delighted to learn that their official military personnel files are now part of the National Archives at St. Louis' Persons of Exceptional Prominence (PEP) collection of distinguished veterans.

In other files open to the public, researchers will find fascinating pieces of correspondence between former presidents and leading U.S. officials, Department of Army military courts martial records, and the records of early female pilots and others. Facsimiles of documents of similar importance will be on display in the "Documented Rights" exhibit, which opened to the public, at the NPRC, earlier this month (see page 8 for details).

Centrally located in the Midwest, NPRC's repositories consist of personnel files of individuals from all 50 states and the U.S. territories. This includes the records of foreign persons employed by the U.S. government on such projects as the Panama

Canal. The NPRC and National Archives at St. Louis are part of a nationwide network of NARA's 44 facilities of regional archives, Federal records centers, Presidential libraries, and its Washington, D.C., and College Park, Md., offices.

The NPRC receives approximately 4,500-5,000 reference requests per day. These requests pour in from veterans, organizations representing veterans, former civil servants, and others. Employees complete more than one million reference requests annually, representing more than 90% of NARA's reference activity.

The majority of requests are for the DD Form 214, also known as a Separation Document. It is used by veterans and their next of kin to secure benefits. Some private companies charge a fee to provide a copy of this form. However, veterans can obtain a copy free of charge for benefits. To learn more, go to [www.archives.gov](http://www.archives.gov).

Scott Levins, director of the National Personnel Records Center, said, "These requests comprise almost half of our reference activity and over 90% are serviced in less than 10 business days."

### Upgrades & Amenities

The \$115 million NPRC facility is a far cry from the 1950s-era cinderblock walls and dimly lit hallways of the old Page Boulevard location in Overland, Mo. The new facility is filled with upgrades and several modern amenities, and a more stable storage environment. Unlike its predecessor, it was designed to preserve millions of records that were formerly stored in areas exposed to sunlight and an environment that failed to meet Federal standards. The new building comes complete with conference rooms equipped with video conferencing technology. These areas will be used for training, meetings, exhibits, lectures, and other public programming events.

The NARA will lease the NPRC facility for 20 years from The Molasky Group of Companies through the United States

General Services Administration (GSA). The project was also a joint venture of Hardin Construction Company of Atlanta, Ga., and St. Louis-based Tarlton Corporation. It was designed by HKS of Dallas, Texas. The project pumped \$435 million into the local economy and involved more than 300 construction jobs.

Records are housed in climate-controlled stack areas designed for long-term preservation. The new location will store records currently housed at three different St. Louis area facilities. Movers are transferring 6,000 boxes of records a day from the Page Boulevard location. This huge relocation project started in May and is expected to take 17 months to complete, wrapping up in the fall of 2012.

### Records & Research

In the new and expanded Preservation Laboratory, technicians continue to restore and preserve records damaged in the 1973 fire, one of the worst archival fires in U.S. history. Records salvaged from the disaster are stored in a climate-controlled area. There, specially-trained technicians treat the records to recover valuable information to reconstruct portions of a service member's personnel file.

Personnel records are important to veterans and separated civilian employees, documenting their time in service, and allowing them to qualify for various types of entitlement benefits. The records are equally valuable to individuals interested in their family history. Many travel thousands of miles to do genealogy research. In 2009, John Wastle, 64, flew from Scotland to St. Louis in search of his father's identity. He reviewed hundreds of Army morning reports in hopes of finding an American WWII GI he believed might be his dad. Using a GI name that was partly correct, Archives staff helped Wastle narrow his search to a specific Army unit. Although Wastle was not able to locate his father, he left St. Louis one step closer to solving the puzzle.

**The new building will be the permanent home for more than 100 million personnel files of veterans and former civil servants from as far back as the mid-19th Century.**

It's more than an archival facility; it's a treasure chest of historic documents that tell the stories of America one file at a time.



Military and civilian records are filled with information critical to genealogy research. Researchers also have access to some special collections and other personnel files now open to the public. This primarily includes veterans in the PEP collection and members of the armed services who separated from the military 62 years after discharge, death in service, or retirement. Researchers do not need the consent of the veteran (or the next of kin) in order to view or obtain copies of these public records. Visitors to the new facility can look forward to larger researcher work stations that can accommodate laptops and other approved equipment.

Though military and civilian personnel files

constitute its core holdings, the National Archives at St. Louis also is the repository for numerous related series such as the Selective Service System registration cards and classification ledgers that document the military draft in force between 1940 and 1975; Army General Courts Martial case files (1911-1976); and trade cards describing specific aspects of civilian work in Naval shipyards during the late 19th and early 20th centuries. The holdings also include personnel files of individuals employed by the Civilian Conservation Corps, Works Progress Administration, Panama Canal Commission, Department of State, U.S. Customs Service, Bureau of Indian Affairs and several hundred additional government departments.

**ON THE COVER** - From top: Charles A. Lindbergh and the Spirit of St. Louis; Bernice Hylton, member of the Women Airforce Service Pilots during WWII; Ellison Onizuka, astronaut who died in the 1986 Challenger accident; Grover Cleveland Alexander, member of the St. Louis Cardinals; Jack "Jackie" Roosevelt Robinson, member of the Brooklyn Dodgers (Alexander and Robinson photos, courtesy of National Baseball Hall of Fame). Shaded images: President Dwight D. Eisenhower and Elvis Presley (photo courtesy of the Temple Daily Telegram). Throughout the publication, all uncredited images are from NARA holdings.

## THE NATIONAL PERSONNEL RECORDS CENTER

### Frequently Asked Questions

#### What is the National Personnel Records Center?

The National Personnel Records Center (NPRC) is one of the National Archives and Records Administration's (NARA) largest operations. The NPRC is the central repository of personnel-related records for both the civilian and military services of the United States. This agency serves Federal agencies, military veterans and their family members, former civilian Federal employees, and the general public.

The NPRC, as it exists today, is the product of several previous operations. Today's organization is the embodiment of NARA's policy that places all inactive Federal personnel records, both civilian and military, in the custody of a single administrative unit.

#### Where is the National Personnel Records Center located?

1 Archives Drive (1829 Dunn Road)

St. Louis, MO 63138

314-801-0800

**Directions:** The NPRC is located in suburban north St. Louis County, near the intersection of U.S. 367 and Interstate 270.

**From Lambert St. Louis International Airport,** take I-270 East to exit 32, then left onto Bellefontaine Road, and take the first left onto Dunn Road. The NPRC is on the right at 1 Archives Drive. The Guard at the gate will provide information about parking and building entry.

A photo ID is required to enter the building. Public research rooms are located on the first floor.



# CONGRATULATIONS TO THE NEW NATIONAL ARCHIVES NATIONAL PERSONNEL RECORDS CENTER

from the  
FOUNDATION FOR THE NATIONAL ARCHIVES

[www.archives.gov/nae](http://www.archives.gov/nae)

# BEHIND THE SCENES AT THE NPRC



- To maximize space, the new facility contains 29-high shelving units, an increase over the former 10- to 14-high shelving in the Page Boulevard building. Records will be easier to pull by reference staff who will use a network of catwalks to move between stack areas without having to exit and re-enter.
- Employees respond to an average of 4,500 to 5,000 requests each day, pulling from records now housed in the new building.
- Visitors to the new facility now have the advantage of a much larger public research room with more researcher stations that accommodate laptops, scanners, and other NARA-approved equipment. More than half of all public research room visits are made by individuals doing family history research. Authors, academics, and representatives of other Federal agencies also use personnel files for a variety of research projects.
- Inside specially-equipped labs, preservation technicians spend many hours carefully removing mold from and separating documents that were fused together as a result of the 1973 Page Boulevard fire. Despite the very fragile condition of the burned records, staff have been able to retrieve vital data to verify service and ensure that veterans receive the benefits to which they are entitled.

*Photographs by Lenin Hurtado*

*Inside the NPRC (clockwise from top): pulling requested records; humidifying burned records; the research room; hundreds of files are pulled each day; special treatment includes vacuuming and repair; microfilm provides a measure of permanence; technicians process 1 million requests annually; using a fume hood and keeping records at a consistent temperature helps to prevent further growth of mold; (at left) moving in millions of records.*

# BY THE NUMBERS

**1841** year of oldest military record

**1821** year of oldest civilian record

**6,044** pages in the largest individual military record; the largest record belongs to Air Force Gen. Henry "Hap" Arnold

**545** miles if all 2.3 million cubic feet of record boxes were placed end-to-end – the distance from St. Louis, Mo. to Dallas, Texas

**1 million+** record requests received at the National Personnel Records Center annually; 4,500-5,000 per day

**56,000,000+** individual military personnel files

**100 million** estimated number of military and civilian service personnel files

**6.2 billion** pages of documents in military personnel files

**9 billion** estimated total number of textual pages and non-textual items of record material in the NPRC

**6.5 million** estimated military records recovered from the 1973 fire

**18 million** estimated military personnel records lost in the 1973 fire

**2,300** number of semi-truck loads to move all 2.3 million cubic feet of records to 1 Archives Drive

**6,000** number of cubic feet of records moved each day

**383** number of 8-hour work days to fill up the NPRC at 6,000 cubic feet per day

**49** number of 18-wheel, semi-truck loads needed to move the furniture, equipment and professional gear of 600 NARA staff members

**5** number of days to relocate over 600 NARA staff from the Page Boulevard facility to the new NPRC at 1 Archives Drive

**474,500** size of facility in square feet; 276,000 square feet for records storage

**29.5** property size in acres; 7+ acres of building land coverage area

**115 million** construction cost

**385,000** number of shelves in total; each unit is 29 shelves high

**2** levels of steel catwalk

**25,000** cubic yards of concrete

**1,500** tons of structural steel

**1** Owner/Developer: The Molasky Group of Companies; the NPRC has a 20-year Federal government lease



# Discover Fame:

## *Digitized Military Personnel Files of Celebrated Citizens Now Available*

*The National Archives* at St. Louis' Persons of Exceptional Prominence (PEP) collection of military personnel files opened to the public in 2005. This collection includes the official personnel files of such greats as: singer Elvis Presley; aviator Charles A. Lindbergh; Presidents John F. Kennedy, Lyndon B. Johnson, and Richard Nixon; Army Generals Douglas MacArthur and George S. Patton; "Roots" author Alex Haley; baseball great Jackie Robinson; actor Clark Gable; and many others who served in the U.S. military.

In 2005, archivists opened the records of 150 individuals who achieved fame or infamy during their lifetimes. Since then, an additional 350 veteran files have been added to this illustrious collection which includes astronauts, sports figures, musicians, Medal of Honor recipients, and individuals at the forefront of social change. Among the newest PEPs are the files of:

- Award-winning director **John Ford**, known for such films as "The Quiet Man," "The Man Who Shot Liberty Valance," and "The Grapes of Wrath." He won two Academy Awards during his time in the Navy for the films "The Battle of Midway" and "December 7th"
- St. Louis Browns baseball player **Edward "Eddie" Pellagrini**
- Air Force pilot **Rudolf Anderson** who was shot down while flying a U-2 plane during the Cuban Missile Crisis
- Astronauts killed in the Space Shuttle Challenger explosion: **Dick Scobee, Ellison Onizuka, and Gregory Jarvis**
- Actress **Beatrice Arthur** known for such TV shows as "Maude" and "The Golden Girls"
- Gunnery Sergeant **John Basilone**, who received a Medal of Honor for extraordinary heroism during WWII (October 1942)
- **John Coltrane**, jazz saxophonist and composer whose works include: "Lazy Bird," "Body and Soul," and "Giant Steps"
- **Frank Herbert**, author of the "Dune" science fiction saga
- The March King, **John Philip Sousa**, who was most noted for the "The Stars and Stripes Forever," "Semper Fidelis," and "The Washington Post"

Currently, more than 100 personnel files have been digitized and are available in CD or DVD format for purchase. This number increases monthly. Archival staff are also in the process of identifying the records of prominent civilian employees whose personnel files will be added to the collection. For a complete list of PEPs visit <http://www.archives.gov/veterans/military-service-records/about-service-records.html>. Patrons visiting the National Archives at St. Louis may view digitized PEP files in the archival research room. Digitized PEP prices are determined by the number of pages contained in the original paper record. Prices range from \$20 (100 pages or less) to \$250 (more than 1,800 pages). For more information on how to order copies of PEP records only please e-mail [pep.records@nara.gov](mailto:pep.records@nara.gov). You may also call 314-801-0847 for more information.



NATIONAL  
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Beatrice Arthur, U. S. Marines, 1943-1945



**Harriet Pickens and Frances Wills** – U.S. Navy, 1944-1953 and 1944-1954, respectively

In November of 1944, Pickens and Wills graduated from the Naval Reserve Midshipmen's School (Women's Reserve) at Northampton, Mass. Commissioned as WAVES officers, they were the first female African-American U.S. Navy officers. Here, they are being sworn in as Apprentice Seamen by Lt. Rosamond D. Selle, USNR.

**Charles R. Drew** – 1904-1950

African-American physician, surgeon, and medical researcher who developed large-scale blood banks early in WWII – allowing medics to save thousands of Allied troops.



Photo: Scurlock Studio Records, Archives Center, NMAH, Smithsonian Institution



**Michael Blassie** – U.S. Air Force, 1970-1972

A graduate of Saint Louis University High School, Lt. Blassie was shot down in Vietnam and buried in Arlington National Cemetery's Tomb of The Unknowns as an unidentified soldier of the Vietnam War. After a positive DNA identification, he was interred at Jefferson Barracks National Cemetery on July 11, 1998.



### Manhattan Project –

The Manhattan Project was a research and development program led by the United States during WWII which produced the first atomic bomb. Signatures from records of some of the scientists (*shown*) include: Albert Einstein, J. Robert Oppenheimer (physicist), Enrico Fermi (Italian physicist), Colonel Leslie Groves (U.S. Corps of Engineers), and Edward Teller, "father of the atomic bomb."

**John F. Kennedy** – U.S. Navy, 1941-1945; U.S. President, 1961-1963

While serving in WWII, President Kennedy received the Navy and Marine Corps Medal as well as the Purple Heart, American Defense Service Medal, American Campaign Medal, Asiatic-Pacific Campaign Medal, and the Victory Medal.

When asked how he became a war hero, Kennedy joked: "It was involuntary. They sank my boat."

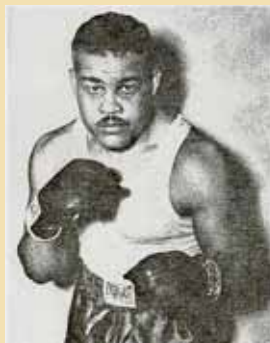


**George S. Patton Jr.** – U.S. Army, 1909-1945

Best known for his leadership while commanding corps and armies during WWII, Gen. Patton's death resulted from an automobile accident in 1945.

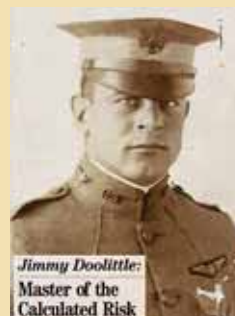
**Joe Louis Barrow** – U.S. Army, 1942-1945 and World Heavyweight Boxing Champion, 1937-1949

Known to the world as the "Brown Bomber," Louis scored victories in and out of the ring as a Sergeant in the U.S. Army. In a series of boxing exhibitions, Louis fought before thousands of soldiers. As a boxer, he successfully defended this title 25 times and retired undefeated.



**James Harold "Jimmy" Doolittle** – United States Air Force, 1917-1959

A military aviation pioneer, Gen. Doolittle is credited with developing instrument flying, which enabled pilots to fly through fog, clouds, precipitation, darkness, and other impediments to visibility. General Doolittle received the Medal of Honor for his role in the Tokyo Raid on April 18, 1942.



### MYSTERY ADDED IN GLENN MILLER CASE

There's a new angle to the mystery of the disappearance of Glenn Miller, beloved band leader.

Ex-Memphian Jimmy Fidler brought it out Sunday night in his broadcast from Hollywood.

It had been reported that a plane on which Miller, an Army captain, had left London for Paris did not arrive. But Fidler said a soldier "whom I can produce if necessary" had told him that the plane did arrive on schedule but that Miller was not on it. The soldier, Fidler said, was on duty at the air field, and reported that Miller's absence from the plane was never explained to the satisfaction of personnel at the field.

Be a friend. The folks of Stewart... Ch...

Alton Glenn Miller

**Alton Glenn Miller** – World War II, Army Air Force Band, 1942-1944

A nationally- and internationally-known musician, Miller volunteered to lead a more modern form of Army band during WWII. While on his way to France to perform for soldiers, the plane Miller was in went down. Immediately, theories surrounding his death sprang up and captured national attention.



USMARS, the very name of "Chesty" Puller has become both a legend and a tradition. In the Marine Corps an standing for those who qualify that name a fighting Marine.

**Lewis Burwell "Chesty" Puller** – U.S. Marine Corps, 1918-1955

Lt. Gen. Puller is one of history's most decorated U.S. Marines and the only Marine to receive five Navy Crosses for heroism and gallantry in combat.

# DOCUMENTED RIGHTS EXHIBIT

**OPENED OCTOBER 3 at THE NATIONAL ARCHIVE AT ST. LOUIS**

Since the signing of the Declaration of Independence, our rights as citizens of the United States have been debated, contested, amended, and documented. The Bill of Rights, the first 10 amendments to the Constitution, established our basic civil rights. Later amendments and court decisions have continued the process of defining our human and civil rights.

The struggle for freedom is a reoccurring theme in the annals of American history, and is the subject of a new exhibition of milestone documents that opened on Oct. 3 at the National Archives at St. Louis and will run through March 2, 2012. **The exhibition is free and open to the public.**

"Documented Rights" will kick off the dedication of the National Archives and Records Administration's newest archival facility in north St. Louis County. The public is invited to visit the exhibit, see the new building and learn about the wealth of NARA holdings found both locally and around the nation.

This traveling exhibition was developed to mark the 75th anniversary of the National Archives and Records Administration and consists of facsimiles from several branches including Washington D.C., and one of NARA's presidential libraries. "Documented Rights" first opened at the National Archives at Atlanta, and has travelled, in part or in full, to the National Archives at Kansas City, Boston, and Philadelphia before arriving in St. Louis. Money for this exhibit to travel was provided by the Foundation for the National Archives.

Drawn from the holdings of 13 National Archives facilities, the exhibit presents records that give voice to the national struggle for human and civil rights. It features more than 50 facsimiles and images including:

- Select documents from all five cases of **Brown vs. Board of Education Topeka** – the landmark ruling that ended school segregation; this is the first time these important documents have been exhibited together
- The official logbook recording the WWII evacuation and relocation of **Aleuts in Alaska**
- Records reflecting the efforts of white residents of **Koinonia Farms, Ga.** – an interracial, religious community – to overcome discrimination
- An early Montgomery Improvement Association booklet written by **Martin Luther King Jr.**
- A court martial order for 2nd Lt. **Jackie Robinson** who refused to move to the back of the bus on a military post
- Select documents and images – appearing exclusively in St. Louis – from the integration of Ole Miss., where protests to the enrollment of **James Meredith** forced President Kennedy to send in Federal forces

## Exhibit Hours & Procedures

The exhibit will be open to the public Monday - Friday from 11 a.m. to 6 p.m.

Groups of more than 20 individuals should e-mail ahead of their visit to make reservations for tours during exhibit hours or at other times. Minors must be escorted at all times by an adult.

All visitors must go through security screening and have a photo ID to enter the facility. (Minors do not need a photo ID). Free parking is available in the visitor parking lot.

## Monthly Lecture Series

The "Documented Rights" monthly lecture series will begin on Oct. 20 at 6 p.m. A panel of local scholars and activists will examine the expanding role of women in the struggle for equality and the emerging roles of female soldiers. Monthly lectures will continue through February 2012.

## Reservations & Information

Email [stlpublic.programs@nara.gov](mailto:stlpublic.programs@nara.gov) for reservations and additional information. Information also can be obtained by calling 314-801-0847 and leaving a voice mail. A member of the archival staff will return your call.



NATIONAL  
ARCHIVES



Photo: Library of Congress. LC-DIG-PPMSCA-04292



# The resources available to Tap into the past

## WHAT ARE ARCHIVAL RECORDS?

Government records belong, at first, to the Federal agency or department that created them. **Temporary government records** belong to the creating agencies for their entire lifespans, until the records are destroyed according to established schedules. On the other hand, **permanent government records** (including the civilian and military personnel records at the NPRC) will never be destroyed. At some point in the lifespan of a permanent record, ownership is transferred from the creating agency to the National Archives Record Administration.

When a record belongs to the creating agency, that agency determines what information may be released and to whom it may be provided. Once NARA owns a record, that record is **archival and open to the public**. Different record groups have varying rules (established by NARA and the creating agencies) that determine when this transfer of ownership takes place.

The procedures for requesting military and civilian records (both archival and non-archival) are described below.

## CIVILIAN PERSONNEL RECORDS

**Archival Records** – NPRC's archival holdings include civilian Official Personnel Folders (OPFs) for service with numerous Federal government agencies from the mid-nineteenth to the mid-twentieth centuries as listed at: [www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/official-personnel-folders-archival-holdings-table.html](http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/official-personnel-folders-archival-holdings-table.html). These archival records are open to the public. Requests for archival records do NOT require a signature.

**Non-Archival Records** – All other civilian personnel records remain in the legal custody of the creating agency and are non-archival. These records are open to the former employees (and to other requesters who have written authorization from the former employees). The general public has restricted access and can only obtain limited information as releasable under the Freedom of Information Act (FOIA). Learn more about FOIA at: [www.archives.gov/st-louis/military-personnel/foia-info.html](http://www.archives.gov/st-louis/military-personnel/foia-info.html). Requests for non-archival records must be signed and dated.

### Requesting a Civilian Personnel Record

A request for a civilian personnel record should include:

- the employee's full name used during Federal employment (and any other alternate names or spellings)
- date of birth
- Social Security Number (if applicable)
- name and location of each employing Federal agency with beginning and ending dates of employment

### Submitting a Written Request

Mail all requests for archival civilian personnel records to:

National Archives and Records Administration  
National Archives at St. Louis  
Attn: RL-SL  
P.O. Box 38757  
St. Louis, MO 63138

Mail or fax written requests for non-archival civilian personnel records (signed and dated) to:

National Personnel Records Center Annex  
1411 Boulder Boulevard  
Valmeyer, IL 62295  
Fax: 618-935-3014

### Visiting the Research Room

Archival and non-archival records are accessed in separate Research Rooms. If you want to view both archival and non-archival records, you must schedule an appointment with each Research Room.

**Archival Records** – The Archival Research Room phone number is 314-801-0850. While the NPRC's Archival Research Room is open to the public, individuals wishing to review archival civilian records must schedule appointments. When scheduling an appointment, please provide the following information:

- full name
- daytime phone number
- the date and time of the desired appointment
- plans to bring electronic equipment
- a description of the records being requested

**Non-Archival Records** – To make an appointment with the Agency (Non-Archival) Research Room, call 314-801-0800.

## MILITARY PERSONNEL RECORDS

**Archival Records** – The National Archives at St. Louis maintains Official Military Personnel Files (OMPFs) of those servicemen that were discharged, retired, or deceased 62 years from the current date. These records belong to the National Archives and become archival 62 years after the service member's separation from the military. This is a rolling date. For example, the current year (2011) minus 62 years is 1949. Therefore, records with a discharge date of 1949 and prior are archival and open to the public. Additionally, various records of Persons of Exceptional Prominence (PEP) are also archival and open to the public. (See page 6 of this booklet for more information on PEP records.) Requests for archival records do NOT require a signature.

**Non-Archival Records** – Records of individuals who left service less than 62 years ago are not yet archival. These non-archival records are maintained at NPRC, but remain in the legal custody of the military service departments. A non-archival OMPF is open to the veteran (or to a third-party requester who has the veteran's written authorization). Under the provisions of FOIA, the general public may only obtain limited information from these records; this releasable information is listed at [www.archives.gov/st-louis/military-personnel/foia-info.html](http://www.archives.gov/st-louis/military-personnel/foia-info.html). Requests for non-archival records must be signed and dated.

### Requesting a Military Personnel Record

A request for a military personnel record should include:

- the veteran's complete name used in service
- service number
- branch of service

- date and place of birth
- dates of service

### Submitting a Written Request

For instructions on submitting a request pertaining to a military personnel record, visit [www.archives.gov/veterans/military-service-records](http://www.archives.gov/veterans/military-service-records).

National Personnel Records Center  
1 Archives Drive  
St. Louis, MO 63138  
Telephone: 314.801.0800  
Fax: 314-801-9195

### Visiting the Research Room

Archival and non-archival records are accessed in separate Research Rooms. If you want to view both archival and non-archival records, you must schedule an appointment with each Research Room by calling 314-801-0850 for the Research Room, or 314-801-0800 for the Non-Archival Research Room. (For more information, see Visiting the Research Room at left.)

## WHO CAN OBTAIN RECORDS?

### AND WHAT RECORDS CAN THEY OBTAIN?

**A Former Federal Civilian Employee** (the person of record) may obtain copies of his or her civilian personnel and medical records on file at the NPRC.

**A Veteran** (the person of record) may obtain copies of his or her military personnel and medical records on file at the NPRC.

**An Authorized Third-Party Requester** (lawyers, doctors, historians, or any member of the public) may submit requests for information from non-archival records (individual records) with a signed and dated authorization from the subject of the record. The request should state the purpose of the request and describe who the requester is in relation to the subject of the record. All authorizations should specify exactly what information (or which documents) the person of record is allowing to be released to the third party. Authorizations are valid one year from their date. The NPRC requires a court order, if the subject of the record is unable to sign.

**The General Public** (without authorization) may only obtain limited information from OMPFs and OPFs (non-archival records). Members of the general public include all persons who are not the subject of a record or the subject's next-of-kin. Next-of-kin is defined as any of the following: the un-remarried widow or widower, son, daughter, father, mother, brother or sister of the deceased veteran or former employee.

**All Requesters** have access to archival records. Neither a signature nor written authorization is required.

# WWW.ARCHIVES.GOV

## A GUIDE TO FINDING WHAT YOU NEED ONLINE

### Obtaining copies of documents contained in a military personnel file

**Q:** Where can I learn more about the history of the National Archives and Records Administration's National Personnel Records Center?

**A:** The history of the National Personnel Records Center is available online at:

- [www.archives.gov/st-louis/index.html](http://www.archives.gov/st-louis/index.html)
- [www.archives.gov/st-louis/archival-programs/history.html](http://www.archives.gov/st-louis/archival-programs/history.html)

**Q:** How do I obtain copies of my military DD Form 214 or copies of other documents contained in my personnel file?

**A:** To order photocopies of a Official Military Personnel File (OMPF) go to: [www.archives.gov/veterans/military-service-records/index.html](http://www.archives.gov/veterans/military-service-records/index.html)

Additionally, you may choose to mail in Standard Form 180, which is found at: [www.archives.gov/veterans/military-service-records/standard-form-180.html](http://www.archives.gov/veterans/military-service-records/standard-form-180.html)

**Q:** How do I obtain copies of my military medical records?

**A:** Military records may be ordered online at: [www.archives.gov/st-louis/military-personnel/other-medical-records.html](http://www.archives.gov/st-louis/military-personnel/other-medical-records.html)

**Q:** How do I make military burial requests?

**A:** All of the information necessary for requesting military burial is available online at: [www.archives.gov/veterans/military-service-records/index.html#emergency](http://www.archives.gov/veterans/military-service-records/index.html#emergency)

**Q:** How do I replace lost military medals and awards?

**A:** The NPRC does not issue service medals; however, important information about the process as well as a link to the Electronic Veterans Records (eVetRecs) System can be found at: [www.archives.gov/st-louis/military-personnel/public/awards-and-decorations.html](http://www.archives.gov/st-louis/military-personnel/public/awards-and-decorations.html)

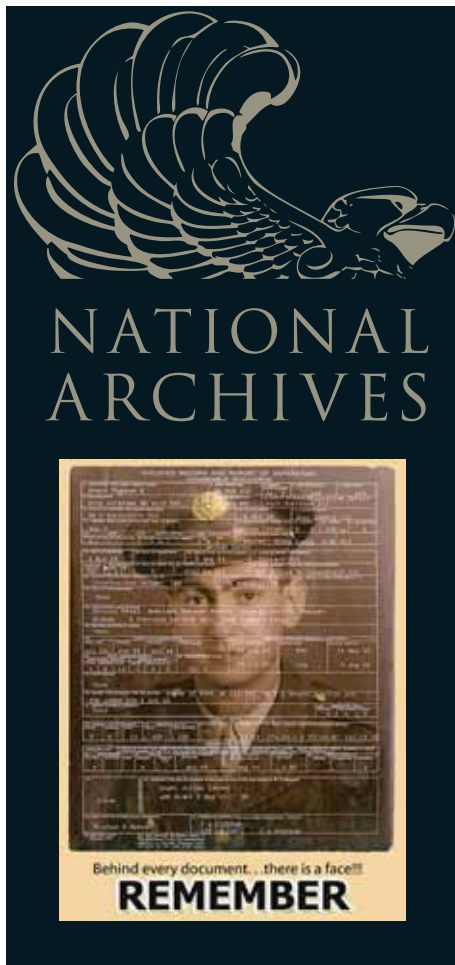
**Q:** How do I know if my military personnel file suffered damage or was destroyed in the 1973 fire?

**A:** On July 12, 1973, a disastrous fire at the National Personnel Records Center on Page Boulevard in north St. Louis County destroyed millions of OMPFs. To learn more about this tragic fire as well as the OMPFs affected and our on-going efforts to restore 6.5 million recovered records, go to: [www.archives.gov/st-louis/military-personnel/fire-1973.html](http://www.archives.gov/st-louis/military-personnel/fire-1973.html)

### Conducting family and academic research

**Q:** How do I find out if my parent (or family member) served in the armed services?

**A:** Military personnel records can be used for proving military service, or as a valuable tool in genealogical research. To learn more, go to: [www.archives.gov/research/military/genealogy.html](http://www.archives.gov/research/military/genealogy.html)



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NASA Civil Rights  
SPECIAL EXHIBIT  
June 25 ~ Jan. 29, 2012  
Eisenhower: Agent of Change  
"The curve of change bends ever steeply upward..."  
COLD WAR Peace  
DWIGHT D. EISENHOWER  
PRESIDENTIAL LIBRARY & MUSEUM  
200 SE Fourth St., Abilene, KS 67410  
785-263-6700 | 1-877-RING IKE  
www.eisenhower.archives.gov • www.facebook.com/IkeLibrary

**Q:** As a scholar, do I have access to military and civilian personnel files? If so, which records can I access?

**A:** Yes. To learn more, go to: [www.archives.gov/st-louis/archival-programs/index.html](http://www.archives.gov/st-louis/archival-programs/index.html)

Researchers, scholars, and teachers have access to a wealth of information online and in-person, both locally and nationally. Our research rooms are open to the public; however, advance planning is essential. Learn how to “Plan Your Research Visit” at: [www.archives.gov/research/start/plan-visit.html](http://www.archives.gov/research/start/plan-visit.html)

**For more information about our research rooms go to:** [www.archives.gov/st-louis/military-personnel/visitors-and-researchers.html](http://www.archives.gov/st-louis/military-personnel/visitors-and-researchers.html)

Teachers can find a treasure trove of resources online at: [www.archives.gov/education](http://www.archives.gov/education)

## LEARN MORE ABOUT

### The NPRC Preservation Program

[www.archives.gov/st-louis/archival-programs/preservation-program/index.html](http://www.archives.gov/st-louis/archival-programs/preservation-program/index.html)

### Military Personnel Records

[www.archives.gov/st-louis/military-personnel/public/faqs.html](http://www.archives.gov/st-louis/military-personnel/public/faqs.html)

### Civilian Personnel Records

- [www.archives.gov/st-louis/civilian-personnel/faqs.html](http://www.archives.gov/st-louis/civilian-personnel/faqs.html)
- [www.archives.gov/st-louis/civilian-personnel/employee-medical-folders.html](http://www.archives.gov/st-louis/civilian-personnel/employee-medical-folders.html)

## CONTACT US

### Customer Service Line

Telephone: 314-801-0800

Fax: 314-801-9195

### Archival Research Room

Telephone: 314-801-0850

[stlarr.archives@nara.gov](mailto:stlarr.archives@nara.gov)

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**Henry T. Elrod** – World War II,  
U.S. Marine Corps, 1927-1941

Elrod was the first aviator to receive the Medal of Honor during WWII. He received the medal posthumously for heroic actions at Wake Island, Dec. 8-23, 1941.