

: \Special Equipment

Approved electronic devices are permitted, but only two tables in our research area have power outlets. Please indicate your desire to use a computer, scanner, or camera when you make your appointment. Cases, bags, boxes, and carriers for equipment must be stored in lockers outside of the research area.

WRITTEN REQUESTS

Consent of the Veteran or the Next-of-Kin (NOK) is *NOT* required for access to archival records.

To obtain a copy of an archival record, a requester may:

- **Submit an electronic request at:** <https://vetrecs.archives.gov>
Choose the Next-of-Kin designation and write "Archival" on the signature line of the page that is returned to NPRC to activate the request.
- **Mail a completed SF 180, Request Pertaining to Military Records, or letter with equivalent information to:**
National Personnel Records Center
Archival Programs Division
9700 Page Avenue
St. Louis, MO 63132-5100
- **Fax a Standard Form 180 or equivalent letter to:** (314) 801-9195

After receiving a request for an archival record, NPRC replies with an invoice for the fee required for a mailed copy. The requester may submit that fee by mail or consider other access options:

- A visit to the Public Research Room at NPRC allows for review of an archival OMPF without charge. Self-service copying of documents from most NPRC archival records is available in our research room for a nominal per-page fee.
- Requesters may also consider hiring independent local researchers to conduct OMPF research for them in the Public Research Room.

Related Internet Addresses in the NARA website (www.archives.gov)

Standard Form 180:

<http://www.archives.gov/veterans/military-service-records/standard-form-180.html>

NARA Research Room Regulations:

<http://www.archives.gov/research/start/nara-regulations.html>

Researchers for hire:

<http://www.archives.gov/research/hire-help/>

NARA-St. Louis:

<http://www.archives.gov/st-louis/military-personnel/public/archival-programs.html>

NARA Fees

<http://www.archives.gov/about/regulations/part-1258.html#1258^4>

NATIONAL ARCHIVES ST. LOUIS, MO



ARCHIVAL RECORDS at the National Personnel Records Center

*Holdings of the
Archival Programs Division*

*Visiting the NPRC
Public Research Room*

*Submitting Requests
for Archival Records*



National Archives and Records Administration
National Personnel Records Center
Archival Programs Division
9700 Page Avenue
St. Louis, MO 63132-5100

ARCHIVAL PROGRAMS DIVISION

The Department of Defense (DoD) and the National Archives and Records Administration (NARA) signed an agreement on July 8, 2004, that recognized Official Military Personnel Files (OMPFs) as permanent records of the federal government.

An OMPF is legally transferred to NARA 62 years after a service member separates from military service.* The OMPFs transferred to NARA are public records. The Archival Programs Division at the National Personnel Records Center (NPRC) now has the following records open to the public.

OMPFs from all branches of the Armed Forces (Navy, Marine Corps, Coast Guard, Army, Army Air Corps, Air Force) for individuals who served during the 20th Century and have been separated from service at least 62 years.

***OMPFs for individuals designated “Persons of Exceptional Prominence” (PEPs) at NPRC are eligible for transfer to NARA 10 years after that individual’s date of death. See a list of our PEPs at: <http://www.archives.gov/st-louis/military-personnel/public/persons-of-prominence.html>.**

Additional OMPFs will continue to be transferred to NARA and opened for public research as they qualify for accessioning according to the guidelines cited above.

Many OMPFs at NPRC remain in the legal custody of the DoD and access to those records is restricted by privacy laws. Requests for OMPFs still in DoD custody require a written request. The response allowed is based on a number of factors, including the relationship of the requester to the serviceperson.

RESEARCH ROOM HOURS

Open: Tuesday through Friday 10:00 a.m. to 4:00 p.m.
Closed: Mondays, weekends, and Federal Holidays

We ask that you contact us prior to your visit so we can ensure that we have the space available and can provide responses to your request in a timely manner.

Phone: (314) 801-0850
Fax: (314) 801-0608
Email: stlarr.archives@nara.gov

PUBLIC RESEARCH

Parking / Security / Food Service

NPRC offers free parking to visitors. Visitors must have photo identification ready when arriving at the NPRC complex (except for children under age 16). Drivers should mention their Research Room visit at the entry gate and must consent to a vehicle search by security personnel.

Researchers must be at least 14 years old.

No on-site food service is available for public visitors.

Research Room Procedures and Rules

Visitors are urged to call ahead so that we may determine if records desired are available. Arrangements to review records can be made once the existence of an archival OMPF at our facility has been confirmed.

New researchers complete a *Researcher Application*, NA Form 14003, to indicate knowledge of General Information Leaflet 57, *Guidelines for Using Historical Records in the National Archives*. Photo identification is required to obtain a *Researcher Identification Card*.

Personal belongings will be reviewed by the attendant as visitors arrive and depart from the research room.

Paper and pencils are provided; pens are NOT permitted in research rooms. Prior to entry, researchers desiring to carry loose notes must have those pages reviewed & marked by the attendant. Books, folders, unstamped documents, and containers are NOT permitted. Hand-held wallets and/or coin purses may be brought in but are subject to inspection upon request. Hats, large jackets, and overcoats will be NOT allowed in the research room.

Free lockers (with locks) are available to store personal items such as briefcases, boxes, purses, and laptop cases. Lockers are emptied nightly.

Photocopying records in the Archival Research Room at NPRC

The attendant will determine if the condition of the archival record allows for self-service copying. Fees for reproductions are in accordance with NARA fee schedules.

We accept cash, personal check, VISA, MasterCard, Discover, and American Express. All fees incurred as a result of photocopying are due & payable daily.