Heritage Hall

A Proposal to Archive the History of the Fire Service/Fire Protection Disciplines in America

FEMA
Heritage Hall: A Common History for the Fire Service/Fire Protection Disciplines

Cover: The documents depicted on the cover of this report represent the types of original works envisioned to be part of Heritage Hall. In the journal of General George Washington March 8, 1783, he orders "All officers and soldiers are requested to use their endeavors to prevent fires from spreading over the country..." Station 10, Arlington County Fire Department is the first to respond to the Pentagon on September 11, 2001. The desk journal records this historic event: "Late Entry: Terrorists Bombed the Pentagon with a Commercial Airliner."
Heritage Hall: A Common History for the Fire Service/Fire Protection Disciplines  
Executive Summary

The purpose of this report is to recommend steps to establish a national fire service/fire protection archive--Heritage Hall--to collect, preserve, and provide access to the historical records of the fire service/fire protection disciplines in the United States. This repository will document the evolution of fire protection, fire prevention, and fire suppression; the growth and development of emergency services delivery systems, e.g., fire safety, building and fire codes, detection and suppression equipment, emergency medical services (EMS), rescue, and hazardous materials. Examples of potential holdings include organizational minutes, insurance initiatives, governmental attempts to legislate fire safety, Sanborn fire insurance maps, engineering drawings, training manuals and other rare publications/pamphlets relating to the disciplines, public information posters, fire codes, photographs, letters, oral history interviews, unpublished research from the governmental, academic, and private sectors, and related materials. Heritage Hall will not collect three-dimensional objects, such as fire trucks, helmets, badges, nozzles, etc., because these are already well preserved and documented in museums throughout the country.

This paper follows a preliminary study establishing need and support for Heritage Hall. (See Appendix II for a copy of the Preliminary Report.) Briefly, Kenamore & Klinkow surveyed archival repositories and museums across the country and learned that most do not actively collect fire service/fire protection materials. As a result, documents reflecting the disciplines tend to remain in private hands, are not easily accessible for research, and are in danger of being lost or destroyed.

To establish support for the idea of Heritage Hall, Kenamore & Klinkow conducted a survey of 1,000 members of the International Association of Fire Chiefs (IAFC). Nearly three-quarters of the respondents felt the proposed repository would strengthen the profession and support training programs for firefighters. A greater number said they would use Heritage Hall as a source for visual materials to support their departmental programs and publications, and that they would use the institution for telephone and Internet information services; and nearly 70 percent noted that they would use the repository as an information clearinghouse or portal to collections in other repositories. Finally, a significant minority reported that they would support the institution actively by donating a collection, assisting with collection development, or serving on a voluntary advisory board.

It is important to note that no other such initiative or undertaking exists anywhere in our Nation, yet numerous other disciplines have long-standing archives. It is time that such an archive is created to reflect more than 350 years of fire-specific actions occurring since the first organized fire-safety efforts, in 1648 in New Amsterdam (New York City) and beyond.
This paper includes the following strategic recommendations:

1. Establish a National repository--Heritage Hall--for rare and unique records documenting the history of the fire service/fire protection disciplines in the United States.¹

2. Build or expand a facility at the National Emergency Training Center (NETC) in Emmitsburg, Maryland, to house historical records safely and provide public access to those records for research.

3. Incorporate Heritage Hall into the organizational structure of the U. S. Fire Administration (USFA). Form a not-for-profit foundation to fund capital costs and special projects; increase the appropriation of the USFA to fund ongoing operational costs of the institution.

4. Staff Heritage Hall with adequate advisory and salaried personnel to acquire, preserve, organize, and provide access to the records of enduring value to the fire service/fire protection disciplines.

5. Select automation systems to address archival needs: description and cataloging, reporting to national databases, World Wide Web access for finding aids, and patron access to information.

6. Establish an outreach program to promote Heritage Hall and the history of the fire service/fire protection disciplines to individuals in those disciplines, and to the public at large. A significant part of this program would include voluntary subject matter experts to assist staff in understanding the technical nature of the disciplines and the many differences in fire protection techniques, terminology, and service delivery.

7. Establish policies and procedures for collecting, cataloging, and for referencing/access to collections.

¹ For those unfamiliar with this concept, it is similar in nature to the United States Army Military History Institute of the U. S. Army War College in Carlisle, Pennsylvania. The Institute does not acquire official government documents; but it does collect private papers, rare and unique publications, oral histories, and other research materials pertaining to U. S. Army history from private individuals and organizations.
Acknowledgements

We would like to thank the following people who lent their expertise through interviews and comments or reviews of various drafts of this report:

Richard Baker, The United States Army Heritage and Education Center, Carlisle, PA; Dr. John Bryan, Frederick, MD; Gene Carlson, Volunteer Firemen’s Insurance Services, Inc., York, PA; Sean Carroll, Congressional Fire Services Institute, Washington, DC; Ronald Coleman, Elk Grove, CA; James W. Dominik, Fire Department, Village of Wilmette, IL; Steve Edwards, Maryland Fire and Rescue Institute, University of Maryland, College Park, MD; Mary Ellis, National Fallen Firefighters Foundation, Emmitsburg, MD; Marlene England, Underwriters Laboratories Inc., Northbrook, IL; Rebecca Fitzgerald, Mount St. Mary’s College and Seminary, Emmitsburg, MD; Teresa Frydryk, National Fire Protection Association, Quincy, MA; Greg Goodell, National Park Service, U. S. Department of the Interior; Janet Green, FM Global, Norwood, MA; Dr. Harry Hickey, Lusby, MD; Michael Kernan, The Fire Service College, Moreton in Marsh, England, UK; Mark Light, International Association of Fire Chiefs, Fairfax, VA; Dan Madrzyskowsksi, National Institute of Standards and Technology, Gaithersburg, MD; Gary T. McLeod, SmithGroup, Washington, DC; Rodney Gorme Obien, Worcester Polytechnic Institute, Worcester, MA; Kathy Olson, United States Army Military History Institute, U. S. Army War College, Carlisle, PA; James S. Robertson, Gainesville, FL; David White of Industrial Fire World, College Station, TX; John P. Woycheese, Worcester Polytechnic Institute, Worcester, MA; and the following staff of the U. S. Fire Administration, Emmitsburg, MD: Kathleen Carter; Adele Chiesa; John Cochran; Charlie Dickinson; Dr. Burton Clark, Project Officer; Alexandra Furr; Dr. Cortez Lawrence; Vincent Lewis; Dr. Denis Onieal; and R. Wayne Powell.

We especially would like to thank the archivists and fire chiefs, who took time from busy schedules to respond to the institutional and individual surveys that provided necessary information for this report.

Finally, we accept full responsibility for any errors or omissions that may appear in the following pages.

Jane A. Kenamore, MA, CA
Margaret G. Klinkow, MLS, MA, CA
Kenamore & Klinkow
Wilmette, IL
## Table of Contents

Executive Summary i  
Acknowledgements iii  
Table of Contents v  
Introduction 1  
Strategic Recommendation Details 7  
Budget Recommendations 25  
Policy Recommendations 31  
Sample Forms Recommendations 49  
Bibliography 57  
Glossary of Archival Terms 59  
Appendix I: Cortez Lawrence, Director National Fire Programs  
Heritage Hall Memo to Senior Staff 65  
Appendix II: Preliminary Report 69  
Appendix III: Copy of Legislation Creating the National Fallen  
Firefighters Foundation 99  
Appendix IV: Copy of “A Heritage Center at the United States  
Fire Administration” by Harry E. Hickey, Ph.D. and  
Gloria W. Hickey 109  

KENAMORE × KLINGOW: Biographical Note 147
Heritage Hall: A Common History for the Fire Service/Fire Protection Disciplines

Introduction

The purpose of this report is to recommend steps to establish a national fire service/fire protection archives--Heritage Hall--to document the history of the fire service/fire protection disciplines in the United States. This repository will collect, preserve, and provide access to a body of rare and unique research materials currently ignored in most institutions, including firefighting museums throughout the country.

Firefighters have long enjoyed the trust and admiration of the American public, and never more so than on September 11, 2001. Since the events of that tragic day forever transformed life in the United States, the fire service/fire protection disciplines have gained new awareness as America’s first responders to homeland threats of chemical, nuclear, and biological terrorism, in addition to daily emergencies and periodic natural and technological disasters.

Some have expressed the need for a more unified effort to facilitate standardization in communications and emergency response; yet the fire service and fire protection disciplines still exist as several thousand departments in cities, towns, and villages, all operating independently. One way to promote unity is through a knowledge and pride in the history of the discipline. The first step in promoting this common heritage is to establish a national institution of fire service/fire protection history.

Given that the first organized fire prevention and firefighting efforts began in North America in 1648 by Peter Stuyvesant in New Amsterdam (later to become New York City) it's amazing that no such undertaking has been established before. Remedying our country's shortcomings in preserving these rich writings finally is a possibility, as detailed in this report.

As services and responsibilities have intensified, so has the need for increased educational opportunities and training. Currently, the Learning Resource Center (LRC) in Emmitsburg, Maryland, supports the curriculum of the United States Fire Administration (USFA), its National Fire Academy (NFA) and other institutions by making available published and online materials. The LRC does not, however, collect archival records, and no national repository for such original documents and collections now exists. One of the main benefits of Heritage Hall will be to provide access to rare and unique documents and other resources necessary to train advanced-level educators and administrators, future leaders with vision for the field, and other researchers in the fire service/fire protection disciplines. Heritage Hall will assume leadership in preserving and providing access to this body of knowledge, that together with the holdings of the LRC, will be the basis for graduate-level and general historical research.

1 The idea for Heritage Hall originated in 2001, with the presentation of Dr. Harry Hickey and Gloria W. Hickey’s report “A Heritage Center at the U. S. Fire Administration: A Preliminary Concept Paper,” developed in concert with the Chief of the Mitigation Branch of the National Fire Programs Division of the U. S. Fire Administration (page 88 of this report).
The holdings of Heritage Hall will reflect the evolution of fire protection\(^2\), fire prevention, and fire suppression; the growth and development of emergency services delivery systems (e.g., fire safety, building and fire codes, detection and suppression equipment, emergency medical services (EMS), rescue, hazardous materials (haz mat), injury prevention, and risk reduction). Examples of potential holdings include government or insurance reports, photographs, letters, organizational minutes, Sanborn fire insurance maps, engineering drawings, training manuals and other rare publications, pamphlets, public information posters, fire codes, unpublished research from governmental, academic, and private sectors, oral history, and other related materials. Heritage Hall will not collect three-dimensional objects, such as fire trucks, helmets, badges, nozzles, etc., because these already are well preserved and documented in museums throughout the country.

**Feasibility: Establishing Need and Support for Heritage Hall**

In the fall of 2002, Kenamore & Klinkow completed a preliminary report that documented the need and support for Heritage Hall. (See Appendix II for complete report.) The study examined two questions: a) Do the American fire services and/or the field of fire protection need Heritage Hall? b) Do the leaders of the disciplines support the concept of Heritage Hall?

While Heritage Hall had received initial support from fire service/fire protection educators it was not known whether there was a real need for a separate archives for the disciplines. Do existing archival institutions already document the disciplines? Do they actively collect fire service materials? Are the research materials accessible to the fire service profession? Do existing institutions provide adequate archival services, such as reference, Internet services, and preservation?

How would the leadership of the fire service/fire protection disciplines support Heritage Hall? Would fire chiefs from across the country use archival services offered by the proposed institution? Would they value a project to preserve fire service/fire protection history? Do they have any materials to contribute? Would they donate them to a safe repository, such as Heritage Hall? Are they willing to donate time to support Heritage Hall? Do they think preserving fire service/fire protection history would strengthen the disciplines?

Kenamore & Klinkow conducted two separate surveys to answer these questions. To gauge the need for a national archival repository, they surveyed 100 institutions they judged most likely to have fire service/fire protection materials. To measure the support of the leadership of the fire service/fire protection disciplines, they conducted a random survey of 1,000 American members of the IAFC.

\(^2\)For the purpose of Heritage Hall, “fire protection” includes municipal career and volunteer services, industrial, wildland, institutional, Federal and military, air and maritime, and specialty services, i.e., State level or highly technical fire protection.
Summary Analysis: Need for Heritage Hall

To determine whether or not existing repositories adequately documented the fire service/fire protection disciplines, Kenamore & Klinkow queried 100 institutions. The institutions included libraries/archives of land grant universities; members of the international network for Fire Information and Reference Exchange (inFIRE), a consortium of libraries with significant collections of fire literature; museums; and fire-related professional associations.

The institutional survey confirmed that existing repositories do not adequately document the fire service/fire protection disciplines. While nearly half of the respondents to the survey indicated that they had fire service materials, just five repositories reported that they actively collect in that area. Moreover, the respondents who reported actively collecting fire service/fire protection records were of necessity regional or limited in scope. For example, Oklahoma State University reported an extensive collection of 400 linear shelf feet of manuscript material related to fire service/fire protection, by far the largest holdings noted in the survey. The records include some general fire publications and pamphlets; however the bulk of their holdings pertain to fire service training records of Oklahoma, the OSU Fire Protection Society records, the archives’ own business records, and other local and regional materials. Another repository, the National Fire Protection Association (NFPA) Archives in Quincy, Massachusetts, also has excellent research holdings that are national in scope; however, they must limit their archival collections to NFPA documents dating from the Association’s founding in 1896. Indeed, the combined quantity of fire service archives in all the institutions reporting totaled about 600 linear shelf feet of material, a miniscule amount for a discipline representing every town, city, and county in the Nation.

In addition to the survey, Kenamore & Klinkow conducted an Internet search of fire service/fire protection materials listed in ArchivesUSA, a comprehensive listing of archival collections in institutions throughout the Nation. The search revealed 227 collections in 126 institutions. Since few repositories reported more than one collection, it is obvious that fire service materials are not the focus of any institutions listed in that source.

Fire Service Records Endangered

The institutional survey and Internet research established that the discipline is significantly under-documented. The survey also suggested that materials in search of a home are endangered by the randomness of institutional collecting practices across the country. A survey of the leadership of the fire service discipline confirmed this supposition.Nearly a third of the respondents to the leadership survey noted that they had potential donations to Heritage Hall, including one individual who reported a collection dating from the 17th century that filled a barn with 2,400 square feet of floor space. These collections, though potentially very valuable for research and exhibit purposes, are not easily accessible for either; moreover, they lack the security a repository would provide and are open to environmental damage, fire, or theft.
Support for the Concept of Heritage Hall

A survey of the IAFC clearly confirmed support for Heritage Hall among the leadership of the discipline. Nearly three-fourths of the respondents (74 percent) felt the proposed repository would strengthen the profession and support training programs for firefighters. A greater number said they would use Heritage Hall as a source for visual materials to support their departmental programs and publications, and that they would use the institution for telephone and Internet information services; and nearly 70 percent noted that they would use the repository as an information clearinghouse or portal to collections in other repositories. Finally, a significant minority (20.3 to 29.2 percent) reported that they would support the institution actively by donating a collection, assisting with collection development, or serving on a volunteer advisory board.

In summary, the leadership of the fire service/fire protection disciplines appear to be most enthusiastic about this project. They would use the services offered, particularly in the areas of training and education. Significantly, they would support the institution through collection donations, collection development, voluntary service on an advisory board, and use.
Strategic Recommendations

Upon completion of the preliminary study and report on the concept of Heritage Hall, Kenamore & Klinkow present the following recommendations:

1. Establish a national repository--Heritage Hall--for rare and unique records documenting the history of the fire service/fire protection disciplines in the United States.

2. Build or expand a facility at the National Emergency Training Center in Emmitsburg, Maryland, to house historical records safely and provide public access to those records for research.

3. Incorporate Heritage Hall into the organizational structure of the U. S. Fire Administration (USFA). Form a not-for-profit foundation to fund capital costs and special projects; increase the appropriation of the USFA to fund ongoing operational costs of the institution.

4. Staff Heritage Hall with adequate advisory and salaried personnel to acquire, preserve, organize, and provide access to the records of enduring value of the fire service/fire protection disciplines.

5. Select automation systems to address archival needs: description and cataloging, reporting to national databases, Web access for finding aids, and patron access to information.

6. Establish an outreach program to promote Heritage Hall and the history of the fire service/fire protection disciplines to individuals in those disciplines, and to the public at large. A significant part of this program would include volunteer subject matter experts to assist staff in understanding the technical nature of the disciplines and the many differences in fire protection techniques, terminology, and service delivery.

7. Establish policies and procedures for collecting, cataloging, and reference/access to collections.
Strategic Recommendation Details
Strategic Recommendation Details

Recommendation #1: Establish a national repository--Heritage Hall--for rare and unique records documenting the history of the fire service/fire protection disciplines in the United States.

The mission of Heritage Hall may be simply stated: to collect, preserve and make accessible archival collections and rare publications that document the history of the fire service/fire protection disciplines in the United States.

The expanded mission has four points:

• to promote unity in the fire service/fire protection disciplines by giving all those involved now and in the future, access to their common heritage;
• to provide a research source for fire service/fire protection educators, students, and active members of the disciplines;
• to give the public at large access to the heritage of fire service/fire protection in the United States; and
• to provide potential donors with a repository and a mechanism for giving important historical collections documenting the fire service/fire protection disciplines in the United States.

Heritage Hall will be the leading repository in the United States for preserving and promoting the history of the fire service/fire protection disciplines. To fulfill its mission, the institution not only will preserve and make accessible fire service materials in its own collection, but it will support the preservation and access to historical records of this type throughout the United States.

The random survey of the IAFC revealed a potentially large body of archival records that should be saved and made available for research. Many of these collections will be suitable for Heritage Hall, but some will be housed more appropriately in other repositories. As the leader in its field, Heritage Hall will encourage all repositories to preserve fire service/fire protection records and to report them to national databases for better public access.
Recommendation #2. Build or expand a facility at the National Emergency Training Center in Emmitsburg, Maryland, to house historical records safely and provide public access to those records for research.

Location

The ideal location for Heritage Hall is the National Emergency Training Center (NETC) in Emmitsburg, Maryland. The campus already houses the USFA and its National Fire Academy with a staff of full-time and adjunct educators who provide training for firefighters and allied professionals from across the country. Educators and trainees will all have reason to use the research facility. The site also will allow an easy partnership with the LRC, the leading repository of current published materials relating to fire protection, technology, emergency services, and hazardous material, also located on the Emmitsburg campus. The sharing of resources, including the LRC’s databases and services, in the resulting partnership will result in considerable cost savings and quicker, more uniform patron access to resources.

The purpose for Heritage Hall is not just for research, but to promote unity in the fire service/fire protection disciplines by providing access to a common history. Also located on the Emmitsburg campus is the National Fallen Firefighters Foundation (NFFF), an organization to support and honor firefighters who have died in the line of duty. A museum now in the planning process also will be an ideal partner for Heritage Hall in the preservation of fire service/fire protection history.

The most pragmatic reasons for selecting the Emmitsburg campus are available space combined with proximity to population centers. The campus is in a small town setting in northern Maryland and may have open areas that could handle new construction; yet, Emmitsburg is just 90 miles from Washington, DC, and not far from the other large cities in the Northeast.

Finally, since 1974, when the USFA was established, the fire service/fire protection disciplines have looked to Emmitsburg for leadership. A partnership involving Heritage Hall, the LRC, the USFA and its NFA, the NFFF, national fire organizations, and other public and private partners in the area will provide a base for research, training, educational outreach, and pride in the fire service/fire protection disciplines.

General Requirements for Heritage Hall Facility

Environmental Preservation

A major objective of any archival facility is to extend the life of documents stored there. Heat, excessive humidity or dryness, and light are the enemies of archival documents, whether they be stored on paper or electronic media. To prevent damage to documents, Heritage Hall must be well ventilated and have temperature- and humidity-control 24 hours a day, 7 days a week. Taking into consideration mixed requirements for archival records (paper, slides, photographs, videotapes, electronic records, etc.), human comfort,
and operational reality, the following ranges of temperature and humidity are recommended: 68 degrees Fahrenheit, plus or minus two degrees; and 45 percent humidity, plus or minus two percent.³

Exposure to ultraviolet (UV) light hastens the destruction of documents and should be avoided in the new facility. This means that storage, processing, and reading areas should have minimal access to outside light. Moreover, indoor lighting should be incandescent, not fluorescent. If fluorescent lighting is used at all, the tubes should be sleeved with UV filters that must be replaced annually.

Protection from Water Hazards

To avoid flooding hazards, storage areas should be located on the first floor or above. Basement storage should be avoided, if at all possible. The architect also should take care to locate water and steam pipes well away from areas where documents may be stored or used.

Fire Prevention/Protection

Like any well-designed building, Heritage Hall must have fire/smoke detection systems monitored by 24-hour security staff. A fire suppression system also is required. This may be in the form of a sprinkler system (archival storage boxes, particularly the new coated ones, can withstand limited water), monitored by 24-hour security staff, or the more costly dry chemical suppression systems now on the market.

Prevention of Loss or Theft

Preservation of documents also includes protection from theft. Storage areas must have secure locks and should be accessible only to the archives staff. The areas must be locked and not accessible to any staff other than Security during the hours Heritage Hall is closed. This means cleaning must be done during the day, while archives staff is present. Archives staff will take many other precautions to prevent theft of documents, but that will be covered elsewhere in this report.

Specific Space Needs

Heritage Hall will be divided into the following essential areas:

- archival storage;
- staff offices;
- processing areas; and
- reading and research.

³Mary Lynn Ritzenthaler, Preserving Archives and Manuscripts, p. 53.
Archival Storage

The largest block of space in Heritage Hall--about 5,000 square feet--will be assigned to records storage. This will be on two levels, each 50 x 50 feet, with 8- to 9-foot ceilings. Using 72-inch mobile shelving with three aisles, this space will accommodate a total of 22,080 linear shelf feet of material. Shelving should be 18 to 22 gauge steel with baked enamel finish; and shelves should be 12 inches deep, 3- to 4-feet wide, and seven shelves high with a minimum of 11.25 inches of space between each shelf.

During the design phase of this storage facility, attention must be paid to the load-bearing capacity of the floor. Compact shelving and contents are extremely heavy and usually require reinforcing floors of existing buildings. The estimated weight/square foot of shelving and stored documents, for example, would be about 98 pounds per square foot.

An alternative storage plan using stationary shelving is also an option. Providing half the linear feel of storage, stationary shelving is considerably less expensive and would suffice for a limited period of time; moreover, it is reusable in a mobile setting. To prepare for a future mobile installation, floor rails should be installed when the facility is built.

Office Space

We have recommended a staff of four archivists (including the director) and four support staff. Each will need office space with desk, computer, and telephone. With the exception of the director, who should have an office suitable to receive guests and hold small meetings, each of the staff can have reasonable cubicle space. The director’s office should have a table and seating space to accommodate five to six people, in addition to the requisite desk, chair, computer, and telephone.

Reading Room/Exhibit Area

Central to any archival facility is the reading room, or research area. Since archival records are rare or unique, they will never circulate, even to offices on the Emmitsburg campus. Researchers may request the assistance of the reference archivist, or they study the archival materials themselves in Heritage Hall. The reading room should contain four tables for researchers, a desk for the assistant assigned to monitor the researchers, a copy machine, a microfilm reader, a scanner, two patron computers for online catalog research, outlets for patrons’ own computers, and cases for educational exhibits of Heritage Hall materials.

Processing and Staging Area

The major part of the archivist’s work is organizing, weeding, and preparing collections for access and research. This requires a room large enough to accommodate source boxes and boxes of preliminarily processed material, stacks of file folders, and other supplies. Central to the space will be two 6-foot work tables (one for the processing archivist, one for the assistant). The room also should have perimeter shelving to hold the collection in various stages of processing.
To facilitate reading room security, the processing room should have a direct view to researchers. While the plan will be to have a full-time reading room monitor, there will be times when this is not be possible. If the processing room is in full view of the reading room, the processing staff always will be a presence to discourage theft.

**Alternative: Scale back facilities**

If funds cannot support the facilities outlined above, it is possible (though not ideal) to start with a smaller facility. The disadvantage of the plan is that the Heritage Hall will soon run out of space; moreover, if facilities are not seen as adequate, potential donors may choose to keep their collections and thus expose them to greater risk. This option may, however, have the advantage of “introducing” the institution to the fire service/fire protection disciplines and gaining support for a larger repository down the line.

Under this option general requirements regarding preservation would remain the same, including the recommendation that the facility be above ground. The facility also would need space for archival storage, staff offices, and processing, though these areas would be smaller. For the smaller facility, we would recommend archival storage space of not less than 2,500 square feet; mobile shelving (stationary shelving would not be an option with the reduced space); office space for two archivists (including the manager of the facility) and two assistants; and a processing and staging area the same size as recommended above. The reading room/exhibit area would be almost as large as that of the recommended facility described above, since it will have to accommodate most of the same equipment and have the same research and exhibit space so essential to outreach efforts.
Recommendation #3: Incorporate Heritage Hall into the organizational structure of the USFA. Form a not-for-profit foundation to fund capital costs and special projects; increase the appropriation of the USFA to fund ongoing operational costs of the institution.

We recommend that Heritage Hall be incorporated into the organizational structure of the U. S. Fire Administration. As a partner in the same agency to the LRC, the repositories can together provide access to a body of knowledge, published and unpublished, that will be the basis for research and documentation of the fire service/fire protection disciplines.

Funding:

Establish a not-for-profit foundation to fund capital costs, special projects

To fund capital costs (facilities, equipment) and special projects (e.g., exhibits, symposia, publications, conservation of selected deteriorated documents, etc.), we recommend the formation of a not-for-profit foundation under Federal law that follows the example set by legislation establishing the National Fallen Firefighters Foundation in 1991.\(^4\)

While regular appropriations should fund ongoing operational costs, capital expenditures for facilities, major equipment, and special projects can and should be funded through private donations raised by the foundation. In raising funds, the foundation will elicit support from fire service/fire protection organizations, such as the IAFC, International Association of Fire Fighters (IAFF), fire insurance companies, fire apparatus and equipment manufacturers, allied professionals, and other supporters of the fire service/fire protection disciplines throughout the United States.

Funding capital costs and special projects will have the advantage of eliciting support for, and publicizing the repository even before it is operational. This will be extremely helpful in gaining subsequent Congressional support for the appropriation to fund ongoing costs.

Increase USFA appropriation to fund ongoing operational expenses

Regular and dependable funding for ongoing operational expenses (staffing, supplies, travel, etc.) is essential to maintain a high standard of archival activity, including acquisitions, processing and cataloging, and reference/outreach. This funding should result from an increased appropriation for the USFA.

A precedent for this plan exists just a few miles north of the Emmitsburg campus. The United States Army Military History Institute of the United States Army War College is a repository very much like the proposed Heritage Hall. Like the Heritage Hall proposal, the Military History Institute collects rare books, manuscripts, oral histories, and other materials from private individuals and organizations. The institution is not affiliated with

\(^4\) See copy of legislation establishing the National Fallen Firefighters Foundation in Appendix III of this report.
the National Archives or other government repository and is not a depository for official U. S. Army records. The institution does, however, receive funding through the regular U. S. Army appropriation.

Alternatives:

Option #1: Scale back facilities, staffing; lower administrative status of Heritage Hall in the organizational structure of the USFA

If substantial private and government funding is not forthcoming, a third option would be to scale back dramatically. Under this option, Heritage Hall would have more modest facilities, as described under Alternative: Scale back facilities, on page 13 of this report. Staffing for Heritage Hall would be reduced to two archivists and two assistants, as described under Alternative: Scale back staffing..., on page 18 of this report.

The obvious result of the lower funding level for Heritage Hall would mean that the repository would soon outgrow facilities, and staff would not be able to keep up with cataloging, reference, and outreach responsibilities. Moreover, as time went on, the repository would not be equipped to accept many of the collections offered, for lack of space and staff. This option may, however, have the advantage of “introducing” the institution to the fire service/fire protection disciplines and gaining support for a larger repository down the line, with adequate facilities and staff.

Option #2: Raise capital and operational funds through not-for-profit foundation [not recommended]

The final option that we do not recommend is to attempt to raise capital and operational funds through a private foundation. The advantage of this plan is that Heritage Hall would not compete with other programs of the USFA for funding. The disadvantages, however, far outweigh the advantage. Uneven funding cannot support a first-class repository. Without regular and adequate funding, facilities will be small, and staffing will be minimal. As a result, collections will remain in private hands and ultimately be lost to researchers; staff will not be able to process and catalog, while at the same time conducting reference, outreach, and regular administrative activities; and money will not be available for standard preservation supplies and environmental controls. A repository administered under these circumstances will hurt, rather than help the cause of protecting and providing access to the history of the fire service/fire protection disciplines.
Recommendation #4: Staff Heritage Hall with adequate advisory and salaried personnel to acquire, preserve, organize, and provide access to the records of enduring value of the fire service/fire protection disciplines.

Advisory Board

A volunteer advisory board representing firefighters, fire chiefs, fire service/fire protection educators, the fire equipment industry, national fire organizations, the NFFF, and the USFA will support the mission, goals, and policies of Heritage Hall and act as the liaison between the institution and the public it serves. The board will meet four times per year, three via teleconference and once annually on the Emmitsburg campus.

Administration

The staff of four archivists and four assistants will implement the mission, goals, and policies set by the board. Archivists will include the director, a reference archivist, a processing archivist, and an acquisitions archivist; assistants will work with each archivist. Though archivists are assigned the titles describing their major activities, it is expected that the small staff will support each other and participate in all the work of Heritage Hall, as needed.

Director

Responsibilities: The director will develop programs that support the mission, goals, and policies of Heritage Hall; write budgets and manage fiscal affairs of the institution; raise money through grants and other gifts; select and manage technology to support programs; hire and manage staff; and manage the facility. He/She will be the liaison between the board and staff of the institution.

Qualifications: Ph.D. in history, archival studies, or related area preferred; archival certification through the Academy of Certified Archivists; interest in and knowledge of the fire service/fire protection disciplines, and keen interest in promoting the preservation of the history of the disciplines; 5 years' experience in archives supervisory position; proven track record in fiscal management, fundraising/grant writing, personnel management, and physical plant management; excellent oral/written communications skills; knowledge of technological needs of archival repository and familiarity with archival software; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs.

Reference Archivist

Responsibilities: The reference archivist will direct and implement reference and research services for Heritage Hall; develop outreach activities, such as onsite and Web exhibits, panels, symposia, etc.; and protect documents from loss and theft through adequate security procedures in reference service.
Qualifications: MA in Archival Studies or related field; certification through Academy of Certified Archivists; 3 years' professional experience; proven leadership skills; keen interest in working with the public and promoting the history of the fire service/fire protection disciplines; excellent oral/written communication skills; knowledge of technological needs of archival repositories and familiarity with archival software; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs.

Processing Archivist

Responsibilities: The processing archivist will appraise, arrange and describe archival collections for research; be aware of and practice good conservation techniques; prepare automated finding aids; and supervise digitization of selected documents.

Qualifications: MA in Archival Studies or related field; certification through Academy of Certified Archivists; interest and knowledge of the fire service/fire protection disciplines; 2 years' professional experience; familiarity with archival cataloging software; knowledge of the United States MAchine Readable Catalog/Archives and Manuscripts Control format (USMARC/AMC), Encoded Archival Description (EAD), HyperText Markup Language (html); knowledge of digitization standards and procedures; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs.

Acquisitions Archivist

Responsibilities: The acquisitions archivist will appraise collections for nonmonetary, archival value; work with potential donors to Heritage Hall and regional repositories; work with regional repositories to take collections that should be housed locally, rather than in Heritage Hall; report collections housed in Heritage Hall to national archival research database, and establish process for regional repositories to do the same. Some travel is required.

Qualifications: MA in Archival Studies or related field; certification through Academy of Certified Archivists; interest and knowledge of fire service/fire protection and interest in promoting the history of the disciplines; 3 years' professional experience; proven leadership skills and networking capabilities with colleagues across the country; excellent oral/written communication skills; familiarity with USMARC/AMC, EAD, html; familiarity with national databases, knowledge of Microsoft Word®, Excel®, and PowerPoint® programs; and a willingness to travel.

Assistant to the Director

Responsibilities: Will assist director in implementing programs, planning and administering budgets; fundraising; selecting and using technology to support programs; managing the facility; preparing for meetings and recording the minutes of the Advisory Board; and other duties as assigned.
**Qualifications:** BA degree; excellent oral/written communications skills; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs

**Reference Assistant:**

**Responsibilities:** Will monitor the reading room; assist with research/reference and outreach activities of the institution; and other duties as assigned.

**Qualifications:** BA degree in history or related field; 2 years' experience in library/archives setting; excellent oral/written communications skills; familiarity with national databases and other research tools; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs

**Processing Assistant**

**Responsibilities:** Will assist with archival processing; preparation of finding aids; digitizing selected documents; and other duties as assigned.

**Qualifications:** BA in history or related field; 2 years' experience in archives/library setting; detail oriented and consistent; knowledge of; Microsoft Word®, Excel®, and PowerPoint® programs; and a familiarity with scanning procedures/software.

**Acquisitions Assistant**

**Responsibilities:** Assists Acquisitions Archivist in reporting collections to national database; implements process for seeing that collections in regional repositories are reported to national database; and other duties as assigned.

**Qualifications:** BA in history or related field; 2 years' experience in archives/library setting; proven ability to work well with public; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs.

**Alternative: Scale back staffing to advisory board plus two archivists and two assistants**

This option includes the advisory board plus paid staff of two archivists and two assistants. The lead archivist will be the manager of Heritage Hall, and he/she also will assume reference/outreach responsibilities. The second archivist will be responsible for processing and cataloging collections. The two assistants will work under the archivists.

If funding is not available for the recommended staffing described earlier (advisory board plus four archivists and four assistants), this option, though certainly not ideal, may suffice on a startup basis. The advantage is that it will allow Heritage Hall to be implemented, albeit in a small way. The disadvantages are that reduced staffing will not support the activities necessary to make Heritage Hall a success. For example, without a full-time acquisitions archivist, many valuable collections will remain in private hands.
and may ultimately be lost; if a reference/outreach archivist is also the manager of the department, he/she cannot provide the level of service necessary to gain public support. The original plan calls for the archival staff to support each other, as the needs of Heritage Hall dictate. With half the staff to do this, much will not get done.

A description of responsibilities and qualifications for alternative staffing follows:

**Advisory Board**

A volunteer advisory board representing firefighters, fire chiefs, fire service/fire protection educators, the fire equipment industry, national fire organizations, the National Fallen Firefighters Foundation, and the USFA will support the mission, goals, and policies of Heritage Hall and act as the liaison between the institution and the public it serves.

The board will meet four times per year, three via teleconference and once annually on the Emmitsburg campus. In addition, members of the advisory board may be active in soliciting collections for Heritage Hall that fall within the parameters of the collecting policy.

**Administration**

The staff of two archivists and two assistants will implement the mission, goals, and policies set by the board. Archivists will include the manager/reference and outreach archivist and a processing archivist; assistants will work with each archivist. Though archivists are assigned the titles describing their major activities, it is expected that the small staff will support each other and participate in all the work of Heritage Hall, as needed.

**Manager/Reference and Outreach Archivist**

**Responsibilities:** The manager/reference and outreach archivist will develop programs that support the mission, goals, and policies of Heritage Hall; write budgets; select and manage technology to support programs; manage staff; direct and implement reference and research services; protect documents from loss and theft through adequate security procedures; and as time allows, develop outreach activities, such as onsite and/or Web exhibits, symposia, etc.

**Qualifications:** MA in archival studies or related field; archival certification through the Academy of Certified Archivists; interest and knowledge of the fire service/fire protection disciplines; 3 years' experience in archives supervisory position; excellent oral/written communications skills; knowledge of technological needs of archival repository and familiarity with archival software; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs.
**Processing Archivist**

*Responsibilities:* The processing archivist will appraise, arrange, and describe archival collections for research; be aware of and practice good conservation techniques; prepare automated finding aids; and supervise digitization of selected documents.

*Qualifications:* MA in Archival Studies or related field; certification through Academy of Certified Archivists; interest and knowledge of the fire service/fire protection disciplines; 2 years' professional experience; familiarity with archival cataloging software; knowledge of USMARC/AMC, EAD, html, and Section 508 requirements; knowledge of digitization standards and procedures; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs.

**Assistant to the Manager/Reference and Outreach Archivist**

*Responsibilities:* Will assist manager in implementing programs, preparing for meetings, and recording the minutes of the advisory board; monitor the reading room; assist with research/reference and outreach activities of Heritage Hall; and other duties as assigned.

*Qualifications:* BA degree; excellent oral/written communications skills; and a knowledge of Microsoft Word®, Excel®, and PowerPoint® programs.

**Assistant to the Processing Archivist**

*Responsibilities:* Will assist with archival processing; preparation of finding aids; digitizing selected documents; and other duties as assigned.

*Qualifications:* BA in history or related field; 2 years experience in archives/library setting; detail oriented and consistent; knowledge of Microsoft Word®, Excel®, and PowerPoint® programs; and a familiarity with scanning procedures/software.
Recommendation #5: Select an automated system to address archival needs: description and cataloging, reporting to national databases, Web access for finding aids, and patron access to information.

A secure, automated collections management system is necessary from the beginning to:

- generate finding aids;
- create and/or track digital collections, provide Web access to descriptions of the collections and digitized images;
- create USMARC/AMC cataloging;
- provide online patron access (OPAC), reference, and reporting to national databases; and
- support administrative functions.

Several companies offer software packages that supply integrated management tools to address these needs, and no single program is universally preferred in the archival community. We selected the Cuadra Star company, because it is one of the few programs that will handle all the functions mentioned above, including USMARC/AMC cataloging and reporting, that many cannot do. Moreover, the LRC on the Emmitsburg campus has been using this company’s software since 1989 and has recently updated their system to STAR Libraries. The LRC now has a fully integrated library system with simultaneous user licenses for 40 full-users (staff) and 70 search-only users (patrons). If Heritage Hall can integrate its collections into the LRC management software, it will not have to provide many of the functions of a startup archival operation separately. Already available through the LRC’s software are OPAC reference, USMARC/AMC cataloging, and reporting capabilities. Heritage Hall will purchase an additional STAR package, STAR Archives, specifically designed to fulfill archival requirements for generating finding aids, Web-based publishing, and managing digital images and other digital assets. The new package will interface smoothly with the LRC management systems and will be an economical and efficient way to handle the archival requirements of the collections.

Automated Access to Information

Web Site

The creation of a Heritage Hall Web site is consonant with the institution’s mission of providing reference service to the broadest possible audience within the fire service discipline and beyond. In addition to carrying basic information about the institution, Cuadra STAR software will enable Heritage Hall to post finding aids and some copies of the documents themselves. Web exhibits that tell the story of firefighting through visual images and documents also will appeal to the general user of the site.

---

5 For example, a brief survey of software used by government agencies and inFIRE members revealed much diversity. Solutions range in sophistication and price from the simplest, where finding aids are generated in Microsoft Word® documents, to InMagic management products (in the $5,000 range), to the very complete ENCompass system (priced in the $80,000 range).
National Databases of Library/Archives Information

National Databases will give the reference staff of Heritage Hall access to information about other fire service collections around the country. Several databases exist, and Heritage Hall can report to all of them using Cuadra Star software.

Online Computer Library Center (OCLC)

After creating file-level finding aids to describe Heritage Hall collections, staff will create USMARC/AMC records, a less detailed, but standardized cataloging tool. Currently, the LRC submits their own USMARC records to OCLC, a national database, and Heritage Hall will be able to submit their own archival collection records along with them. OCLC will share these catalog records with a nationwide library audience.

ArchivesUSA

While OCLC provides USMARC/AMC records to a broad audience of library-users, Heritage Hall also should report the more detailed information found in original finding aids to national databases, and encourage other institutions holding fire service materials to do the same. ArchivesUSA and the Research Library Group’s Research Libraries Information Network (RLIN) offer free access to reporting through their Web sites. Reference subscriptions to both are also available for annual fees.6

Heritage Hall will subscribe to ArchivesUSA, because it is the more economical of the two and because it offers access to information in more institutions. Moreover, none of the staff in institutions holding fire service materials responded that they subscribed to either of the databases in their present positions. This subscription thus provides a true value-added reference and collection development capability to Heritage Hall.

ArchivesUSA encourages submissions by making them very easy, either through analog (paper) or Web-based finding aids. To make Heritage Hall collections known to the broadest audience quickly, its staff will submit finding aids first, its paper, and then later Web-based finding aids to this resource.

6 The more economical of the two ($900 versus $4,640 annual fee) and the one that provides the most comprehensive records is ArchivesUSA. ArchivesUSA is a current directory of over 5,480 repositories and over 132,000 collections, while RLG has only 160 member institutions.
Recommendation #6. Establish an outreach program to promote Heritage Hall and the history of the fire service/fire protection disciplines to individuals in those disciplines, and to the public at large.

Heritage Hall must have a successful outreach program to be of significant benefit to the fire service/fire protection communities and the public. This program will involve the publication of finding aids on its Web site, online and onsite exhibits, publication of brochures, symposia, and special projects such as oral history projects. As the repository develops, it also may sponsor the publication of a scholarly journal of fire service history or commission and/or accept fine art like that commissioned by the Armed Services.

In today’s automated environment, the Web site is the simplest and least expensive way to publicize an institution and the services it offers. Online exhibits and publication of finding aids will encourage firefighters and allied professionals, fire history buffs, independent scholars, and others to visit Heritage Hall and take advantage of the services it offers.

Heritage Hall visitors also should have the advantage of viewing the “real thing.” Onsite exhibits telling the story of different aspects of fire service/fire protection history can highlight key documents and visual materials in the collection.

Symposia featuring fire service/fire protection historians and individuals active in the disciplines also would highlight the collection and attract visitors to Heritage Hall. As the repository grows in size and stature, it also may sponsor a scholarly journal that would be a boon to educators throughout the country.

An oral history project is a particularly effective tool to promote Heritage Hall and its collections, while at the same time gathering documentation of fire service history. Oral history interviews complement the written record by providing details and perspectives not available elsewhere. Moreover, contact with interviewees often leads to donations of archival materials; and contact with leaders in the discipline will publicize Heritage Hall and its services in a personal way.

Finally, a volunteer program that attracts active and retired individuals from the fire service/fire protection disciplines can be an essential link to the community at large. Volunteers will be particularly helpful to staff as subject matter experts to interpret the technical nature of the disciplines and the many differences in fire protection techniques, terminology, and service delivery. Volunteers also can assist with oral history projects, help with introductions to potential donors, and carry out certain routine archival tasks.
Recommendation #7. Establish policies and procedures for collecting, cataloging, and reference/access to collections.

One of the first responsibilities of the new Director or Manager will be to create policies and procedures for acquisitions, processing and cataloging, and reference/access. As the institution and collections evolve, policies should be reviewed and revised as needs indicate.

Recommended policies and procedures follow, beginning on page 31 of this report.
Budget Recommendation
**Recommended Budget**

**Recommended budget:** Figures for staff salaries are based on salaries for archivists and support staff in similar institutions in the same geographical area as the recommended site for Heritage Hall (Emmitsburg, MD). Equipment costs (shelving, computer equipment, etc.) are based on estimates derived from vendors for those materials.

**Annual costs, excluding facilities, utilities**

**Salaries, supplies, travel**

- Director @$65,000+benefits @25%  
  $81,250
- 3 Archivists @$46,000+benefits @25%  
  172,500
- 4 Administrative assistants @$34,000+benefits @25%  
  170,000

Technical support to develop Web site,  
post finding aids, post online exhibit,  
support automation program  
200 hours/year @$110/hour  
22,000

Subtotal, salaries  
445,750

Travel for acquisitions, professional meetings  
10,000

Archival supplies  
8,500

Office supplies  
1,200

**Subtotal, annual costs, excluding facilities, utilities**  
465,450

**Startup costs**

**Facilities**

- Shelving  
  Compact, mobile shelving @343,000  
  343,000
  Processing table, 75” x 39”: 2 @$1,060 ea.  
  2,120

---

7 According to [www.saylor.com](http://www.saylor.com), the 2003 square-foot commercial building cost for libraries is $130/square foot, adjusted to .83 for Maryland (Baltimore). The basement construction cost is $35/square foot. For a 10,000 square-foot facility, plus basement, this would equal $1,070,570 for the basic structure. Elevators (approximately $55,000 ea.), fire retardant systems, and all interior accoutrements would be at additional cost.

8 Stationary shelving and track installed for conversion to mobile shelving later is also an option. The cost for this would be $92,000 for the shelving and track, plus $44,000 for installation of the shelving and track directly into the concrete floor. Storage space for stationery shelving installation would be 11,040 linear shelf feet compared to 22,080 linear feet for mobile shelving. Stationary shelving can be reused in a mobile setting.
Adjustable chairs, 2 @ $225 ea. 450
Desks, 8 @ $355 ea. 2,840
Adjustable desk chairs, 8 @ $225 ea. 1,800
Subtotal, shelving/furniture 350,210

**Computer hardware**

HP Pavilion® Desktop PC with Intel Pentium® 4 Processor, 2.53 Ghz, DVD and RW drives,
10 @ $999 9,990
Compaq® flat screen 15” monitors, 10 @ 449 4,490
Flatbed scanner, Fujitsu® M4097D, 11.7 x 17 Duplex 4,799
Flatbed scanner, 8.5 x 14, HP Scanjet® 5550c 299
Califone® tape recorder with counter, built-in microphone, 175
Three laser printers for networked environment, Laserjet® 4200TN, 3 @ 1,829 5,487

Subtotal, computer hardware 25,240

**Computer software**

Microsoft Office XP® Professional, 8 @ 500 4,000
Cuadra Associates STAR/Archives
1. Add 4 full-user licenses to existing NETC 40 full-user licenses 3,099
2. Add 20 search-only (including Web users) to 70 search-only licenses 3,086
3. Configuration fee for add-on licenses for two STAR systems 500
4. STAR/Archives 5,277
5. 4 days training for 4 staff 4,721
6. Travel expenses for trainer 1,000

Subtotal, computer software 21,683

**Subtotal, startup costs** 397,133

**Total for startup and first year costs, excluding basic facilities construction costs** 862,583
Alternative Budget for Scaled-Down Facility/Staff

Annual costs, excluding facilities, utilities

Salaries, supplies, travel

Manager/Archivist @$60,000+benefits @25% $75,000
1 Archivist @$46,000+benefits @25% 57,500
2 Administrative assistants @$34,000+benefits @25% 85,000
Technical support to develop Web site, post finding aids, post online exhibit, support automation program 200 hours/year @$110/hour 22,000

Subtotal 239,500

Archival supplies 8,000
Office supplies 900
Travel for acquisitions, professional meetings 10,000

Subtotal, annual costs 258,400

Startup costs

Facilities

Shelving/Furniture

Shelving
Compact, mobile shelving @$171,500 171,500
Processing table, 75” x 39”: 2 @$1,060 ea. 2,120
Adjustable chairs, 2 @$225 ea. 450
Desks, 4 @$355 ea. 1,420
Adjustable desk chairs, 4 @$225 ea. 900

Subtotal, shelving/furniture 176,390

9 According to www.saylor.com, the 2003 square-foot commercial building cost for libraries is $130/square foot, adjusted to .83 for Maryland (Baltimore). The basement construction cost is $35/square foot. For a 10,000 square-foot facility, plus basement, this would equal $1,070,570 for the basic structure. Elevators (approximately $55,000 ea.), fire retardant systems, and all interior accoutrements would be at additional cost.

10 Stationary shelving would not be an option for the scaled down facility. Mobile shelving would be essential to provide as much storage space as possible in the smaller facility.
**Computer hardware**

HP Pavilion® Desktop PC with Intel Pentium® 4 Processor, 2.53 Ghz, DVD and RW drives, 6 @$999  5,994
Compaq® flat screen 15” monitors, 6 @449  2,694
Flatbed scanner, Fujitsu® M4097D, 11.7 x 17 Duplex  4,799
Flatbed scanner, 8.5 x 14, HP Scanjet® 5550c  299
Califone® tape recorder with counter, built-in microphone,  175
2 laser printers for networked environment,
   Laserjet® 4200TN, 2 @1,829  3,658

Subtotal, computer hardware  17,619

**Computer software**

Microsoft Office XP® Professional, 8 @500  4,000
Cuadra Associates STAR/Archives
1. Add 4 full-user licenses to existing NETC 40 full-user licenses  3,099
2. Add 20 search-only (including Web users) to 70 search-only licenses  3,086
3. Configuration fee for add-on licenses for two STAR systems  500
4. STAR/Archives  5,277
5. 4 days training for 3 staff (minimum) @940.31/day  3,761
6. Travel expenses for trainer  1,000

Subtotal, computer software  20,723

**Subtotal, startup cost**  214,732

**Total for startup and first year costs, excluding facilities, utilities**  473,132
Policy Recommendations
Recommended Collecting Policy for Heritage Hall

General Acquisitions Criteria

- Authority to acquire archival materials and objects rests with the director of Heritage Hall, within the confines of the written collecting policy. Decisions regarding acquisitions that do not conform to the collecting policy or may be otherwise in question will be referred to the advisory board.

- Heritage Hall will endeavor to maintain the unity of collections and not encourage splitting materials among different repositories.

- Heritage Hall will provide preservation, storage, and accessibility in keeping with professionally accepted archival standards.

- The director will consider all moral, legal, and ethical implications of potential acquisitions, and will document such acquisitions as to provenance.

- The director will follow accepted archival practice regarding the deaccessioning of materials.

- Neither the director, nor anyone on his/her staff, shall offer appraisals of monetary value of library and archival materials or objects to donors, or reveal the insurance value for the purpose of establishing a fair market value of gifts offered to Heritage Hall. Donors seeking to take an income tax gift deduction must obtain an independent appraisal from an authorized appraiser.

- The director will document gifts through the Deed of Gift form (see Sample Forms, page 49.) The director will not accept historical materials on deposit.

Scope of Collection

The Heritage Hall collection will support the mission and goals of the institution by collecting, preserving, and making accessible records reflecting the history of the fire service/fire protection disciplines: the evolution of fire protection, fire prevention, and fire suppression; and the growth and development of emergency services delivery systems (e.g., emergency medical services, rescue, and hazardous materials control).

Examples of documentation to be collected include

- insurance and government reports;
- correspondence reflecting the business of firefighting;
- minutes and other records of firefighting organizations, such as the IAFC, NFF, and IAFF;
- records of State and regional fire service organizations;
- Sanborn fire insurance maps;
• engineering drawings of firefighting equipment;
• rare, out-of-print publications, such as training manuals, fire prevention pamphlets, etc.;
• public information posters;
• fire codes;
• unpublished research from governmental, academic, and private sectors;
• oral history interviews;
• photographs;
• films; and
• videos.

_Heritage Hall will not collect:_

• three-dimensional artifacts, including fire engines and other firefighting equipment;
• more than two copies of any item; or
• records that fall outside of the established collecting policy.

_Heritage Hall will lobby regional and local repositories to collect, preserve, and make accessible narrowly focused material and make available procedures for reporting such documentation to ArchivesUSA, a national database._

_Deacccessioning_

The director has the authority to deaccession archival material with the approval of the advisory board.

Criteria for deaccessioning archival collections include:

• the material is outside the scope of collecting of Heritage Hall;
• the material has failed to retain its physical integrity and authenticity;
• the material is a duplicate and without intrinsic value; or
• Heritage Hall is unable to preserve the material properly.
Recommended Access and Use Policy for Heritage Hall

User Community and Physical Access

Heritage Hall will have regular hours of operation and will be open to the public for research.

All researchers must follow specific procedures ensuring preservation of records in order to retain use privileges.

Security

Security is a major factor to consider in managing archives. The documents are

- unique and cannot be replaced;
- often fragile to the touch;
- do not carry location marks or labels; and
- often small and easily misplaced or stolen.

Staff must establish and enforce rules of use (see “Procedures”) that will preserve the documents from careless handling, theft, or misfiling. It is essential that researchers use the documents only under direct supervision the staff of Heritage Hall.

Restricted Access to Certain Archival Records

At the time of donation, donors may restrict access to sensitive materials for periods of up to 25 years. If such restrictions are imposed, they will apply to all researchers, except to the donors themselves.

Unprocessed Collections

Access to unrestricted, unprocessed collections will depend on the organization and condition of the materials. Those in reasonable order may be accessed by researchers, while less well-organized collections should wait for processing before being open for research. The final decision regarding access to unprocessed collections by anyone other than the records creator or donor rests with the director.
Intellectual Access

1. Resources

The director and staff will give intellectual access to the archival materials through the creation of local, automated finding aids and reporting collections to ArchivesUSA, a national database of archival materials. The director and staff will provide written procedures to local and regional repositories to report their fire service collections to the same database. Local finding aids will be automated through Cuadra STAR software.

2. General Services

Researchers will conduct their own research with the assistance of the reference staff, who will instruct them in the use of finding aids providing the key to desired information.

3. Services to Offsite Users

The reference staff will provide limited assistance, as time allows, to offsite users.

Use of Information

Copyright

Heritage Hall will encourage donors of unique materials to transfer copyright to the institution, insofar as they are able to do so. If Heritage Hall does not own copyright to materials in its possession, the director and staff will allow researchers to use the materials; however, it will be the responsibility of the researcher to obtain permission from the copyright owner to publish or cite these materials. It will also be the responsibility of the researcher to locate the copyright owner, if that owner is unknown to Heritage Hall.

Citation

The reference staff will provide researchers with the preferred citation for materials quoted from its holdings.

Reproduction of Documents and Visual Materials

- Photocopying will be at the discretion of the reference staff and will depend in part on condition of the documents to be copied.
- Users will reimburse Heritage Hall for the costs of reproducing photographs, films, and video and audiotapes.
- In all cases, researchers will credit Heritage Hall as the source for visual materials reproduced and used in publications, whether paper or electronic.
Circulation

The holdings of Heritage Hall will not circulate locally, regionally, or nationally.¹¹

Loans

Loans are the exception, not the rule. Heritage Hall may lend original documents to museums or other institutions for exhibit, but not to individuals. A formal written request to the advisory board must provide the purpose of the exhibition, how long the item will be on exhibit, how items will be preserved, and the type of security the institution will offer. The board will consider each request individually and take into consideration other factors, such as the condition of the item in question and method of transporting it to the exhibition site, before making the final decision.

A loan agreement must be signed by authorized agents on both sides and spell out conditions such as length of loan, insurance for objects and who will pay for it, mode of transportation and who will pay for it, whether copying is permitted, exhibition techniques to be used, preferred citation for labels, and the physical condition of the item.

¹¹ It should be noted that digitization technology is changing rapidly. When this process becomes economical on a large scale, the collections of Heritage Hall may be made available over the Web.
Procedure Recommendations
Acquisition: Recommended Procedures

Means of Acquisition

Heritage Hall will actively collect fire service/fire protection materials from individuals, groups, organizations and associations, fire equipment manufacturers and dealers, and fire departments across the country. The acquisitions archivist will develop holdings through research into existing collections in private or institutional, but non-archival hands, and through publicity about Heritage Hall through the Web, brochures, articles in newsletters of firefighting organizations, etc.

Documenting Donations

The Director of Heritage Hall will acknowledge the gift in writing and send two copies of the Deed of Gift form (See Sample Forms, page 49.) listing the following: a) name of donor and donee; b) transfer of title to papers from the donor to Heritage Hall; c) title and description of material transferred to Heritage Hall; d) information regarding future access to collection by the donor; e) rights conveyed to Heritage Hall, especially copyright; f) restrictions on access, if any; g) disposition of unwanted material; and h) provision for future accessions.

The donor will complete and return both copies to Heritage Hall; the director will sign both copies, keep one for Heritage Hall administrative files, and return the other to the donor for his/her files.

Purchases

Heritage Hall will consider and approve any purchases of archival materials that fall within the Collecting Policy.

If a purchase is accepted for acquisition, the director will contact the owner to arrange for payment.

Special Note: Copyright

Heritage Hall must own copyright or have permission from the copyright owner to publish or exhibit archival materials. Researchers must obtain permission from the copyright holder, whether Heritage Hall or an outside donor, to publish or exhibit documents, including photographs, videotapes, audiotapes, etc.

Special Note: Restrictions on Use

A donor may restrict access to a collection on the Deed of Gift form. Heritage Hall shall not encourage creators or donors to limit access to materials given to Heritage Hall; however, the donor shall have the right to close to the public incoming archival collections of a personal or sensitive nature for up to 25 years. If such restrictions are
imposed, the restrictions will apply to all researchers, except to the donor him/herself. A record of the restriction will be noted on the *Accession* form and on the *Deed of Gift*; and boxes containing the archival collection will be marked clearly to avoid accidental access. Closed archival collections will not be processed until restrictions expire.

**Deaccessioning**

The director may deaccession archival materials with the approval of the Advisory board. The board shall vote on the recommendation, and this vote shall be recorded in the minutes. Deaccessioned materials shall be noted as such in Heritage Hall files with date and copy of directive from the advisory board. These files shall be retained in perpetuity.

Deaccessioned material will be offered to the donor first. If the donor declines the deaccessioned material, it will be offered to another appropriate repository. Because of the public nature of Heritage Hall, sale of deaccessioned material is discouraged. Under no circumstances may Heritage Hall materials be sold to staff of the repository or of the USFA. Should Heritage Hall elect to sell deaccessioned material, the proceeds will benefit the repository collections.

**Disposing of Nonacccessioned Material**

Most of the material in the Heritage Hall will come from donations. Unless stated otherwise on the *Deed of Gift* Form, the director will have the right to dispose of duplicates and extraneous material during processing.

Nonacccessioned items may be disposed of in the same manner as deaccessioned items.
Arrangement, Description, and Control of Archival Collections: Recommended Procedures

Arrangement

Heritage Hall will adhere to the archival principles of provenance and original order. The principle of provenance means that the records will be arranged according to creator or compiler. For example, if a fire service organization donates its records, the files will stay together and not be separated according to subject. The principle of original order dictates that wherever possible, archival arrangement will follow the order of files as they were kept by the creator. Where no order is evident, the records will be arranged in an order that will facilitate retrieval of information by researchers. To establish an appropriate order may involve putting folders into chronological or alphabetical order and grouping records by series, or subject (and chronologically or alphabetically within each series).

As the archivist processes the collections, he/she will

- transfer papers to acid-free folders and boxes;
- discard duplicates and extraneous material;
- remove rubber bands, paper clips, and other hardware;
- buffer acidic papers with acid-neutral paper; and
- note preservation problems for future action.

Description

A finding aid shall be prepared for each accession of collection or record and will include the following information:

- accession number;
- shelf location number;
- name of creator or source;
- title and dates of records;
- quantity, in cubic or linear feet, or size;
- biographical note;
- scope and content note, including information on the content of the collection and notes on arrangement;
- file inventory;
- name of person preparing finding aid; and
- notes on preservation, exhibit status, etc.
**Physical Control:**

**Folder Level**

Records for permanent retention shall be placed in archival folders. Folders shall be labeled as to contents, generally collection number and title, series and specific file information, date, and box/file number, e.g., 2003-2: IAFC, Minutes, January 1954. 1-9 (Box 1- file folder 9).

**Box Level**

All records shall be stored in appropriate archival quality containers. All containers shall be labeled with self-adhering labels containing the following information:

- name of collection;
- dates;
- accession number;
- box number; and
- shelf location.

For example:

IAFC Records  
1942-1992  
2003-1  
Box 1  
Shelf 1A
Reference and Access to Archival Collections: Recommended Procedures

Conditions of Use

Researchers must adhere to the following conditions of use:

- All researchers using Heritage Hall materials must work under the direct supervision of a member of the staff. Under no circumstances will researchers work alone.
- Heritage Hall staff will retrieve archival materials from the stacks and reshelve them when researchers have finished.
- Researchers, whether located on the Emmitsburg campus or not, may not remove materials from Heritage Hall at any time. This rule has no exceptions.
  Researchers will register and provide identification via the Researcher Information form before using materials. A copy of the Heritage Hall Reference/Access policy will be available to all researchers.
- Researchers will store briefcases, coats, and other large items in a designated space in Heritage Hall.
- Researchers may use one manuscript box at a time and may remove one file folder at a time from the box; they must take care to retain the order of papers within the file folder.
- Researchers will handle papers with care, being careful not to lean on, or write on top of archival materials.
- Researchers may use laptop computers for note-taking.
- If researchers take handwritten notes, they must use pencils.
- Researchers may not use cameras in Heritage Hall.

Copyright

The patron must complete the Materials Release form to request use of materials for which Heritage Hall holds copyright.

Citation and Credit for Reproduction

- Heritage Hall will provide researchers with the preferred citation for materials quoted from its holdings. The citation should include the name of the collection, the collection number, physical location of the quote, as well as Heritage Hall, USFA.
  Example: International Association of Fire Fighters, #2003-22, Box 2, File Folder 1, Heritage Hall, USFA, Emmitsburg, MD.
- In all cases, researchers must credit Heritage Hall as the source for visual materials reproduced and used in publications, documentaries, business interiors, etc. The approved credit line is:

  Courtesy of Heritage Hall, U. S. Fire Administration, Emmitsburg, MD.
Exhibiting Heritage Hall Records: Recommended Procedures

The purpose of exhibiting Heritage Hall records is to present the history of firefighting in an organized and visual manner. Planning and implementing an exhibit includes the following:

- a compelling topic with adequate archival resources;
- background research;
- story-line;
- interesting mix of written and visual records;
- a summary of budget and staffing needs;
- floor plan and drawings of proposed space and exhibit cases;
- preservation of archival resources by copying fragile items (including all photographs), attention to excess heat and light, attention to security;
- clearly written labels; and
- publicity.

Exhibits may be held in Heritage Hall and in various secure locations on the NETC campus. An occasional exhibit in another location would be subject to approval by the advisory board. Archival materials must have adequate insurance coverage to be approved for offsite exhibits.
Oral History: Recommended Procedures

Oral history tapes, transcripts, and indexes will be deposited in Heritage Hall and maintained by staff.

Conduct of interview:

The director and the oral history interviewer will write guidelines for conducting interviews, including drafting lists of those to interview and questions to ask. The interviewee should sign the Oral History Use Agreement form at the end of the interview. (See Sample Forms, page 49.)

Technical processing of interview:

Heritage Hall will retain each audiotape, audiovisual recording, or other medium, and the Agreement form and other written work generated to supplement and explain the interview. The document (tape, audiotape, etc.) is to be indexed, at minimum, and a full transcript made if deemed desirable by the Director. The finding aid generated should include a biographical sketch, scope and content note, plus a key-word listing of subjects discussed and where they appear on the recording medium. All written materials shall be retained in the files by name of interviewee. The tape shall be stored with other such recordings in Heritage Hall.

Guidelines for Volunteers and Others Conducting Oral History Interviews

1. Research the subject in Heritage Hall and elsewhere. Prepare a list of questions to ask and have these approved by the director.

2. Call or write the interviewee to schedule a visit. Explain you are from Heritage Hall and describe the kinds of questions you will be asking. If the first contact is by phone, you may wish to confirm in writing, restating what was decided over the phone.

3. Check to ensure that equipment is in working order. Necessary equipment is as follows:
   a. tape recorder with counter, microphone, and camera; or video recorder;
   b. extra tapes and batteries; and
   c. extension cord and two-pronged adapter.

4. Bring the following documents and publications with you to the interview:
   a. a business card;
   b. two copies of the Oral History Use Agreement (one for the interviewee); and
   c. a list of prepared questions.
5. Be prompt to the appointment. Set up and test equipment, while chatting and explaining necessary forms. The goals are to set the interviewee at ease and to avoid the interruptions of malfunction equipment.

6. During the interview, adhere to the list of questions as closely as possible. **Do not interview longer than one hour.** If necessary, make an appointment to come back. Ask if there are any scrapbooks, papers, correspondence, photographs or other materials the interviewee would like to donate or allow Heritage Hall to copy. Take these with you if they are offered. Do not promise to do anything that costs money (such as supplying additional copies) without checking with the director.

7. Have the donor sign the release form and leave a copy with him/her. Leave brochures and other material.

8. Write a note of appreciation as soon as possible. Return the equipment and materials to the office, as soon as possible.

9. Type an index to the tape and any other comments you think would help a later researcher.
Sample Form Recommendations
Heritage Hall
RESEARCHER REGISTRATION

This form must be completed by patron before receiving access to archival collections.

Name: _________________________________________________________________

Address: __________________________________________________________________

Telephone: _____________________ E-mail: ________________________________

Description of project/research:

Permission to use records, manuscripts, photographs, slides, and other materials does not include permission to publish. The researcher assumes full responsibility for conforming with the laws of libel and literary property rights which may be involved in his/her use of materials.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies and other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” This institution reserves the right to refuse to accept a copying order.

One copy of an item may be made for the researcher, but it is understood that it is for his/her personal research use and may not be copied by or for another person or deposited in another institution.

I have read the above rules governing the use of the Heritage Hall and agree to abide by them.

Signature: ___________________________________________ Date ___________ Staff initials: _______
Heritage Hall
REQUEST FOR PUBLICATION OR OTHER USE OF MATERIALS

This form must be completed and signed before publication or use of archival materials is granted.

Date: _____________________________________________________________________

Name: ____________________________________________________________________

Department/Campus address: __________________________ Title: _________________

Address, if not on campus: ____________________________________________________

City/State/Zip: ______________________________________________________________

Telephone: ________________________________________ E-mail: ________________

INTENDED USE

1. What is the topic of your research?

2. State intended use of quote or illustration.
   a. Publication (list publisher, title of publication, expected date).
   b. Publication on Internet (list Web address).
   c. Film/Video (list producer/location of production).
   e. Other (specify).

3. List materials for use (If photographs, attach photocopies of selections. Collection, box, and file locations must be written on each photocopy.) Materials do not circulate.

Approval granted by:____________________________________  Date:________________
CONDITIONS FOR REPRODUCTION OR OTHER USE OF MATERIALS

1. The material may be used only once and only for the purpose listed in the “Statement of Intended Use.” Any subsequent or different use (including subsequent editions, book club editions, paperback editions, different languages, electronic reproduction, etc.) constitutes a reuse and must be applied for in writing. There may be a reuse fee.

2. Users must supply the following credit line for archival materials published or exhibited: 
   Courtesy Heritage Hall, U. S. Fire Administration, Emmitsburg, MD. Visual materials should include the photographer’s name, if available, and record group and location. Text is to be cited by record group and location. It is mandatory that you credit as specified:
   a. With printed matter, it is preferred that the credit line appear on the same or facing page as the illustration. Negative numbers must appear either near the illustration or at the point of credit. Crediting of each individual item is mandatory in all cases.
   b. With films and slides, include the credit with the other “Sources of Illustrations.” In manuals that accompany slides, credit at the point where the illustration is discussed.
   c. With exhibitions, credit within exhibition area.

3. Users must note any minor changes, such as taking a detail of a photograph, superimposing, or tinting, in the accompanying caption or label. In no case may the publisher alter the photograph either digitally or photographically, to the extent that the altered image misrepresents the original image.

4. Users wishing to reproduce photographs must pay for the production of a copy negative, if necessary, and print. Users may keep the copy-print, which will have the following stamp on the back: “This is a copy of a document in Heritage Hall. It may not be reproduced without permission of Heritage Hall.”

5. Users may not permit others to reproduce the photographic copy or any facsimile of it.

6. Users may not reproduce the photographic copy as a dust jacket or end paper, use it in an advertisement or other commercial use, or mass reproduce the copy as unbound material unless specifically authorized in the “Materials Release Form.”

7. In authorizing the publication of a photographic copy, Heritage Hall does not surrender its right to publish it, or to grant permission to others to do so.

8. Copyrighted material may be copied only with the signed authorization of a copyright holder. Applicants assume all responsibility for questions of copyright and invasion of privacy that may arise in copying and in the use made of the copy.

9. Heritage Hall reserves the right to limit the number of copies; to restrict the use or reproduction of rare or valuable or fragile material; to make special quotations on material involving unusual difficulty in copying; and to charge a higher copying fee than specified. Copies are not supplied to picture agencies except by special arrangement.

10. Any exceptions or additions to the above conditions will appear on, and be considered part of the “Materials Release Form” agreement.
Heritage Hall
Deed of Gift

Gift of papers and other historical materials

of

____________________________  ________________________

to Heritage Hall

1. Subject to the terms and conditions hereinafter set forth, I, ______________________ (hereinafter referred to as the Donor), hereby give, donate, and convey to Heritage Hall (hereinafter referred to as the Donee), my papers and other historical materials (hereinafter referred to as the Materials) which are described in Appendix A, attached hereto.

2. Title to the Materials shall pass to the Donee upon delivery to the Donee.

3. Following delivery, the Materials shall be maintained by the Donee. At any time after delivery and subject to the provisions of paragraph 5, the Donor shall be permitted freely to examine any of the Materials during the regular hours of operation of the Donee.

4. It is the Donor's wish that the Materials be made available for research as soon as possible, consistent with the Collections Policy and Procedures of the Donee. The Donee shall have the Materials reviewed and shall restrict access to those Materials the use of which should be restricted in accordance with the normal application of the Collections Policy of the Donee.

5. Following the completion of the review provided for above, materials so restricted shall not be made available for inspection, reading, or use by anyone, except regular employees or designated volunteers of the Donee in the performance of normal archival work on such Materials, and the Donor, or persons authorized by him/her in writing to have access to such materials.

6. Notwithstanding the provisions of paragraph 5, Materials covered by this instrument shall be subject to subpoena or other lawful process, subject further to any rights, privileges, or defenses that the Donor, the Donee, or any other person may invoke to prevent compliance with said subpoena or other lawful process. To insure Donor the opportunity to raise such rights, privileges, or defenses, the Donee shall notify the Donor or his representative, so long as the Donor lives, as expeditiously as possible of the receipt of such subpoena or other lawful process.

7. Materials which have been restricted from access as herein provided shall be reviewed by the Donee from time to time and any Materials which, because of the passage of time or other circumstances, no longer require such restrictions shall be opened to public access.

8. Subject to the restrictions imposed herein, the Donee may dispose of any of the Materials which the Donee determines are not required.

12 Gary Peterson and Trudy Huskamp Peterson, *Archives and Manuscripts: Law*, pp. 28-34.
9. The Donor hereby gives and assigns to the Donee all rights of copyright which the Donor has in a) the Materials, and b) in such of his works as may be found among any collections of Materials received by the Donee from others.

10. In the event that the Donor may from time to time hereafter give, donate, and convey to the Donee, additional papers and other historical Materials, title to such additional papers and other historical Materials shall pass to the Donee upon their delivery, and all of the provisions of this instrument of gift shall be applicable to such additional papers and other historical Materials. A description of the additional papers and other historical Materials so donated and delivered shall be prepared and attached hereto.

Signed: _________________________________
    Donor

Date: _________________________________

The foregoing gift of the papers and other historical materials of the Donor is accepted on behalf of Heritage Hall, subject to the terms and conditions heretofore set forth.

Signed: _________________________________
    Director

Date: _________________________________

Appendix A (list of Materials to be donated):

Attached to and forming part of the instrument of gift of papers and other historical materials, executed by ____________________________ (Donor) on _____________________ (date) and accepted by Heritage Hall, Emmitsburg, Maryland, on _____________________ (date).
Oral History Agreement

I, (We) ___________________________ and I, (We) ___________________________

(Donor/Interviewee) (Interviewer)

_____________________________  ______________________________

(Donor/Interviewee) (Interviewer)

do hereby give to Heritage Hall the following tape-recorded interview(s) recorded on
(date) _____________________ as an unrestricted and unconditional gift.

The donor/interviewee understands that the information contained in the recordings may
be excerpted or taken in whole and may be reproduced in recorded, televised, printed,
Internet, filmed, or other format by Heritage Hall. The donor gives all intellectual
property rights to the interview to Heritage Hall. The interviewer is acting as a
representative of Heritage Hall for purposes of this interview and gives all intellectual
rights to that institution. Any third party use of the information contained within the
interview will be subject to approval by Heritage Hall. This agreement may be revised or
amended by mutual consent of the parties undersigned.

Restrictions, if any:

Signature of donor/interviewee: ___________________________ Date: ___________

Street: _________________________________________________________________

City, State, Zip Code: _________________________________________________

Telephone number, e-mail: _____________________________________________

Signature of interviewer: ___________________________ Date: ___________

Street: _________________________________________________________________

City, State, Zip Code: _________________________________________________

Telephone number, e-mail: _____________________________________________

Accepted for Heritage Hall by:

____________________________________

Director

____________________________________

Date

Subject of Interview: _____________________________________________________
Bibliography


Matters, Marion, Introduction to the USMARC Format for Archival and Manuscript Control (Chicago: Society of American Archivists), 1990.


Glossary of Archival Terms
**Glossary of Archival Terms**

**Accession:** The formal acceptance into custody of an acquisition, and the recording of such act.

**Appraisal:** The process of determining the value and thus the disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational value, their arrangement and condition; their intrinsic value; and their relationship to other records.

**Archivist:** A person professionally educated, trained, experienced, and engaged in the administration of archival materials, including the following activities: appraisal and disposition, acquisition, preservation, arrangement and description, reference service, and outreach.

**Arrangement:** The intellectual and physical processes and results of organizing documents in accordance with accepted archival principles, particularly provenance, at as many as necessary of the following levels: repository, collection, record group, subgroup, series, subseries, file unit, and item.

**Collection:** A grouping of records/archives created by private individuals and organizations; an artificial accumulation of documents brought together on the basis of some common characteristic (e.g., means of acquisition, creator, etc.) without regard to provenance of the documents.

**Creator:** The person or organization that creates or receives and accumulates documents.

**Deaccessioning:** The process by which an archives or manuscript repository formally removes material from its custody. An archival institution may deaccession material because the material has been reappraised and found to be unsuitable for its holdings. See also: Reappraisal.

**Description:** The process of analyzing, organizing, and recording information that serves to identify, manage, locate, and explain the holdings of archives and manuscript repositories and the contexts and record systems from which those holdings were selected.

---

14 Ibid., p.1.
15 Ibid., p. 1.
16 Ibid., pp. 3-4.
17 Ibid., p. 4.
18 Ibid., p. 7.
19 Ibid., p. 9.
20 Ibid., p. 10.
21 Ibid., p. 10.
**Evidential value:** The worth of documents/archives for illuminating the nature and work of their creator by providing evidence of the creator’s origins, functions, and activities.\(^\text{22}\)

**Finding Aid:** The descriptive tool that establishes physical and/or intellectual control over archival materials. Basic finding aids include local, regional, or national databases; guides, inventories, and registers; catalogs and special lists; shelf and container lists; indexes; and for electronic records, metadata or software documentation.\(^\text{23}\)

**Holdings:** The totality of documents in the custody of an Archives.\(^\text{24}\)

**Informational value:** The worth of documents/archives for reference and research deriving from the information they contain on persons, places, subjects, etc., as distinct from the evidential value.\(^\text{25}\)

**Manuscript repository:** An institution that collects papers, manuscripts, and frequently, records/archives of other institutions, usually in accordance with a predetermined collecting policy.\(^\text{26}\)

**Office of origin:** The corporate body or administrative unit in which a group of records are created or received and accumulated in the course of its business.\(^\text{27}\)

**Papers:** Personal and family/estate documents, as distinct from the documents/archives of organizations called records.\(^\text{28}\)

**Preservation:** The totality of processes and operations involved in the stabilization and protection of documents against damage or deterioration.\(^\text{29}\)

**Provenance:** 1. The organization or individual that created, accumulated, and/or maintained and used records in the conduct of business prior to their transfer to an archives or records center. 2. Information regarding the origin and custodial history of documents.\(^\text{30}\)

**Reappraisal:** The process of reevaluating the holdings of an archives or manuscript repository to determine which holdings should be retained and which should be deaccessioned.\(^\text{31}\)

\(^\text{22}\)Ibid., p. 13.  
\(^\text{23}\)Ibid., p. 14.  
\(^\text{24}\)Ibid., p. 17.  
\(^\text{25}\)Ibid., p. 18.  
\(^\text{26}\)Ibid., p. 22.  
\(^\text{27}\)Ibid., p. 24.  
\(^\text{28}\)Ibid., p. 25.  
\(^\text{29}\)Ibid., p. 26-27.  
\(^\text{30}\)Ibid., p. 27.  
\(^\text{31}\)Ibid., p. 28.
Reference service: The range of activities involved in assisting researchers using archival materials.32

Repository: A place were documents are kept.33

Respect for original order (principle of): The principle that archives of a single provenance should retain the arrangement established by the creator in order to preserve existing relationships and evidential significance.34

32 Ibid., p. 29.
33 Ibid., p. 30.
34 Ibid., p. 30.
Appendix I: Memo to Senior Staff
MEMORANDUM

TO:          Senior Staff
FROM:        Cortez Lawrence, National Fire Programs Director
DATE:        Jan 12, 2004
SUBJECT:     Heritage Hall

For several years the question of a Heritage Hall has “floated” around the USFA. This included some discussion regarding set-aside space for the project in the then proposed “J” building expansion. During last FY I asked our staff to get engaged and answer the questions generated by the project proposal, i.e. if we were to do such a thing, how should it be done? The attached report provides an answer with some alternatives. It also purports to answer the question as to whether or not we should do this, based on a survey conducted with some IAFC members and a 75% affirmative response rate to the general concept. Dr. Burt Clark was assigned as the project officer. He managed the contract with Kenamore and Klinkow to produce the report now under presentation and discussion. This was an ambitious undertaking that included contacts with a variety of academic, military and professional institutions.

After reading the report I have several ideas to discuss. The report is well written and covers most all aspects of archival activities of the nature asked for. The report recommends that resources be developed or set aside to build, staff, operate and maintain a fairly large and complex operation. While the report preference is for a foundation for funding growth with budget allocations for staffing and operations, alternatives are proposed. Herein I dissent from the report.

- In their work, the contractor ascertained that the LRC was not staffed or otherwise not provided the resources including space and money to include a “heritage hall” operation under the LRC umbrella. If resources are directed to this effort it would seem most efficacious to incorporate it into the LRC. The LRC’s reluctance to undertake the additional mission would only be legitimately off-set by the dependable allocation of funds necessary to staff, maintain, and operate same.

- In my association with several colleges and universities, the LRC has been the focal point for all the activities covered in the report as well as the activities currently undertaken by the LRC. Very clearly additional resources will have to be allocated to make it feasible for the LRC or any other organizational entity on campus to take on the additional “heritage hall” mission. That said, it would seem to offer some economy of scale to have the LC management and staff jointly manage and cover those activities that may be appropriate for them, reserving to the archivist those task specific to their expertise. Shared management and infrastructure would seem most cost effective.

- My support for this activity was to support research. As technology evolves it is likely that research can be adequately garnered from electronically stored images.
Thus, it seems possible that some of the space and environmental requirements might be lessened over time. While storage of original works such as Snborn Maps, station journals, organization minutes, and other large volume works might be desired, in fact if these are “scanable” and can be stored as electrons there is little need to preserve the original formats from a research perspective. Of course, if space and resources permit, preservation of the original documents is worthwhile. This does beg the question then as to what we would do to dispose of worthy documents?

- I am concerned about the impact that multiple foundations and money raising might have on the institution’s existing foundation. It seems possible that we will endanger the flow of resources to the existing foundation. I think that is fraught with dangers that we would be well advised to undertake cautiously if at all.

I reiterate that the effort seems worthy and the report does a good job of stating the case. It is apparent that there is a need for this kind of material. However, I believe that the report’s direction away from the LRC, albeit necessarily a more robust LRC, is not the best use of resources. I also think that in trying to capture the original documents and not images thereof, the plan proposes a more expensive, certainly much nicer project than that which is necessary to capture the essence of the materials.
Appendix II: Preliminary Report
Firefighters have long enjoyed the trust and admiration of the American public, and never more so than on September 11, 2001. Since the events of that tragic day forever transformed life in the United States, the fire service/fire protection disciplines have gained new awareness as the first responders to homeland threats of chemical, nuclear, and biological terrorism, as well as fire emergencies throughout the country.

As fire service/fire protection responsibilities have intensified, so has the need for the highest levels of education and training. Who are the educators? Their numbers are few, because few opportunities exist for graduate education in all the elements of firefighting; and the discipline has virtually no body of knowledge of rare and unique documents to support research or even its own history.

The purpose of this report is to explore the feasibility of establishing a national fire service/fire protection archives--Heritage Hall--that would document all phases of the fire service/fire protection disciplines. This repository would develop a body of research that would document the evolution of fire protection, fire prevention, and fire suppression and the growth and development of emergency services delivery systems, e.g., emergency medical services, rescue, and especially hazardous material control.

Currently no central repository exists that collects, preserves, and provides access to rare and unique fire service documentary materials that would support research, development, and education in the fire service discipline. Examples of such documents include government or insurance reports, photographs, letters, organizational minutes, Sanborn insurance maps, engineering drawings, training manuals, pamphlets, public information posters, fire codes, oral history, and other related records. The proposed archival repository, or “Heritage Hall,” would not collect three-dimensional objects, because these are already well preserved and documented in museums throughout the nation.

While Heritage Hall has received initial support from educators, it was not known until now such a repository was needed to document the fire service/fire protection disciplines. Do existing archival institutions already document the fire service? Do they actively collect fire service materials? Are the research materials accessible to the fire service? Do the institutions provide adequate archival services, such as reference, Internet services, preservation?

How would the leadership of the fire service discipline support Heritage Hall? Would fire chiefs from across the country use archival services offered by the proposed institution? Do they have any materials to contribute? Would they donate them to a safe repository, such as Heritage Hall? Are they willing to donate time to support Heritage Hall? Do they think preserving fire service history would strengthen the discipline?
To answer these questions, Kenamore & Klinkow conducted two separate surveys. To gauge need for a national archival repository, we surveyed 100 institutions we judged most likely to have fire service/fire protection materials. To measure the support of the leadership of the fire service/fire protection disciplines, we conducted a random survey of 1,000 American members of the International Association of Fire Chiefs.

**Summary Analysis: Need for Heritage Hall**

To determine whether or not existing repositories adequately documented the fire service/fire protection disciplines, Kenamore & Klinkow queried 100 institutions. They included libraries/archives of land grant universities; members of the international network for Fire Information and Reference Exchange (inFIRE), a consortium of libraries with significant collections of fire literature; museums; and professional associations. (See appendices for survey, cover letter, and list of institutions queried.)

We received 46 responses to the institutional survey, for a response rate of 46 percent. Of the 46 respondents, 20 indicated they hold collections or records pertaining to the fire service/fire protection disciplines. While 20 responded positively to the survey, followup questioning revealed that just 5 repositories actively collect fire service/fire protection materials. The remaining 15 recipients have documents, but they do not include this category in their collecting policies. Indeed, the combined quantity of fire service/fire protection archives in all the institutions reporting amounts to approximately 600 linear shelf feet of material, a miniscule amount for a discipline representing every town, city, and county in the Nation.

Of the respondents who collect fire service materials, all seem to be regional or limited in scope. For example, Oklahoma State University reported about 400 linear shelf feet of manuscript material related to the fire service/fire protection disciplines, by far the largest holdings noted in the survey. The records include some general fire publications and pamphlets; however the bulk of their holdings are Oklahoma fire service training records, OSU Fire Protection Society records, the archives’ own business records, and other local and regional materials. The Illinois Fire Service Institute also reported sizeable holdings; however, these records pertain only to the Institute. One repository, the National Fire Protection Association Archives in Quincy, Massachusetts, is national in scope; however, they limit their archival collections to NFPA documents dating from the Association’s founding in 1896.

Among the institutions reporting fire service collections, a majority offer services, such as on-site and Internet reference; however, just two institutions reported offering portal, or clearinghouse information for the materials.

In addition to the survey, Kenamore & Klinkow did an Internet search of fire service/fire protection materials listed in *ArchivesUSA*, a comprehensive listing of archival collections in institutions throughout the nation. The search revealed 227 collections in 126 institutions. Since few repositories reported more than one collection, it is obvious that fire service materials are not the focus of any institutions listed in that source.
In summary, the fire service/fire protection disciplines lack adequate documentation. Few institutions actively collect fire service materials, and those that do are limited or regional in scope. Since collections are local or limited in scope, donors frequently do not have a place to deposit materials that would add to the scholarship of the fire service/fire protection disciplines.

Summary Analysis: Potential Support for the Concept of Heritage Hall

To measure support for the concept of Heritage Hall among the leadership of the profession, Kenamore & Klinkow conducted a random survey of 1,000 American members of the International Association of Fire Chiefs. We received 281 responses to the 980 questionnaires that reached recipients (1,000 were mailed out, and 20 were returned because of outdated or incorrect addresses), for a response rate of 28.6 percent.

The respondents overwhelmingly supported the idea of Heritage Hall. Asked if they felt it would strengthen the profession, 81 percent of the respondents replied that it would. Seventy-four percent responded that it would support training programs by making available research materials to instructors and students in the fire service. Ninety-four percent responded that Heritage Hall would preserve the history of advances in fire service technology and techniques, fire prevention, emergency medical services, hazardous material control, and rescue.

In practical terms, 78.2 percent of respondents said they would use Heritage Hall as a source for visual materials to support their departmental programs and publications; 77.1 percent reported they would use Heritage Hall for telephone and Internet information services; and 68.5 percent said they would use the repository as an information clearinghouse or portal to collections in other repositories.

A significant minority (20.3 to 29.2 percent) reported that they would support the institution actively, by donating a collection, assisting with collection development, or serving on a volunteer advisory board.

It is difficult to gauge just how many individuals have significant collections to donate; however, several respondents listed training manuals, photographs, slides, logbooks, and reports that they would be willing to donate or copy for the holdings of Heritage Hall. Probably the largest collection in private hands belongs to Ron Coleman of Elk Grove, California, who reported “I have my own collection that needs a home someday. I also know about Roi B. Wooley’s collection in San Diego.” Coleman’s collection is currently housed in a 40’x60’ barn and contains training materials from the 1920’s onward, 3,000 historical books, and other items. David White of College Station, Texas and publisher of Industrial Fire World, also reported “…a number of collections at this time are available.”

In summary, the leadership of the fire service/fire protection disciplines appear to be most enthusiastic about this project. They would use the services offered, particularly in the
areas of training and education, and they would support the institution through collection donations, collection development, volunteer service on an advisory board, and usage.

Survey Detail:

Survey I: Selected Survey of 100 Institutions to glean information on fire service holdings in existing archival institutions

Research Methodology

To obtain information on institutions that currently hold and collect fire service/fire protection materials, Kenamore & Klinkow surveyed 100 repositories. Recipients included:

54 libraries/archives of land-grant colleges and universities;
22 United States members of the international network for Fire Information and Reference Exchange (inFIRE), a consortium of libraries with significant collections of fire literature;
6 associations serving the firefighting discipline; and
18 museums assumed large enough to support archival collections.

The institutions were selected on the basis of being most likely to have fire service/fire protection materials and were chosen in part after consultation with staff of the U.S. Fire Administration. To encourage responses, we included a majority of questions that did not require narrative answers; moreover, we included self-addressed stamped envelopes with the surveys.

Who were the respondents?

Respondents included

21 libraries/archives of land-grant universities;
16 inFIRE members;
7 museums; and
2 associations.

Twenty institutions reported having fire service collections. They were

11 inFIRE members;
5 museums;
0 associations; and
4 colleges and universities.

As stated earlier, however, just five of the above institutions who reported having fire service/fire protection records actively collect the materials, i.e., include that category in their collecting policies.
Staffing and Administration

Collections are located and administered in library, archives, and special collections departments (they are almost evenly split among the three categories). Staffing include between 0 and 6 professionals and 0 to 7 nonprofessionals. Three institutions have no professionals, eight lacked nonprofessional positions. Universities have the most personnel; museums the fewest.

All collections staff reported to significant positions of authority within their organizations. Titles to which they report are numerous and include Dean, Director of the Library, President, Assistant Vice President, among others.

Funding

Sources of funding for maintaining fire-related collections included

Membership dues: 3 institutions, or 15 percent of positive respondents;
Private donations: 5 institutions, or 25 percent of positive respondents;
Grants: 6 institutions, or 30 percent of positive respondents; and
Parent institutions: 14 institutions, or 70 percent of positive respondents.

Half of the respondents reported their budgets as confidential, two reported having no budget at all, and the remainder reported budgets of $70,000 to $400,000.

Accessibility and Services

Of the 20 institutions holding fire service materials, 16 reported they are open to the public; three are open only to staff, and one is not open at all. A majority of institutions offer reprographic, Website, onsite, and online reference services. Only two institutions (10 percent) reported offering portal service, and just three (15 percent) offer OPAC, online course in information literacy, or interlibrary loan.

Nine institutions (45 percent) reported offering classes, publications, or exhibitions; and seven (35 percent) reported offering symposia. Another five institutions reported offering miscellaneous services, including historic site research, a fire college, and annual reports.

Researchers/Users

Institutions with fire service collections reported having one or more of the following categories of users:

Firefighters and students: 10 institutions, or 50 percent of positive respondents;
Members: 4 institutions, or 20 percent of positive respondents;
General public: 11 institutions, or 55 percent of positive respondents;
Miscellaneous, including historians, EMT’s, physicians, lawyers, insurance workers, legislators, fire community, libraries, staff, clients, university administrators, and genealogists: 8 institutions, or 40 percent of positive respondents; No users: 1 institution, or 5 percent of positive respondents.

Ways institutions would be willing to cooperate with a national fire archives

Institutions reported they were willing to cooperate with “Heritage Hall” in one or more of the following ways:

- Provide copies of finding aids: 13 institutions (65 percent);
- Co-sponsor programs: 6 institutions (30 percent);
- Lend items for exhibition: 11 institutions (55 percent);
- Other offers: 3 institutions (15 percent); and
  - “Send you what we don’t want or can’t properly store;”
  - “Donate materials from our collection that would be more useful to archives”; and
  - “Donate, refer others, provide finding aids.”

Offers of collections or records that institutions have refused

Five institutions (25 percent) of the positive respondents reported having refused collections, with the following explanations:
- “If items don’t fit mission or are in poor condition”
- “Boxes of slides of fire houses; personal papers”
- “Didn’t fit mission”
- “16mm. Films”
- “Personal collections, mostly books and journals”

One institution reported not refusing offers, because they “actively collect--solicit materials.”

What additional comments did institutions report?

Staff of eight institutions (40 percent) offered these additional comments:
- “Vast majority of records are part of municipal archives, efforts to help preserve them would be helpful but not as separate archives.”
- “Great idea! Make sure you contact all inFIRE member institutions in the U.S.”
- “Exploring possibilities of applying for a grant to facilitate processing.” (has largest collection for which size is given)
- “Establishing a National Fire Service Discipline Archives is a GREAT idea. Let me know what I can be of any help. You may consider having a committee to work on the project. I’m interested. Grants/Funding should consider State connectivity.”
- “CFM has small archives unavailable to public at this time; museum open as per enclosed brochure.”
- “I have attached a copy of most URL’s for finding aid containing fire service and training records.”
• “There is a voluntary organization in the Twin Cities (Minneapolis/St. Paul) of fire buffs, retired fire fighters which has been trying to get a museum together. They have a number of items in storage (I do not know much about the content). My guess is that they have items that an archive would be interested in.”
• “Contact the Fire Museum Network.”

Survey II: Random Survey of American members of the International Association of Fire Chiefs to gauge individual support for concept of Heritage Hall.

Research Methodology

Kenamore & Klinkow contacted the IAFC and received a random mailing list of 1,000 of the 12,000 members of the Association. After compiling questions to measure general support, we tested the survey at the local (Wilmette, IL) Fire Department. To encourage a valid response rate of 20 percent, we placed a notice in the IAFC newsletter briefly describing the project and the survey in progress. In addition, we designed survey questions that required few narrative responses, and we included self-addressed stamped envelopes for easy return.

Who were the respondents?

Respondents represented a variety of experience levels and came from all sizes and types (i.e., paid and/or voluntary) of fire departments.

Experience level:

As one might expect from a sampling of fire chiefs, the largest group of respondents had 21 to 30 years of experience in the fire service profession. The complete breakdown is as follows:

1-10 years 1 respondent, or .3 percent;
11-20 years 47 respondents, or 16.8 percent;
21-30 years 130 respondents, or 46.4 percent; and
30+ years 87 respondents, or 31 percent.

Size of department:

The largest group of respondents represented small fire departments. The complete breakdown is as follows:

>50 firefighters 111, or 39.6 percent;
51-100 firefighters 65, or 23.2 percent;
101-400 firefighters 58, or 20.7 percent;
401-500 firefighters 22, or 7.8 percent; and
<500 firefighters 7, or 2.5 percent.
Type of Department

Respondents represented the following types of fire departments:

- All paid 120, or 42.8 percent;
- All volunteer 35, or 12.5 percent; and
- Combination paid/volunteer 107, or 38.2 percent.

Specific questions and responses included the following:

How might Heritage Hall benefit the Fire Service Profession?

An overwhelming majority (227 respondents, or 81 percent) felt that Heritage Hall would strengthen the fire service profession. They were asked to check one or more ways the repository would specifically benefit the profession. According to the respondents, it would:

- Preserve the history of advances in fire service technology and techniques, fire prevention, emergency medical services, hazardous material control, and rescue: 265, or 94.6 percent;
- Promote the fire service by making available resources, such as photographs and written documents: 235, or 83.9 percent;
- Support training programs by making available research materials for instructors and students in the fire service: 209, or 74.6 percent;
- and
- Provide a single repository with professionally trained staff to preserve public and private, donated collections that might otherwise be lost: 226, or 80.7 percent.

What would be the value of Heritage Hall in practical terms?

When asked exactly how they might use Heritage Hall, respondents responded as follows to one or more of the choices given:

- Source for visual materials to support their department’s programs or publications: 219, or 78.2 percent of resp;
- Telephone/Internet information services: 216, or 77.1 percent of resp;
- Information clearinghouse/Portal to fire service materials in other repositories: 192, or 68.5 percent of resp;
- and
- Safe place to deposit collections: 147, or 52.5 percent of resp.
**Do private collectors own fire service documents?**

The survey revealed a surprising number of collections, large and small, in private hands. When queried about potential collections for Heritage Hall, recipients said they:

- Have a collection of potential interest to the fire service discipline: 77, or 27.5 percent of resp;
- Would be willing to donate a collection to Heritage Hall at some future date (apparently, some thought they might be obtaining a collection in the future and would be willing to donate it): 82, or 29.2 percent of resp; and
- Know of an endangered collection (apparently many did not consider collections in private hands as “endangered”): 45, or 16.1 percent of resp.

Specific materials mentioned included training manuals, photographs, slides, logbooks, and reports.

**How would individuals support Heritage Hall?**

Finally, respondents stated ways they would be willing to assist with Heritage Hall.

- Offered to serve on an Advisory Board: 76, or 27.1 percent of resp;
- Offered to assist with collection development: 27, or 9.6 percent of resp; and
- Offered to donate collections: 85, or 20.3 percent of resp.
Preliminary Report Appendix IIA

Repository Survey and Cover Letter
October 4, 2002

Dear Director:

The United States Fire Administration (USFA), a division of FEMA, is studying the feasibility of establishing a national fire service discipline archives, or “Heritage Hall.” The fire service discipline includes fire prevention, emergency service, and hazardous materials, as well as fire fighting records and collections. This study was prompted by the perceived need for a central repository for fire service documents, many of which are now only found in private collections.

The USFA has engaged our archives consulting firm, Kenamore & Klinkow, to survey the libraries, archives and other institutions that may currently collect the records and papers of the fire service discipline to gauge the need for, and/or potential use of the archives. In order not to duplicate what is already available, we are asking you to let us know the mission and scope of your collections, your services, and your patrons. Of particular interest are fire service materials offered but that you refused, and the reasons.

Please complete the following brief survey and return it in the enclosed envelope by October 25th. Your answers will be kept confidential. If you have any questions or concerns, please contact Margaret (Meg) Klinkow.

Thank you in advance for your participation, your time and your efforts.

Sincerely,

Margaret G. Klinkow        Jane A. Kenamore
Partner                    Partner
Repository Survey

Please print your answers, attach additional items or sheets, and return this survey in the enclosed envelope by October 25, 2002. Any questions, contact: Meg Klinkow @ phone: 708-383-3533 or e-mail: megklinkow@aol.com

1. Does your repository have any archival collections or records of the fire service discipline? These may be located in engineering, insurance, legal, education, history, technology, or special collections. The formats may include personal papers, governmental reports, photographs, plots or drawings, insurance reports, videos, oral histories, engineering or building studies, materials analyses, slides, or three-dimensional objects and may document individual fire fighters or victims, fires, firehouses, institutional or governmental entities.
   ______yes ______no… if no, proceed to question 15

2. Attach a copy of your repository’s mission and collecting policy statement or, if this is available at a website, give the URL.________________________________________

3. Supply the title, size, description and dates of each of your fire service discipline archival collections or record groups. (Please use a separate sheet, if needed)

4. What most accurately describes the department or division where the fire service discipline records or collections are held? (Check all that apply)
   ______library _______archives _______special collections
   other (describe)___________________________________________________________

5. To what manager or administrator above the department or division does it report?
   _______________________________________(Supply title, not name of individual)

6. How many of your institution’s staff work for the department or division?
   ________professional ________non-professional
7. What are the sources of funding for the general operating budget of the department or division? (Check all that apply)
   _____membership dues   ____private donations   _____grants   _____parent institution
   ____________________
   ____________________
   ____________________
   ____________________
   ____________________
   ____________________
   ____________________

8. What is the annual general operating budget of the department or division? (including staff, space, supplies, acquisitions; excluding special projects) ____________________

9. What are the hours of operation of the department or division? ____________________

10. Are the fire service discipline collections or records open to the public? _____yes _____no
    List restrictions (include brochure or other notice, if available):
    __________________________________________________________________________

11. Who are the major users of your fire service discipline records? (Check all that apply)
    _____fire fighters   _____other professionals (list) ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________

12. What types of services do you offer fire service discipline researchers? (Check all that apply)
    _____reprographic   _____on-site, mail or telephone reference
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________

13. What types of programs has your institution sponsored or participated in that involved fire service discipline records or collections? (Check all that apply)
    _____Classes   _____Publications   _____Symposia   _____Exhibitions
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________

14. How might your institution cooperate with a national fire archives? (Check all that apply)
    _____Provide copies of finding aids for your fire service discipline collections
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________
    ____________________

15. Have you been offered fire service discipline collections or records that you have refused? _____Yes   _____No (If yes, explain) ____________________

16. Comments or suggestions? ____________________

17. May we contact you about your answers to these questions? _____yes   _____no

  Thank you for your time and efforts given in completing this survey.
Preliminary Report Appendix IIB

Random Survey of American Members of
International Association of Fire Chiefs
and
Cover Letter
October 26, 2002

Dear Chief:

The United States Fire Administration, a division of FEMA, is studying the feasibility of establishing a national fire service archives, or “Heritage Hall” to document the history of the profession. The mission of the repository would be to collect archival documents (e.g., reports, organizational minutes, training manuals, pamphlets, codes, engineering plans, photographs, oral history interviews, videos, electronic records, etc.) that reflect advances in fire service technology and techniques, fire prevention, emergency medical service, haz mat, rescue, etc. The mission would not include collecting fire trucks, equipment, and other three-dimensional objects, since museums across the country already have this type of material.

As part of this study, Kenamore & Klinkow, an archives consulting firm, is surveying the leadership of the profession to help gauge support for, and/or potential use of the archives.

Would you please complete the following brief questionnaire and return it in the enclosed envelope by November 15, 2002?

Thank you in advance for your participation.

Sincerely,

Jane A. Kenamore
Partner
The US Fire Administration is studying the feasibility of establishing a national fire service archives, or “Heritage Hall” for documents and publications reflecting the history of advances in fire service technology and techniques, fire prevention, EMS, haz mat, rescue, etc. These archives might include such items as photographs, slides, videos, government or insurance reports, letters, organizational minutes, Sanborn maps, engineering drawings, old training manuals, pamphlets, public information posters, fire codes, oral histories, and other related material.

1. **How might Heritage Hall benefit the fire service profession?**

   Please check all you feel apply.

   **It will:**
   
   a) _____ preserve the history of advances in fire service technology and techniques, fire prevention, emergency medical services, haz mat, rescue, etc.
   
   b) _____ promote the fire service by making available resources such as photographs and written documents for publications, exhibits, panels, and other outreach projects;
   
   c) _____ support training programs by making available research materials for instructors and students in the fire service;
   
   d) _____ support fire service organizations (e.g., IAFC, IAFF, NVFC, NFPA) by providing a safe place to deposit archives and preserve the history of those organizations;
   
   e) _____ provide a single repository with professionally trained staff to preserve public and private, donated collections that might otherwise be lost.

2. **How might you use Heritage Hall?** Please check all that apply.

   a) _____ for telephone/Internet information services;
   
   b) _____ as a safe place to deposit material you or others have collected;
   
   c) _____ as a source for visual materials (e.g., photos, slides, videos) to support your department’s programs or publications;
   
   d) _____ as an information clearinghouse, or portal to fire service materials located in other institutions.
   
   e) _____ other (please describe):
3. **Heritage Hall will collect archival materials described earlier from individuals, fire departments, and other institutions across the United States.**

   a) Do you know of a public or private fire service collection(s) of historical value that is in need of preservation? ____ Yes _____ No
   
   b) Do you have a collection(s) of potential historical value to the fire service profession? ____ Yes _____ No
   
   c) Would you consider donating your collection(s) to Heritage Hall at sometime in the future? ____ Yes _____ No
   
   d) If you answered yes to a, b, or c, describe briefly the size, scope, and source of materials (use more sheets, if needed). Please also include your name/contact information below.

   **Description of Collection(s), including approximate number of boxes or file drawers.**

4. **Do you feel establishing Heritage Hall for fire service archives would strengthen the profession?**

   ____ Yes _____ No

5. **How would you be willing to support Heritage Hall?**

   a. ____ Volunteer in a leadership capacity;
   
      _____ service on an advisory board
   
      _____ collection development
   
      _____ other (please describe)
   
   b. ____ Donate archival materials to Heritage Hall.

6. **Length of time you have been in the fire service:**

   ____ 1-10 years _____ 11-20 years _____ 20-30 years ____ 30+ years

7. **Size of your community’s firefighting force:**

   ____ <50 firefighters ____ 51-100 ____ 101-400 ____ 401-500 ____ 501+

8. **Type of Fire Department:**

   ____ All paid _____ All voluntary _____ Combination paid/voluntary

Name __________________________________ Date: ______________________

Address ______________________ City/State/Zip ______________________

Phone: ______________________ E-mail: ____________________________

*Please return by November 15, in enclosed envelope to Jane Kenamore, Kenamore & Klinkow, 120 Dupee Place, Wilmette, IL 60091.*
Preliminary Report Appendix IIC

Institutions Reporting Fire Service Collections through ArchivesUSA
ArchivesUSA list of institutions with fire-related archival materials

Name of repository, location, number of fire-related collections held:

1. Arizona Historical Society, Library, Archives Department – Tucson, AZ : 2
3. California State Library, California Section, Library and Courts Building – Sacramento, CA : 1
5. Connecticut Historical Society – Hartford, CT : 2
6. G. W. Blunt White Library, Mystic Seaport Museum – Mystic CT : 4
8. Simsbury Historical Society – Simsbury CT : 1
9. National Archives and Records Administration, Office of the National Archives – Washington DC : 2
11. Smithsonian Institution (Office of the Smithsonian Institution Archives –has one collection) – Washington DC : 2
12. Atlanta History Center – Atlanta GA : 6
13. Georgia State University, Special Collections Dept. / Southern Labor Archives, Wm Russell Pullen Library – Atlanta GA : 7
14. Georgia Historical Society – Savannah GA : 1
15. Sioux City Public Museum – Sioux City IA : 1
16. University of Idaho, Library, Special Collections and Archives – Moscow ID : 1
17. Northwestern University, University Archives – Evanston, IL : 1
18. Lewis University, Canal and Regional History Special Collection – Romeoville, IL : 1
19. Indiana Historical Society Library – Indianapolis IN : 1
20. Filson Club, Manuscript Department – Louisville KY : 1
21. University of Louisville, Ekstrom Library, University Archives and Records Center – Louisville KY : 1
22. Andover Historical Society, Andover’s Historical Museum and Research Center – Andover MA : 1
23. Harvard University, Graduate School of Business Administration, Baker Library, Historic Collections – Boston MA : 1
24. John F. Kennedy Library – Boston MA : 1
25. Massachusetts Historical Society – Boston MA : 1
26. Simmons College, Archives, Beatley Library – Boston MA : 1
27. Massachusetts Institute of Technology, Institute Archives and Special Collections – Cambridge MA : 2
28. Danvers Archival Center – Danvers MA : 1
29. Dedham Historical Society – Dedham MA : 1
30. Fall River Historical Society – Fall River MA : 1
31. Falmouth Historical Society, Resources Center History and Genealogy Archives, Library – Falmouth MA : 1
32. Nantucket Historical Association – Nantucket MA : 4
<table>
<thead>
<tr>
<th></th>
<th>Location</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>33.</td>
<td>Old Dartmouth Historical Society – New Bedford MA</td>
<td>2</td>
</tr>
<tr>
<td>34.</td>
<td>University of California, Irvine, Special Collections – Irvine CA</td>
<td>1</td>
</tr>
<tr>
<td>35.</td>
<td>Pilgrim Society, Pilgrim Hall Museum – Plymouth MA</td>
<td>1</td>
</tr>
<tr>
<td>37.</td>
<td>American Jewish Historical Society, Library – Waltham MA</td>
<td>1</td>
</tr>
<tr>
<td>38.</td>
<td>Maryland State Archives, Photograph Collection – Annapolis MD</td>
<td>2</td>
</tr>
<tr>
<td>40.</td>
<td>University of Missouri at Columbia Joint Collection – Western Historical Manuscript Collection – Columbia MO</td>
<td>2</td>
</tr>
<tr>
<td>41.</td>
<td>Montana Historical Society, Library and Archives Dept – Helena MT</td>
<td>7</td>
</tr>
<tr>
<td>42.</td>
<td>State Historical Society of North Dakota, North Dakota Heritage Center – Bismarck ND</td>
<td>3</td>
</tr>
<tr>
<td>43.</td>
<td>North Dakota State University, North Dakota Institute for Regional Studies – Fargo ND</td>
<td>2</td>
</tr>
<tr>
<td>44.</td>
<td>University of North Dakota, Chester Fritz Library, Department of Special Collections – Grand Forks ND</td>
<td>1</td>
</tr>
<tr>
<td>45.</td>
<td>Nebraska State Historical Society, Library/Archives – Lincoln NE</td>
<td>3</td>
</tr>
<tr>
<td>46.</td>
<td>University of New Hampshire, Diamond Library, Milne Special Collections and University Archives – Durham NH</td>
<td>1</td>
</tr>
<tr>
<td>47.</td>
<td>Historical Society of Cheshire County Library, Archive Center – Keene NH</td>
<td>1</td>
</tr>
<tr>
<td>48.</td>
<td>Manchester Historic Association – Manchester NH</td>
<td>2</td>
</tr>
<tr>
<td>49.</td>
<td>Manchester Municipal Archives &amp; Records Center – Manchester NH</td>
<td>15</td>
</tr>
<tr>
<td>50.</td>
<td>Peterborough Historical Society – Peterborough NH</td>
<td>3</td>
</tr>
<tr>
<td>51.</td>
<td>Monmouth County Archives and Record Center – Manalapan NJ</td>
<td>2</td>
</tr>
<tr>
<td>52.</td>
<td>Rutgers, the State University of New Jersey, University Libraries, Special Collections at University Archives – New Brunswick NJ</td>
<td>4</td>
</tr>
<tr>
<td>53.</td>
<td>New Jersey Historical Society, Library – Newark NJ</td>
<td>4</td>
</tr>
<tr>
<td>54.</td>
<td>New Jersey State Library, New Jersey State Archives, Department of State – Trenton NJ</td>
<td>2</td>
</tr>
<tr>
<td>55.</td>
<td>University of California, Irvine, Special Collections – Irvine CA</td>
<td>1</td>
</tr>
<tr>
<td>56.</td>
<td>Free Public Library –Main Location – Trenton NJ</td>
<td>1</td>
</tr>
<tr>
<td>57.</td>
<td>University of New Mexico, Center for Southwest Research, Zimmerman Library – Albuquerque NM</td>
<td>1</td>
</tr>
<tr>
<td>59.</td>
<td>University of Nevada at Reno, Noble H. Getchell Library, Special Collections Department – Reno NV</td>
<td>1</td>
</tr>
<tr>
<td>60.</td>
<td>New York State Archives – Albany NY</td>
<td>2</td>
</tr>
<tr>
<td>61.</td>
<td>Cornell University, Library, Division of Rare and Manuscript Collections – Ithaca, NY</td>
<td>1</td>
</tr>
<tr>
<td>62.</td>
<td>New York Historical Society, Manuscript Department – New York NY</td>
<td>1</td>
</tr>
<tr>
<td>63.</td>
<td>New York Public Library – New York NY</td>
<td>1</td>
</tr>
<tr>
<td>64.</td>
<td>Bowling Green State University, Libraries, Center for Archival Collections – Bowling Green OH</td>
<td>5</td>
</tr>
<tr>
<td>65.</td>
<td>Cincinnati Historical Society, Museum Center Library – Cincinnati OH</td>
<td>3</td>
</tr>
<tr>
<td>66.</td>
<td>Western Reserve Historical Society, History Library – Cleveland OH</td>
<td>3</td>
</tr>
<tr>
<td>67.</td>
<td>Ohio Historical Society, Archives-Library Division – Columbus OH</td>
<td>3</td>
</tr>
</tbody>
</table>
68. Jacksonville Museum – Medford OH : 1
69. Oregon State University, Archives – Corvallis OR : 2
70. Oregon State University, William Jasper Kerr Library – Corvallis OR : 1
71. University of Oregon, Knight Library, Special Collections – Eugene OR : 2
72. Oregon Historical Society, Library – Portland OR : 6
73. Oregon Secretary of State, Archives Division, Oregon State Archives – Salem OR : 1
74. Lancaster County Historical Society – Lancaster PA : 1
75. INA Corporation Archives – Philadelphia PA : 1
76. Temple University, Libraries, Paley Library, Urban Archives – Philadelphia PA : 2
77. University of Pennsylvania, Van Pelt Library, Special Collections – Philadelphia, PA : 1
78. Historical Society of Western Pennsylvania, Library – Pittsburgh PA : 2
79. Rhode Island Historical Society Library – Providence RI : 5
80. Camden Archives and Museum Library – Camden SC : 1
81. South Carolina Historical Society – Charleston SC : 3
82. Winthrop University, Dacus Library, Archives and Special Collections Department – Rock Hill SC : 1
83. Virginia Polytechnic Institute and State University, Carol M. Newman Library, Special Collections – Blacksburg VA : 1
84. Sheldon Museum, Swift Research Center – Middlebury VT : 2
85. University of Washington Libraries, Allen Library, Special Collections Division – Seattle WA : 1
86. Seattle Municipal Archives – Seattle WA : 7
88. Eastern Washington State Historical Society – Spokane WA : 1
89. Neville Public Museum of Brown County – Green Bay WI : 2
90. State Historical Society of Wisconsin, Archives Division – Madison WI : 3
91. Milwaukee County Historical Society, Library and Archives – Milwaukee WI : 1
92. West Virginia University, Library, West Virginia and Regional History – Morgantown WV : 1
93. University of Utah, J. Willard Marriott Library, Special Collections – Salt Lake City UT : 3
94. Rosenberg Library, Galveston and Texas History Center (Archives) – Galveston TX : 2
95. Lynn Historical Museum Library – Lynn MA : 6
96. Salem County Historical Society – Salem NJ : 1
98. Fairfield Historical Society – Fairfield CT : 1
99. Congregational Library – Boston MA : 1
100. Windsor Historical Society – Windsor CT : 3
101. Sheboygan County Historical Museum – Sheboygan WI : 1
102. Historical Museum of South Florida – Miami FL : 1
103. Bucks County Historical Society – Doylestown PA : 3
104. Portsmouth Athenaeum – Portsmouth NH : 6
105. Indiana University Northwest, Calumet Regional Archives – Gary IN : 1
106. Wheaton College, Buswell Memorial Library, Archives and Special Collections, Irving at Franklin – Wheaton IL : 1
107. Wright State University Libraries, Paul Laurence Dunbar Library, Archives and Special Collections – Dayton OH : 1
108. Louisiana State University, Hill Memorial Library, Special Collections – Baton Rouge LA : 6
109. Eastern Kentucky University Archives, Special Collections and Archives – Richmond KY : 1
110. Lawrence Public Library – Lawrence MA : 1
111. Nebraska State Capitol Archives – Lincoln NB : 1
112. Lyme Historical Society, Florence Griswold Museum – Old Lyme CT : 1
113. Rutherford B. Hayes Presidential Center, Rutherford B. Hayes Library – Fremont OH : 3
114. Guilford Free Library – Guilford CT : 1
115. Hightstown-East Windsor Historical Society – Hightstown NJ : 3
116. Dearborn Historical Museum – Dearborn MI : 1
118. University of Massachusetts Amherst, W.E.B. DuBois Library, Special Collections and Archives – Amherst MA : 1
119. Library of Congress, Manuscript Division – Washington DC : 1
120. University of Montana, Maureen and Mike Mansfield Library – Missoula MT : 1
121. Maine Historical Society, the Center for Maine History – Portland ME : 2
122. Evanston Historical Society – Evanston IL : 1
123. Frankenmuth Historical Association, Frankenmuth Historical Museum – Frankenmuth MI : 3
125. Jackson Homestead Document Collection Archives – Newton MA : 1
126. Stephen F. Austin State University, Ralph W. Steen Library, East Texas Research Center – Nacogdoches TX : 1
Appendix III: Copy of Legislation Creating National Fallen Firefighters Foundation
National Fallen Firefighters Foundation Act (Introduced in House)

HR 3808 IH

102d CONGRESS
1st Session

H. R. 3808

To establish a National Fallen Firefighters Foundation.

IN THE HOUSE OF REPRESENTATIVES
November 19, 1991

Mrs. BYRON (for herself, Mr. MONTGOMERY, Mr. HOYER, Mr. BOEHLERT, Mr. WELDON, Mr. LENT, Mr. MCNULTY, Mr. HORTON, Mr. GEREN of Texas, Mr. MARTIN, Mr. MCGRATH, Mr. GILCHREST, Mr. RANGEL, Mr. LANCASTER, Mr. BATEMAN, Mr. WALSH, Mr. EVANS, Mr. GEKAS, Ms. KAPTUR, Mr. ZIMMER, Mr. SARPALIUS, Mr. PAYNE of Virginia, Mrs. MORELLA, Mr. LAFALCE, Mr. MCMILLEN of Maryland, Ms. NORTON, Mr. CARDIN, Mr. FRANKS of Connecticut, Mr. KOPETSKI, Mrs. BENTLEY, and Mr. FROST) introduced the following bill: which was referred to the Committee on Science, Space, and Technology

A BILL

To establish a National Fallen Firefighters Foundation.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the 'National Fallen Firefighters Foundation Act'.

SEC. 2. ESTABLISHMENT AND PURPOSES OF FOUNDATION.
(a) ESTABLISHMENT- There is established the National Fallen Firefighters' Foundation (hereafter in this Act referred to as the "Foundation"). The Foundation is a charitable and nonprofit corporation to be organized under the laws of the State of Maryland and is not an agency or establishment of the United States.

(b) PURPOSES- The purposes of the Foundation are--

(1) primarily to encourage, accept, and administer private gifts of property for the benefit of the National Fallen Firefighters' Memorial and the annual memorial service associated with it;

(2) to provide financial assistance to the families of firefighters who die in the line of duty; and

(3) to assist in the recognition of firefighters who die in the line of duty.

SEC. 3. BOARD OF DIRECTORS OF THE FOUNDATION.

(a) ESTABLISHMENT AND MEMBERSHIP-

(1) VOTING MEMBERS- The Foundation shall have a governing Board of Directors (hereafter in this Act referred to as the "Board"), which shall consist of--

(A) 1 member who is an active volunteer firefighter;

(B) 1 member who is an active career firefighter;

(C) 1 member who is a Federal firefighter; and

(D) 6 members who have a demonstrated interest in the fire service.

(2) NONVOTING MEMBER- The Administrator of the United States Fire Administration of the Federal Emergency Management Agency (hereafter in this Act referred to as the "Administrator") shall be an ex officio nonvoting member of the Board.

(3) STATUS OF BOARD MEMBERS- Appointment to the Board shall not constitute employment by, or the holding of an office of, the United States for the purposes of any Federal law.

(b) APPOINTMENT AND TERMS- Within 3 months after the date of enactment of this Act, the Administrator shall appoint the Directors of the Board. The Directors shall be appointed for terms of 6 years, except that the Administrator, in making the initial appointments to the Board, shall appoint--

(1) 3 Directors to a term of 2 years;

(2) 3 Directors to a term of 4 years; and

(3) 3 Directors to a term of 6 years.
(c) VACANCY- A vacancy on the Board shall be filled within 60 days in the manner in which the original appointment was made.

(d) CHAIRMAN- The Chairman shall be elected by the Board from its members for a 2-year term.

(e) QUORUM- A majority of the current membership of the Board shall constitute a quorum for the transaction of business.

(f) MEETINGS- The Board shall meet at the call of the Chairman at least once a year. If a Director misses 3 consecutive meetings, that individual may be removed from the Board and that vacancy filled in accordance with subsection (b).

(g) GENERAL POWERS-

(1) ACTIONS BY THE BOARD- The Board may complete the organization of the Foundation by--

(A) appointing no more than 2 officers or employees;

(B) adopting a constitution and bylaws consistent with this Act; and

(C) undertaking other such acts as may be necessary to carry out the provisions of this Act.

(2) LIMITATION- Officers and employees may not be appointed until the Foundation has sufficient funds to pay for their services.

(h) OFFICERS AND EMPLOYEES-

(1) STATUS- Officers and employees of the Foundation shall not be considered Federal employees and shall be appointed without regard to the provisions of title 5, governing appointments in the competitive service, and may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of such title relating to classification and General Schedule pay rates.

(2) MAXIMUM SALARY- No officer or employee may receive pay in excess of the annual rate of basic pay prescribed for level V of the Executive Schedule under section 5316 of title 5, United States Code.

SEC. 4. RIGHTS AND OBLIGATIONS OF THE FOUNDATION.

(a) IN GENERAL- The Foundation--

(1) shall have perpetual succession;

(2) may conduct business throughout the several States, territories, and possessions of the United States;

(3) shall have its principal offices in the State of Maryland; and

http://thomas.loc.gov/cgi-bin/query 10/3/2003
(4) shall at all times maintain a designated agent authorized to accept service of process for the Foundation.

(b) SEAL. The Foundation shall have an official seal selected by the Board which shall be judicially noticed.

(c) POWERS. To carry out its purposes under section 2, the Foundation shall have, in addition to the powers otherwise given it under this Act, the usual powers of a corporation acting as a trustee in the State of Maryland, including the power--

(1) to accept, receive, solicit, hold, administer and use any gift, devise, or bequest, either absolutely or in trust, of real or personal property or any income therefrom or other interest therein;

(2) to sue and be sued, and complain and defend itself in any court of competent jurisdiction, except that the members of the Board shall not be personally liable, except for gross negligence;

(3) unless otherwise required by the instrument of transfer, to sell, donate, lease, invest or otherwise dispose of any property or income therefrom;

(4) to enter into contracts and other arrangements with public agencies and private organizations and persons and to make such payments as may be necessary to carry out its functions; and

(5) to do any and all acts necessary and proper to carry out the purposes of the Foundation.

SEC. 5. ADMINISTRATIVE SERVICES AND SUPPORT.

The Administrator may provide personnel, facilities, and other administrative services to the Foundation and may accept reimbursements for such personnel, facilities and services that shall be deposited in the Treasury to the credit of the appropriations then current and chargeable for the cost of providing such services.

SEC. 6. VOLUNTEER STATUS.

The Administrator may accept, without regard to the Federal civil service classification laws, rules, or regulations, the services of the Foundation, the Board, and the officers and employees of the Board, without compensation from the United States Fire Administration, as volunteers in the performance of the functions authorized under this Act.

SEC. 7. AUDITS, REPORT REQUIREMENTS AND PETITION OF ATTORNEY GENERAL FOR EQUITABLE RELIEF.

(a) AUDITS: For purposes of the Act entitled `An Act for audit of accounts of private corporations established under Federal law', approved August 30, 1964 (Public Law 88-504; 36 U.S.C. 1101 et seq.), the Foundation shall be treated as a private corporation established under Federal law.
(b) REPORT - The Foundation shall, within 4 months after the end of each fiscal year, prepare and submit to the appropriate committees of the Congress a report of the Foundation's proceedings and activities during such year, including a full and complete statement of its receipts, expenditures, and investments.

(c) RELIEF FOR CERTAIN FOUNDATION ACTS OR FAILURE TO ACT - If the Foundation--

(1) engages in, or threatens to engage in, any act, practice, or policy that is inconsistent with the purposes set forth in section 2(b); or

(2) refuses, fails, or neglects to discharge its obligations under this Act, or threatens to do so,

the Attorney General of the United States may petition in the United States District Court for the District of Columbia for such equitable relief as may be necessary or appropriate.

SEC. 8. IMMUNITY OF THE UNITED STATES.

The United States shall not be liable for any debts, defaults, acts, or omissions of the Foundation nor shall the full faith and credit of the United States extend to any obligation of the Foundation.

SEC. 9. AUTHORIZATION.

There are authorized to be appropriated such sums as may be necessary to carry out this Act.
NEW SEARCH | HOME | HELP

S.1698
Title: A bill to establish a National Fallen Firefighters Foundation.
Related Bills: H.R.3808

Jump to: Titles, Status, Committees, Related Bill Details, Amendments, Cosponsors, Summary

TITLE(S): (italics indicate a title for a portion of a bill)

- SHORT TITLE(S) AS INTRODUCED:
  National Fallen Firefighters Foundation Act

- OFFICIAL TITLE AS INTRODUCED:
  A bill to establish a National Fallen Firefighters Foundation.

STATUS: (color indicates Senate actions)

9/10/1991:
Read twice and referred to the Committee on Commerce.
5/7/1992:

COMMITTEE(S):

Committee/Subcommittee: Activity:
Senate Commerce, Science, and Referral
Transportation

Subcommittee on Consumer
Affairs, Foreign Commerce, and Hearings
Tourism

RELATED BILL DETAILS: (additional related bills may be indentified in Status)

Bill: Relationship:
H.R.3808 Identical bill identified by CRS

AMENDMENT(S):

http://thomas.loc.gov/cgi-bin/bdquery/z?d102:SN01698.@@@L&summ2=m&

10/3/2003
COSPONSORS(21), ALPHABETICAL [followed by Cosponsors withdrawn]:

<table>
<thead>
<tr>
<th>Cosponsor</th>
<th>Date</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sen Akaka, Daniel K.</td>
<td>2/25/1992</td>
<td>HI</td>
</tr>
<tr>
<td>Sen Bradley, Bill</td>
<td>11/13/1991</td>
<td>NJ</td>
</tr>
<tr>
<td>Sen Cranston, Alan</td>
<td>3/11/1992</td>
<td>CA</td>
</tr>
<tr>
<td>Sen Dodd, Christopher J.</td>
<td>11/13/1991</td>
<td>CT</td>
</tr>
<tr>
<td>Sen Hatch, Orrin G.</td>
<td>11/13/1991</td>
<td>UT</td>
</tr>
<tr>
<td>Sen Inouye, Daniel K.</td>
<td>11/27/1991</td>
<td>HI</td>
</tr>
<tr>
<td>Sen Riegle, Donald W., Jr.</td>
<td>5/5/1992</td>
<td>MI</td>
</tr>
<tr>
<td>Sen Stevens, Ted</td>
<td>3/5/1992</td>
<td>AK</td>
</tr>
<tr>
<td>Sen Burdick, Quentin N.</td>
<td>2/27/1992</td>
<td>ND</td>
</tr>
<tr>
<td>Sen Dixon, Alan J.</td>
<td>11/13/1991</td>
<td>IL</td>
</tr>
<tr>
<td>Sen Fowler, Wyche, Jr.</td>
<td>11/13/1991</td>
<td>GA</td>
</tr>
<tr>
<td>Sen Heflin, Howell</td>
<td>3/19/1992</td>
<td>AL</td>
</tr>
<tr>
<td>Sen Johnston, J. Bennett</td>
<td>3/11/1992</td>
<td>LA</td>
</tr>
<tr>
<td>Sen Levin, Carl</td>
<td>11/21/1991</td>
<td>MI</td>
</tr>
<tr>
<td>Sen Mikulski, Barbara A.</td>
<td>4/9/1992</td>
<td>MD</td>
</tr>
<tr>
<td>Sen Reid, Harry M.</td>
<td>4/1/1992</td>
<td>NV</td>
</tr>
</tbody>
</table>


National Fallen Firefighters Foundation Act - Establishes the National Fallen Firefighters' Foundation.

Declares that the Foundation is: (1) a charitable and nonprofit corporation to be organized under the laws of the State of Maryland; and (2) not an agency or establishment of the United States. Provides that the Foundation is to: (1) primarily encourage, accept, and administer private gifts of property for the benefit of the National Fallen Firefighters' Memorial and its annual memorial service; (2) provide financial assistance to the families of firefighters who die in the line of duty; and (3) assist in the recognition of such firefighters.

Sets forth provisions for establishment and membership of a Board of Directors of the Foundation. Makes the Administrator of the U.S. Fire Administration of the Federal Emergency Management Agency an ex officio nonvoting member of the Board, who shall appoint Directors of the Board.

Sets forth rights and obligations of the Foundation, including having its principal offices in the State of Maryland.

Authorizes the Administrator to: (1) provide, and accept reimbursements for, personnel, facilities, and other administrative services to the Foundation; and (2) accept the services of the Foundation, the Board, and the Board's officers and employees as volunteers in performing functions authorized under this Act.

Sets forth requirements relating to audits and annual reports. Provides for relief for certain Foundation acts or failures to act.

Provides that the United States is not liable for any debts, defaults, acts, or omissions of the Foundation. Authorizes appropriations.

Appendix IV: Copy of "A Heritage Center at the United States Fire Administration"

by Harry E. Hickey, Ph.D.
and
Gloria W. Hickey
A Heritage Center At The United States Fire Administration

A Preliminary Concept Paper

Presented by:
Harry E. Hickey, Ph.D.
Retired Professor
Department of Fire Protection Engineering
University of Maryland

And
Gloria W. Hickey
Retired Administrative Assistant to
The Director - Career Development Center
University of Maryland

Presented to:
R. Wayne Powell
Program Chair
Fire Prevention Management
National Fire Academy
February 15, 2001
The American Fire Service and Fire Protection Communities is rich in history, steeped in tradition, fashioned by a distinguished legacy of honor and personal sacrifice. Now there is a transformation in public services provided by fire departments. The fire department of old is being rapidly replaced by an "Emergency Services Delivery System."

A bottom line on this subject recognizes the need for the preservation of the rich heritage of public service by so many fire department personnel over the past century and before. All emergency services personnel and Americans at large should properly understand this dedicated heritage. This can best be accomplished by establishing a Center at the United States Fire Administration at Emmitsburg, Maryland. It is both appropriate and necessary to establish a dedicated building, Heritage Center, at this facility to house and display selected writings, pictures, art work, and equipment that clearly identifies the legacy, the traditions, and the evolution of the American Fire Service as reflected by men, women, and their fire equipment up to the year 2000. Provisions should be provided for capturing the advancements in Emergency Services Delivery Systems by decade for the next century.

The evolution of public fire safety in American has to consider the inclusion of both public and private sector contributions. Therefore the planning, development, and establishment of a Heritage Center at USFA needs to consider the following preliminary concepts:

1. One focus of a Heritage Center should stress the evolution of fire protection, fire prevention, and fire suppression using the following operational definitions.
   a. Fire Protection: The built-in features of fire safety in buildings determined by Building Codes that limit the horizontal and vertical spread of fire, plus installed devices that include fire alarm systems, early warning detection equipment, and automatic sprinkler systems.
   b. Fire Prevention: Programs and documentation that include but are not limited to:
1) Public and private education for persons of all ages on practices and procedures to prevent fire ignitions and what actions to take in case a fire does occur.

2) The adoption of Fire Prevention Codes to eliminate or control fire ignitions.

c. Fire Suppressions: This considers activities by a fire department according to the following classifications:
   1) Public Career Fire Departments
   2) Public Volunteer Fire Departments
   3) Public Combination Fire Departments
   4) Public Safety Departments
   5) Military Fire Departments
   6) Specialized Government Fire Departments
   7) Industrial Fire Departments
   8) Private Fire Department Organizations
   9) Crash Fire Rescue Departments
  10) Marine Fire Companies
  11) Forest Service Fire Departments

2. A second focus of a Heritage Center should be on the growth and development of Emergency Services Delivery Systems provided by the fire service that have the following operational considerations:
   a. Emergency Medical Services
      1) Basic Life Support Units
      2) Advanced Life Support Units
   b. Rescue Services
      1) Entrapment Rescue
      2) Water Rescue
      3) Confined Space Rescue
      4) High Rise Rescue
   c. Hazardous Materials
1) Recognition
2) Confinement
3) Abatement
d. Service as first responder to whatever the public perceives to be an emergency:
   1) Bomb threats
   2) Hostage Situation
   3) Mass Murders
   4) Flood Control
   5) Providing Emergency Water Supplies
   6) Civil Disturbance
   7) Stand-by Protection

3. Focus Center Identification

It is proposed that three Focus Centers be established within the Heritage Center complex for the careful documentation and preservation of information of both the fire service and fire protection organizations that have contributed to the traditions, legacy, and technological development of municipal fire safety in the United States since the birth of this nation; this is the framework of our heritage. Each Center needs to be planned, developed, and implemented as distinct body of information for the purpose of educational support of the United States Fire Administration. The physical envelope of each center should be afforded the dignity, respect, security, and fire safety of any historical preservation library.

As an initial concept, consideration should be given to constructing an Annex to existing Building J at the National Fire Academy. In addition to the Focus Centers described below, it is further proposed that the Annex facility provide a space for a Memorabilia store for the sale of fire prints, scaled model fire apparatus, limited clothing with the Heritage Center Logo, reproductions of historical documents, and Heritage Center Yearbooks as a source of supplemental income to support program initiatives of the Heritage Center.

Focus Center A: Historical Publications
R. Wayne Powell

The focus center space would be used to preserve and display for review and research the published literature and documents written by distinguished authors initially up to the year 2000. After the term of each decade in the twenty-first century a new collection of materials would be added to the focus center for this period. In the interim, yearly material starting with the year 2000 would be located in the Learning Resource Center. The Historical Publication Center would provide a small but adequate private reading room for document review.

Focus Center B: Fire Protection Organizations

The focus center space would be devoted to learning about **ALL** of the organizations that support both public sector and private sector fire safety in the United States. The American Fire Service needs to know and utilize to the extent possible each organization’s missions of life safety and property conservation through fire prevention, installed fire protection, and manual structural fire rescue and fire suppression. The following lists a preliminary identification of organizations by group titles. During the development of the Heritage Center, both the groupings and the listing can be expanded.

Group 1: **The Fire Insurance Industry**
- National Board of Fire Underwriters
- Fire Insurance Rating Organizations
  - Western Actuarial Bureau
  - Eastern Inspection Bureau
  - Pacific Rating Bureau
  - Individual State Rating Bureaus
- The Stock Fire Insurance Industry
- The Mutual Fire Insurance Industry
- Highly Protected Risk (HPR) Underwriters
  - Factory Mutual (FM)
  - Factory Insurance Association (FIA)
  - Industrial Risk Insurers (IRI)
- Insurance Services Organization (ISO)
R. Wayne Powell

- Individual Insurance Company Programs

Group 2: **Research Organizations**
- Underwriters Laboratories,
- Factory Mutual Engineering and Research
- University of California (Berkley)
- University of Maryland
- Illinois Institute of Technology Research Institute
- Ohio State University
- Woster Polytechnic Institute
- Southwest Research Laboratory
- National Institute of Science and Technology (NIST)
- The John Hopkins University - Applied Physics Laboratory

Group 3: **United States Government**
- Federal Emergency Management Agency
- United States Fire Administration
- United States Fire Academy
- Department of Commerce: National Institute of Science and Technology - Center for Fire Research
- Department of Agriculture
  - U.S. Forest Service
- Department of Interior
  - National Park Service
- United States Army
  - Army Corp of Engineers
  - (Army) Military Fire Departments
- United States Navy
  - Navy Facility Engineering Command
  - Navy and Marine Corp Fire Departments
- United States Air Force
  - (Air Force) Military Fire Departments
R. Wayne Powell

- United States Coast Guard
  - Coast Guard and Navy Firefighting School - New London
- General Services Administration
  - Fire Protection Branch
- Department of Labor
  - Occupational Safety and Health Administration (OSHA)

Group 4: Higher Education
- Oklahoma State University
- Illinois Institute of Technology
- University of Maryland
- Wooster Polytechnical Institute
- Community College Programs
- Open Learning Programs

Group 5: Fire Service Training
- National Fire Academy
- Individual State Training Programs
- Fire Department Instructor's Conference
- Firehouse Conference
- Private Company Training Programs
  - American Petroleum Institute
  - National Foam
  - Automatic Sprinkler Association
  - Ansul

Group 6: Fire Service and Protection Associations
- National Fire Protection Association
- International Association of Fire Chiefs
- International Association of Fire Service Instructions
- North American Fire Marshals Association
R. Wayne Powell

- International Association of Fire Fighters
- International City Managers Association
- National Volunteer Fire Council
- State Fire Chiefs Association

**Focus Center C: Career Development Center**

A designated and self contained center is needed to assist career fire service and emergency services personnel in upper mobility development in public sector fire protection and emergency services. This office would assist in the preparation and filing of resumes. Current information would be made to existing fire service personnel and individuals seeking a fire service career on professional qualifications, educational opportunities including scholarships, promotional examinations, assessment centers, and opportunity listings.

**Organization and Administration of Heritage Center**

It is proposed that Heritage Center be developed and implemented under the direction of a Heritage Center Foundation. The Organization's oversight would be conducted by a Board of Visitors or Directors composed of seven distinguished representatives of the fire protection community. The Board of Visitors would name a Chair Person. Upon completion of Heritage Center, under the U.S. Fire Administration, a Director would be named as the program administrator. Staff would include an Administrative Assistant and a person assigned to each of the identified focus centers.

**Preliminary Funding for the Heritage Center**

The long range financial support for the proposed Heritage Center needs to be carefully explored and planned by the Board of Visitors (Board of Directors). However, there is the need for "seed" money to assist in the development and promotion of the Heritage Center concept. The preparation and sale of a book length publication is one viable approach to raising a significant amount of money in a period of 12 to 18 months down stream from the approval of this concept. It is proposed that a text be prepared with the following title:

*Fire Safety in America*

1900 - 2000
R. Wayne Powell

Published by:
The Heritage Center Foundation
United States Fire Administration

The scope and content would cover the evolution of the fire service over the past century plus the development and impact of the organizations identified above on the state of Fire Safety in America by each decade over the past 100 years. America Burning and the American Burning Revisited documents would trace the need and development of the Federal Government Role in Fire Safety through the United States Fire Administration. This text would be a preview of the documentation to be preserved in the proposed Heritage Center.

Some preliminary number crunching provides the potential revenue from the proposed text:

1) A first printing publication of 10,000 copies for sale through the array of fire protection organizations.
2) A sale price of $99.00 per copy.
3) A net income after development and publishing costs of $75.00 per copy.
4) A first printing revenue of:
   10,000 copies x $75.00 per copy = $750,000.00

With the proper promotion a second and third printing of 10,000 copies each could raise the potential income to $2,250,000.
Heritage Hall at the United States Fire Administration

The endeavors of the American fire services and the fire protection community are rich in history, in many cases steeped in tradition, and have been fashioned by a distinguished legacy of honor and personal sacrifice. In recent years, there has been a transformation in public services provided by our Nation’s fire departments. The fire department of old is rapidly being replaced by “emergency services delivery systems.”

The bottom line dictates that this rich heritage of public service by a multitude of fire department/fire protection personnel needs to be properly understood by the American people and preserved for future generations. This can best be accomplished by establishing a site at the United States Fire Administration/National Emergency Training Center to document all elements of fire protection and emergency services that have had an impact on both the public and private sectors in America. The fire services community specifically and allied professions in general would also greatly benefit from having a central repository containing the written, significant documents detailing American fire history.

Proposed at the United States Fire Administration is a “Heritage Hall” to house and, as appropriate, display advances in all aspects of fire safety and related historical materials.
The focus of the facility should be on educational and reference research, not simply another firefighting museum (of old firefighting equipment, gear, fire apparatus, etc).

In support of this concept, Heritage Hall could also include a career development center for fire and emergency services personnel (Note: A “Placement and Promotion Center” – P.L. 93-498 - although authorized but never appropriated). Heritage Hall could function as an extension of the Campus Learning Resource Center but would need independent facilities and resources. In order to manage the documentation located at the Hall, the facility should have access and controls like that of a Presidential Library.

Funding for this facility and its operation could possibly best be raised through a foundation, perhaps like that of the National Fallen Firefighters Foundation or modeled after one of the national fire organizations’ foundations. Although the complete process of creating and maintaining Heritage Hall may seem at the moment like an immense amount of work, with support from many individuals/groups across America, the benefits of such a facility would have an enormous impact on this Nation’s fire services community now and for generations to come.

In fact, over the years, many individuals have offered to the United States Fire Administration their collections in keeping with this concept. Unfortunately, the United States Fire Administration has never been in a position to receive and properly maintain such valuable materials.
Wayne, Harry Hickey's idea of a "Heritage Hall" at NETC is a pretty nice concept. I am only going to address the aspect of Heritage Hall that concerns the "central repository containing the written significant documents detailing American fire history." I am not going to address the "career development center for fire and emergency services personnel" aspect of Heritage Hall nor am I going to address the funding mechanism - funding for this facility and its operation... through a foundation*. I am not the person to ask about these two areas.

1. As proposed, Heritage Hall at NETC would "function as an extension of the Campus Learning Resource Center but would need independent facilities and resources. In order to manage the documentation located at the Hall, the facility should have access and controls like that of a Presidential Library."

Advantages:

Heritage Hall will provide a certain level of archiving that the LRC currently does not provide. As, I'm sure you are aware the LRC is an active and, for the most part, circulating collection. We want our materials, with certain controls, to leave the building. Nothing validates our existence more than a demanding, borrowing patron base. As described, Heritage Hall would be a strictly static archival collection.

Disadvantages:

None that I can see. Although we have a collection development policy that addresses the retention of specific items for "historical purposes", the LRC does not discourage their use by our staff, students and our Nation's emergency services personnel. Nor have we ever addressed the physical safekeeping of these historical items. The condensation and mildew that can be seen on some LRC materials is not a good thing. Heritage Hall would provide the highest level and quality of physical security.

2. Heritage Hall would "document all elements of fire protection and emergency services that have an impact on both the public and private sectors in America. ... The focus of the facility should be on educational and reference research, not simply another firefighting museum."

Advantages:

Heritage Hall's collection would provide a certain level of exclusivity that the LRC does not currently provide. The LRC collects information on all the hazards that FEMA or USFA address through mitigation, response or recovery. The LRC is not a scientific library. As an example, we do not focus on fire protection engineering but rather on public fire education and fire prevention and the operational and managerial skills that "first responders" need in order to serve their community. As I understand the proposal, Heritage Hall would be only fire. The LRC has to be and do more than just fire. As an example, we have plenty of shelf space devoted to public administration, management concepts and instructional systems. Heritage Hall would be much more exclusive and narrow in focus.

Disadvantages:

Even though Heritage Hall will be much more narrow in focus, there will be a certain degree of duplication and the Hall will be competing for space on campus with the LRC in order to house some of the same materials. This is a luxury even if all of the plans for site expansion that I've heard about are true. And I literally mean "heard about". For all I know none or all of the "plans" are anything more than rumors.

Anyway, these are my brief, general thoughts on the subject of Heritage Hall. Hope they're useful. Adele
Heritage Hall - National Fire Academy

Notes:

- Identify the major components that have woven the fabric of fire protection for the 20th century
- What are the elements that have played a role in fire protection
- Illustrate the partnerships to save lives and property from fire
- A facility to educate emergency services personnel on all facets of fire protection
- Educate High School students on the opportunities in fire protection
- Serve as a visitors center
- Educate the public at large on the Public - Private Sector involvement in fire safety
- Provide a focal point for career development in the fire service
- Preserve the contributions that have shaped public fire safety in the United States
- Represent all the factors and forces that have shaped public (private) protection in the United States
- A focus on the developments of partnerships in cooperative efforts to improve fire suppressions and fire protection
- Present the role and accomplishments of the following organizations (Interest groups)
- Trace the heritage of fire protection in the United States through specific programs
- Preserve the evolution of fire and emergency services in the United States
- Books and documents
- Equipment: Mobile and personal
- Career development center
- Private Sector Contributions to Fire Protection and Emergency Services
  1) Insurance Industry
  2) Testing Laboratories
  3) Higher Education
  4) Equipment Industry
- Founding Directors
- Visitors Center
- Broad based heritage of fire protection and emergency services in the United States
HERITAGE HALL AT THE NATIONAL FIRE ACADEMY

The American Fire Service is rich in history, steeped in tradition, fashioned by a distinguished legacy of honor and personal sacrifice. Now there is transformation in public services provided by fire departments. The fire department of old is being rapidly replace by an "Emergency Services Delivery System."

The bottom line says that this rich heritage of public service by so many fire department personnel needs to be properly understood by Americans and preserved for future generations. This can best be accomplished by establishing a building at the National Fire Academy to document all elements of fire protection and emergency services that impact on both public and private sector America.

The National Fire Academy needs a Heritage Hall to display this documentation and related historical materials. This focus should be on education and reference research, not just another museum. In support of this premise, the proposed Heritage Hall should house a Career Development Center for Fire and Emergency Services Personnel.
Public Law 93-498
93rd Congress, S. 1769
October 29, 1974

An Act

To reduce losses of life and property, through better fire prevention and control, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the “Federal Fire Prevention and Control Act of 1974”.

FINDINGS

Sec. 2. The Congress finds that—

(1) The National Commission on Fire Prevention and Control, established pursuant to Public Law 90-259, has made an exhaustive and comprehensive examination of the Nation’s fire problem, has made detailed findings as to the extent of this problem in terms of human suffering and loss of life and property, and has made ninety thoughtful recommendations.

(2) The United States today has the highest per capita rate of death and property loss from fire of all the major industrialized nations in the world.

(3) Fire is an undue burden affecting all Americans, and fire also constitutes a public health and safety problem of great dimensions. Fire kills 12,000 and scars and injures 300,000 Americans each year, including 50,000 individuals who require extended hospitalization. Almost $5 billion worth of property is destroyed annually by fire, and the total economic cost of destructive fire in the United States is estimated conservatively to be $11,000,000,000 per year. Firefighting is the Nation’s most hazardous profession.

(4) Such losses of life and property from fire are unacceptable to the Congress.

(5) While fire prevention and control is and should remain a State and local responsibility, the Federal Government must help if a significant reduction in fire losses is to be achieved.

(6) The fire service and the civil defense program in each locality would both benefit from closer cooperation.

(7) The Nation’s fire problem is exacerbated by (A) the indifference with which some Americans confront the subject; (B) the Nation’s failure to undertake enough research and development into fire and fire-related problems; (C) the scarcity of reliable data and information; (D) the fact that designers and purchasers of buildings and products generally give insufficient attention to fire safety; (E) the fact that many communities lack adequate building and fire prevention codes; and (F) the fact that local fire departments spend about 95 cents of every dollar appropriated to the fire services on efforts to extinguish fires and only about 5 cents on fire prevention.

(8) There is a need for improved professional training and education oriented toward improving the effectiveness of the fire services, including an increased emphasis on preventing fires and on reducing injuries to firefighters.

(9) A national system for the collection, analysis, and dissemination of fire data is needed to help local fire services establish research and action priorities.

(10) The number of specialized medical centers which are properly equipped and staffed for the treatment of burns and the rehabilitation of victims of fires is inadequate.

(11) The unacceptably high rates of death, injury, and property loss from fire can be reduced if the Federal Government establishes a
coordinated program to support and reinforce the fire prevention and control activities of State and local governments.

PURPOSES

Sec. 3. It is declared to be the purpose of Congress in this Act to—
(1) reduce the Nation's losses caused by fire through better fire prevention and control;
(2) supplement existing programs of research, training, and education, and to encourage new and improved programs and activities by State and local governments;
(3) establish the National Fire Prevention and Control Administration and the Fire Research Center within the Department of Commerce; and
(4) establish an intensified program of research into the treatment of burn and smoke injuries and the rehabilitation of victims of fires within the National Institutes of Health.

DEFINITIONS

Sec. 4. As used in this Act, the term—
(1) "Academy" means the National Academy for Fire Prevention and Control;
(2) "Administration" means the National Fire Prevention and Control Administration established pursuant to section 5 of this Act;
(3) "Administrator" means the Administrator of the National Fire Prevention and Control Administration;
(4) "fire service" means any organization in any State consisting of personnel, apparatus, and equipment which has as its purpose protecting property and maintaining the safety and welfare of the public from the dangers of fire, including a private firefighting brigade. The personnel of any such organization may be paid employees or unpaid volunteers or any combination thereof. The location of any such organization and its responsibility for extinguishment and suppression of fires may include, but need not be limited to, a Federal installation, a State, city, town, borough, parish, county, fire district, fire protection district, rural fire district, or other special district. The terms "fire prevention", "firefighting", and "firecontrol" relate to activities conducted by a fire service;
(5) "local" means of or pertaining to any city, town, county, special purpose district, unincorporated territory, or other political subdivision of a State;
(6) "Secretary" means the Secretary of Commerce; and
(7) "State" means any State, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Canal Zone, Guam, American Samoa, the Trust Territory of the Pacific Islands and any other territory or possession of the United States.

ESTABLISHMENT OF THE NATIONAL FIRE PREVENTION AND CONTROL ADMINISTRATION

Sec. 5. (a) Establishment of Administration.—There is hereby established in the Department of Commerce an agency which shall be known as the National Fire Prevention and Control Administration.

(b) Administrator.—There shall be at the head of the Administration the Administrator of the National Fire Prevention and Control Administration. The Administrator shall be appointed by the Presi-
dent, by and with the advice and consent of the Senate, and shall be compensated at the rate now or hereafter provided for level IV of the Executive Schedule pay rates (5 U.S.C. 5315). The Administrator shall report and be responsible to the Secretary.

c) Deputy Administrator.—There shall be in the Administration a Deputy Administrator of the National Fire Prevention and Control Administration who shall be appointed by the President, by and with the advice and consent of the Senate, and who shall be compensated at the rate now or hereafter provided for level V of the Executive Schedule pay rates (5 U.S.C. 5316). The Deputy Administrator shall perform such functions as the Administrator shall, from time to time, assign or delegate, and shall act as Administrator during the absence or disability of the Administrator or in the event of a vacancy in the office of Administrator.

PUBLIC EDUCATION

SEC. 6. The Administrator is authorized to take all steps necessary to educate the public and to overcome public indifference as to fire and fire prevention. Such steps may include, but are not limited to, publications, audiovisual presentations, and demonstrations. Such public education efforts shall include programs to provide specialized information for those groups of individuals who are particularly vulnerable to fire hazards, such as the young and the elderly. The Administrator shall sponsor and encourage research, testing, and experimentation to determine the most effective means of such public education.

NATIONAL ACADEMY FOR FIRE PREVENTION AND CONTROL

SEC. 7. (a) Establishment.—The Secretary shall establish, at the earliest practicable date, a National Academy for Fire Prevention and Control. The purpose of the Academy shall be to advance the professional development of fire service personnel and of other persons engaged in fire prevention and control activities.

(b) Superintendent.—The Academy shall be headed by a Superintendent, who shall be appointed by the Secretary. In exercising the powers and authority contained in this section the Superintendent shall be subject to the direction of the Administrator.

(c) Powers of Superintendent.—The Superintendent is authorized to—

1. develop and revise curricula, standards for admission and performance, and criteria for the awarding of degrees and certifications;

2. appoint such teaching staff and other personnel as he determines to be necessary or appropriate;

3. conduct courses and programs of training and education, as defined in subsection (d) of this section;

4. appoint faculty members and consultants without regard to the provisions of title 5, United States Code, governing appointments in the competitive service and, with respect to temporary and intermittent services, to make appointments to the same extent as is authorized by section 3109 of title 5, United States Code;

5. establish fees and other charges for attendance at, and subscription to, courses and programs offered by the Academy. Such fees may be modified or waived as determined by the Superintendent;

6. conduct short courses, seminars, workshops, conferences, and similar education and training activities in all parts and localities of the United States;
(7) enter into such contracts and take such other actions as may be necessary in carrying out the purposes of the Academy; and

(8) consult with officials of the fire services and other interested persons in the exercise of the foregoing powers.

(d) PROGRAM OF THE ACADEMY.—The Superintendent is authorized to—

(1) train fire service personnel in such skills and knowledge as may be useful to advance their ability to prevent and control fires, including, but not limited to—

(A) techniques of fire prevention, fire inspection, firefighting, and fire and arson investigation;

(B) tactics and command of firefighting for present and future fire chiefs and commanders;

(C) administration and management of fire services;

(D) tactical training in the specialized field of aircraft fire control and crash rescue;

(E) tactical training in the specialized field of fire control and rescue aboard waterborne vessels; and

(F) the training of present and future instructors in the aforementioned subjects;

(2) develop model curricula, training programs, and other educational materials suitable for use at other educational institutions, and to make such materials available without charge;

(3) develop and administer a program of correspondence courses to advance the knowledge and skills of fire service personnel;

(4) develop and distribute to appropriate officials model questions suitable for use in conducting entrance and promotional examinations for fire service personnel; and

(5) encourage the inclusion of fire prevention and detection technology and practices in the education and professional practice of architects, builders, city planners, and others engaged in design and planning affected by fire safety problems.

(e) TECHNICAL ASSISTANCE.—The Administrator is authorized, to the extent that he determines it necessary to meet the needs of the Nation, to encourage new programs and to strengthen existing programs of education and training by local fire services, units, and departments, State and local governments, and private institutions, by providing technical assistance and advice to—

(1) vocational training programs in techniques of fire prevention, fire inspection, firefighting, and fire and arson investigation;

(2) fire training courses and programs at junior colleges; and

(3) four-year degree programs in fire engineering at colleges and universities.

(f) ASSISTANCE.—The Administrator is authorized to provide assistance to State and local fire service training programs through grants, contracts, or otherwise. Such assistance shall not exceed 4 per centum of the amount authorized to be appropriated in each fiscal year pursuant to section 17 of this Act.

(g) SITE SELECTION.—The Academy shall be located on such site as the Secretary selects, subject to the following provisions:

(1) The Secretary is authorized to appoint a Site Selection Board consisting of the Academy Superintendent and two other members to survey the most suitable sites for the location of the Academy and to make recommendations to the Secretary.

(2) The Site Selection Board in making its recommendations and the Secretary in making his final selection, shall give consideration to the training and facility needs of the Academy, environ-
ment effects, the possibility of using a surplus Government
facility, and such other factors as are deemed important and rele-
vant. The Secretary shall make a final site selection not later than
2 years after the date of enactment of this Act.

(h) Construction Costs.—Of the sums authorized to be appro-
priated for the purpose of implementing the programs of the
Administration, not more than $9,000,000 shall be available for the
construction of facilities of the Academy on the site selected under
subsection (g) of this section. Such sums for such construction shall
remain available until expended.

(i) Educational and Professional Assistance.—The Adminis-
trator is authorized to—

1. provide stipends to students attending Academy courses
and programs, in amounts up to 75 per centum of the expense of
attendance, as established by the Superintendent;

2. provide stipends to students attending courses and non-
degree training programs approved by the Superintendent at
universities, colleges, and junior colleges, in amounts up to 50 per
centum of the cost of tuition;

3. make or enter into contracts to make payments to insti-
tutions of higher education for loans, not to exceed $2,500 per
academic year for any individual who is enrolled on a full-time
basis in an undergraduate or graduate program of fire research
or engineering which is certified by the Superintendent. Loans
under this paragraph shall be made on such terms and subject to
such conditions as the Superintendent and each institution
involved may jointly determine; and

4. establish and maintain a placement and promotion oppor-
tunities center in cooperation with the fire services, for firefighters
who wish to learn and take advantage of different or better career
opportunities. Such center shall not limit such assistance to stu-
dents and graduates of the Academy, but shall undertake to assist
all fire service personnel.

(j) Board of Visitors.—Upon establishment of the Academy, the
Secretary shall establish a procedure for the selection of professionals
in the field of fire safety, fire prevention, fire control, research and
development in fire protection, treatment and rehabilitation of fire
victims, or local government services management to serve as members
of a Board of Visitors for the Academy. Pursuant to such procedure,
the Secretary shall select eight such persons to serve as members of
such Board of Visitors to serve such terms as the Secretary may pre-
scribe. The function of such Board shall be to review annually the
program of the Academy and to make comments and recommendations
to the Secretary regarding the operation of the Academy and any
improvements therein which such Board deems appropriate. Each
member of such Board shall be reimbursed for any expenses actually
incurred by him in the performance of his duties as a member of such
Board.

(k) Accreditation.—The Superintendent is authorized to establish
a Committee on Fire Training and Education which shall inquire into
and make recommendations regarding the desirability of establishing
a mechanism for accreditation of fire training and education programs
and courses, and the role which the Academy should play if such a
 mechanism is recommended. The Committee shall consist of the Super-
intendent as Chairman and eighteen other members appointed by the
Administrator from among individuals and organizations possessing
special knowledge and experience in the field of fire training and edu-
cation or related fields. The Committee shall submit to the Adminis-
trator within two years after its appointment, a full and complete
Termination. report of its findings and recommendations. Upon the submission of such report, the Committee shall cease to exist. Each appointed member of the Committee shall be reimbursed for expenses actually incurred in the performance of his duties as a member.

(1) Admission.—The Superintendent is authorized to admit to the courses and programs of the Academy individuals who are members of the firefighting, rescue, and civil defense forces of the Nation and such other individuals, including candidates for membership in these forces, as he determines can benefit from attendance. Students shall be admitted from any State, with due regard to adequate representation in the student body of all geographic regions of the Nation. In selecting students, the Superintendent may seek nominations and advice from the fire services and other organizations which wish to send students to the Academy.

FIRE TECHNOLOGY

15 USC 2207. Sec. 8. (a) Technology Development Program.—The Administrator shall conduct a continuing program of development, testing, and evaluation of equipment for use by the Nation's fire, rescue, and civil defense services, with the aim of making available improved suppression, protective, auxiliary, and warning devices incorporating the latest technology. Attention shall be given to the standardization, compatibility, and interchangeability of such equipment. Such development, testing, and evaluation activities shall include, but need not be limited to—

(1) safer, less cumbersome articles of protective clothing, including helmets, boots, and coats;
(2) breathing apparatus with the necessary duration of service, reliability, low weight, and ease of operation for practical use;
(3) safe and reliable auxiliary equipment for use in fire prevention, detection, and control, such as fire location detectors, visual and audio communications equipment, and mobile equipment;
(4) special clothing and equipment needed for forest fires, brush fires, oil and gasoline fires, aircraft fires and crash rescue, fires occurring aboard waterborne vessels, and in other special firefighting situations;
(5) fire detectors and related equipment for residential use with high sensitivity and reliability, and which are sufficiently inexpensive to purchase, install, and maintain to insure wide acceptance and use;
(6) in-place fire prevention systems of low cost and of increased reliability and effectiveness;
(7) methods of testing fire alarms and fire protection devices and systems on a non-interference basis;
(8) the development of purchase specifications, standards, and acceptance and validation test procedures for all such equipment and devices; and
(9) operation tests, demonstration projects, and fire investigations in support of the activities set forth in this section.

(b) Limitation.—The Administration shall not engage in the manufacture or sale of any equipment or device developed pursuant to this section, except to the extent that it deems it necessary to adequately develop, test, or evaluate such equipment or device.

(c) Management Studies.—(1) The Administrator is authorized to conduct, directly or through contracts or grants, studies of the operations and management aspects of fire services, utilizing quantitative techniques, such as operations research, management economics, cost effectiveness studies, and such other techniques and methods as
October 29, 1974 - 7 - Pub. Law 93-498

may be applicable and useful. Such studies shall include, but need not be limited to, the allocation of resources, the optimum location of fire stations, the optimum geographical area for an integrated fire service, the manner of responding to alarms, the operation of citywide and regional fire dispatch centers, firefighting under conditions of civil disturbance, and the effectiveness, frequency, and methods of building inspections.

(2) The Administrator is authorized to conduct, directly or through contracts or grants, research concerning the productivity and efficiency of fire service personnel, the job categories and skills required by fire service personnel, the most effective fire prevention programs and activities, and techniques for accurately measuring and analyzing the foregoing.

(3) The Administrator is authorized to conduct, directly or through contracts, grants, or other forms of assistance, development, testing, and demonstration projects to the extent deemed necessary to introduce and to encourage the acceptance of new technology, standards, operating methods, command techniques, and management systems for utilization by the fire services.

(4) The Administrator is authorized to assist the Nation's fire services, directly or through contracts, grants, or other forms of assistance, to measure and evaluate, on a cost-benefit basis, the effectiveness of the programs and activities of each fire service and the predictable consequences on the applicable local fire services of coordination or combination, in whole or in part, in a regional, metropolitan, or statewide fire service.

(d) Rural Assistance.—The Administrator is authorized to assist the Nation's fire services, directly or through contracts, grants, or other forms of assistance, to sponsor and encourage research into approaches, techniques, systems, and equipment to improve fire prevention and control in the rural and remote areas of the Nation.

(e) Coordination.—In establishing and conducting programs under this section, the Administrator shall take full advantage of applicable technological developments made by other departments and agencies of the Federal Government, by State and local governments, and by business, industry, and nonprofit associations.

NATIONAL FIRE DATA CENTER

Sec. 9. (a) General.—The Administrator shall operate, directly or through contracts or grants, an integrated, comprehensive National Fire Data Center for the selection, analysis, publication, and dissemination of information related to the prevention, occurrence, control, and results of fires of all types. The program of such Data Center shall be designed to (1) provide an accurate nationwide analysis of the fire problem, (2) identify major problem areas, (3) assist in setting priorities, (4) determine possible solutions to problems, and (5) monitor the progress of programs to reduce fire losses. To carry out these functions, the Data Center shall gather and analyze—

(1) information on the frequency, causes, spread, and extinguishment of fires;

(2) information on the number of injuries and deaths resulting from fires, including the maximum available information on the specific causes and nature of such injuries and deaths, and information on property losses;

(3) information on the occupational hazards faced by firefighters, including the causes of deaths and injuries arising, directly and indirectly, from firefighting activities;

15 USC 2209.
136
(8) a model master plan or plans suitable for State and local implementation.

(c) Definition.—For the purposes of this section, a “master plan” is one which will result in the planning and implementation in the area involved of a general program of action for fire prevention and control. Such master plan is reasonably expected to include (1) a survey of the resources and personnel of existing fire services and an analysis of the effectiveness of the fire and building codes in such area; (2) an analysis of short and long term fire prevention and control needs in such area; (3) a plan to meet the fire prevention and control needs in such area; and (4) an estimate of cost and realistic plans for financing the implementation of the plan and operation on a continuing basis and a summary of problems that are anticipated in implementing such master plan.

REIMBURSEMENT FOR COSTS OF FIREFIGHTING ON FEDERAL PROPERTY

Sec. 11. (a) Claim.—Each fire service that engages in the fighting of a fire on property which is under the jurisdiction of the United States may file a claim with the Administrator for the amount of direct expenses and direct losses incurred by such fire service as a result of fighting such fire. The claim shall include such supporting information as the Administrator may prescribe.

(b) Determination.—Upon receipt of a claim filed under subsection (a) of this section, the Administrator shall determine—

(1) what payments, if any, to the fire service or its parent jurisdiction, including taxes or payments in lieu of taxes, the United States has made for the support of fire services on the property in question;

(2) the extent to which the fire service incurred additional firefighting costs, over and above its normal operating costs, in connection with the fire which is the subject of the claim; and

(3) the amount, if any, of the additional costs referred to in paragraph (2) of this subsection which were not adequately covered by the payments referred to in paragraph (1) of this subsection.

(c) Payment.—The Secretary shall forward the claim and a copy of the Administrator’s determination under subsection (b) (3) of this section to the Secretary of the Treasury. The Secretary of the Treasury shall, upon receipt of the claim and determination, pay such fire service or its parent jurisdiction, from any moneys in the Treasury not otherwise appropriated but subject to reimbursement (from any appropriations which may be available or which may be made available for the purpose) by the Federal department or agency under whose jurisdiction the fire occurred, a sum no greater than the amount determined with respect to the claim under subsection (b) (3) of this section.

(d) Amendment.—In the case of a dispute arising in connection with a claim under this section, the Court of Claims of the United States shall have jurisdiction to adjudicate the claim and enter judgment accordingly.

REVIEW OF CODES

Sec. 12. The Administrator is authorized to review, evaluate, and suggest improvements in State and local fire prevention codes, building codes, and any relevant Federal or private codes and regulations. In evaluating any such code or codes, the Administrator shall consider the human impact of all code requirements, standards, or provisions.

15 USC 2210.
in terms of comfort and habitability for residents or employees, as well as the fire prevention and control value or potential of each such requirement, standard, or provision.

FIRE SAFETY EFFECTIVENESS STATEMENTS

15 USC 2212. Sec. 13. The Administrator is authorized to encourage owners and managers of residential multiple-unit, commercial, industrial, and transportation structures to prepare Fire Safety Effectiveness Statements, pursuant to standards, forms, rules, and regulations to be developed and issued by the Administrator.

ANNUAL CONFERENCE

15 USC 2213. Sec. 14. The Administrator is authorized to organize, or to participate in organizing, an annual conference on fire prevention and control. He may pay, in whole or in part, the cost of such conference and the expenses of some or all of the participants. All of the Nation's fire services shall be eligible to send representatives to each such conference to discuss, exchange ideas on, and participate in educational programs on new techniques in fire prevention and control. Such conferences shall be open to the public.

PUBLIC SAFETY AWARDS

15 USC 2214. Sec. 15. (a) Establishment.—There are hereby established two classes of honorary awards for the recognition of outstanding and distinguished service by public safety officers—

(1) the President's Award For Outstanding Public Safety Service ("President's Award"); and

(2) the Secretary's Award For Distinguished Public Safety Service ("Secretary's Award").

(b) Description.—(1) The President's Award shall be presented by the President of the United States to public safety officers for extraordinary valor in the line of duty or for outstanding contribution to public safety.

(2) The Secretary's Award shall be presented by the Secretary, the Secretary of Defense, or by the Attorney General to public safety officers for distinguished service in the field of public safety.

(c) Selection.—The Secretary, the Secretary of Defense, and the Attorney General shall advise and assist the President in the selection of individuals to whom the President's Award shall be tendered and in the course of performing such duties they shall seek and review nominations for such awards which are submitted to them by Federal, State, county, and local government officials. They shall annually transmit to the President the names of those individuals determined by them to merit the award, together with the reasons therefor. Recipients of the President's Award shall be selected by the President.

(d) Limitation.—(1) There shall not be presented in any one calendar year in excess of twelve President's Awards.

(2) There shall be no limitation on the number of Secretary's Awards presented.

(e) Award.—(1) Each President's Award shall consist of—

(A) a medal suitably inscribed, bearing such devices and emblems, and struck from such material as the Secretary of the Treasury, after consultation with the Secretary, the Secretary of Defense, and the Attorney General deems appropriate. The Secretary of the Treasury shall cause the medal to be struck and furnished to the President; and

(B) an appropriate citation.
(2) Each Secretary's Award shall consist of an appropriate citation.

(f) Regulations.—The Secretary, the Secretary of Defense, and the Attorney General are authorized and directed to issue jointly such regulations as may be necessary to carry out this section.

(g) Definitions.—As used in this section, the term "public safety officer" means a person serving a public agency, with or without compensation, as—

(1) a firefighter;
(2) a law enforcement officer, including a corrections or court officer; or
(3) a civil defense officer.

ANNUAL REPORT

SEC. 16. The Secretary shall report to the Congress and the President not later than June 30 of the year following the date of enactment of this Act and each year thereafter on all activities relating to fire prevention and control, and all measures taken to implement and carry out this Act during the preceding calendar year. Such report shall include, but need not be limited to—

(a) a thorough appraisal, including statistical analysis, estimates, and long-term projections of the human and economic losses due to fire;

(b) a survey and summary, in such detail as is deemed advisable, of the research and technology program undertaken or sponsored pursuant to this Act;

(c) a summary of the activities of the Academy for the preceding 12 months, including, but not limited to—

(1) an explanation of the curriculum of study;
(2) a description of the standards of admission and performance;
(3) the criteria for the awarding of degrees and certificates;
and

(4) a statistical compilation of the number of students attending the Academy and receiving degrees or certificates;

(d) a summary of the activities undertaken to assist the Nation's fire services;

(e) a summary of the public education programs undertaken;

(f) an analysis of the extent of participation in preparing and submitting Fire Safety Effectiveness Statements;

(g) a summary of outstanding problems confronting the administration of this Act, in order of priority;

(h) such recommendations for additional legislation as are deemed necessary or appropriate; and

(i) a summary of reviews, evaluations, and suggested improvements in State and local fire prevention and building codes, fire services, and any relevant Federal or private codes, regulations, and fire services.

AUTHORIZATION OF APPROPRIATIONS

Sec. 17. There are authorized to be appropriated to carry out the foregoing provisions of this Act, except section 11 of this Act, such sums as are necessary, not to exceed $10,000,000 for the fiscal year ending June 30, 1973, and not to exceed $15,000,000 for the fiscal year ending June 30, 1976.

FIRE RESEARCH CENTER

Sec. 18. The Act of March 3, 1901 (15 U.S.C. 278), is amended by striking out sections 16 and 17 (as added by title I of the Fire Preven-
tion and Control Act of 1968) and by inserting in lieu thereof the
following new section:

"Sec. 16. (a) There is hereby established within the Department of
Commerce a Fire Research Center which shall have the mission of
performing and supporting research on all aspects of fire with the aim
of providing scientific and technical knowledge applicable to the pre-
vention and control of fires. The content and priorities of the research
program shall be determined in consultation with the Administrator
of the National Fire Prevention and Control Administration. In
implementing this section, the Secretary is authorized to conduct,
directly or through contracts or grants, a fire research program,
including—

"(1) basic and applied fire research for the purpose of arriving
at an understanding of the fundamental processes underlying all
aspects of fire. Such research shall include scientific investigations of

"(A) the physics and chemistry of combustion processes;
"(B) the dynamics of flame ignition, flame spread, and
flame extinguishment;
"(C) the composition of combustion products developed by
various sources and under various environmental conditions;
"(D) the early stages of fires in buildings and other struc-
tures, structural subsystems and structural components in all
other types of fires, including, but not limited to, forest fires,
brush fires, fires underground, oil blowout fires, and water-
borne fires, with the aim of improving early detection capa-
bility;
"(E) the behavior of fires involving all types of buildings
and other structures and their contents (including mobile
homes and highrise buildings, construction materials, floor
and wall coverings, coatings, furnishings, and other com-
bustible materials), and all other types of fires, including
forest fires, brush fires, fires underground, oil blowout fires,
and waterborne fires;
"(F) the unique fire hazards arising from the transporta-
tion and use, in industrial and professional practices, of com-
bustible gases, fluids, and materials;
"(G) design concepts for providing increased fire safety
consistent with habitability, comfort, and human impact in
buildings and other structures; and
"(H) such other aspects of the fire process as may be
deemed useful in pursuing the objectives of the fire research
program;

"(2) research into the biological, physiological, and psychologi-
cal factors affecting human victims of fire, and the perform-
ance of individual members of fire services, including—
"(A) the biological and physiological effects of toxic sub-
stances encountered in fires;
"(B) the trauma, cardiac conditions, and other hazards
resulting from exposure to fire;
"(C) the development of simple and reliable tests for
determining the cause of death from fires;
"(D) improved methods of providing first aid to victims
of fires;
"(E) psychological and motivational characteristics of
persons who engage in arson, and the prediction and cure of
such behavior;
"(F) the conditions of stress encountered by firefights,
the effects of such stress, and the alleviation and reduction of
such conditions; and
"(G) such other biological, psychological, and physiological effects of fire as have significance for purposes of control or prevention of fires; and

"(3) operation tests, demonstration projects, and fire investigations in support of the activities set forth in this section.

"The Secretary shall insure that the results and advances arising from the work of the research program are disseminated broadly. He shall encourage the incorporation, to the extent applicable and practicable, of such results and advances in building codes, fire codes, and other relevant codes, test methods, fire service operations and training, and standards. The Secretary is authorized to encourage and assist in the development and adoption of uniform codes, test methods, and standards aimed at reducing fire losses and costs of fire protection.

"(b) For the purposes of this section there is authorized to be appropriated not to exceed $3,500,000 for the fiscal year ending June 30, 1975 and not to exceed $4,000,000 for the fiscal year ending June 30, 1976."

VICTIMS OF FIRE

SEC. 19. (a) PROGRAM.—The Secretary of Health, Education, and Welfare shall establish, within the National Institutes of Health and in cooperation with the Secretary, an expanded program of research on burns, treatment of burn injuries, and rehabilitation of victims of fires. The National Institutes of Health shall—

1. sponsor and encourage the establishment throughout the Nation of twenty-five additional burn centers, which shall comprise separate hospital facilities providing specialized burn treatment and including research and teaching programs, and twenty-five additional burn units, which shall comprise specialized facilities in general hospitals used only for burn victims;

2. provide training and continuing support of specialists to staff the new burn centers and burn units;

3. sponsor and encourage the establishment of ninety burn programs in general hospitals which comprise staffs of burn injury specialists;

4. provide special training in emergency care for burn victims;

5. augment sponsorship of research on burns and burn treatment;

6. administer and support a systematic program of research concerning smoke inhalation injuries; and

7. sponsor and support other research and training programs in the treatment and rehabilitation of burn injury victims.

(b) Authorization for Appropriation.—For purposes of this section, there are authorized to be appropriated not to exceed $8,000,000 for the fiscal year ending June 30, 1975 and not to exceed $8,000,000 for the fiscal year ending June 30, 1976.

PUBLIC ACCESS TO INFORMATION

Sec. 30. Copies of any document, report, statement, or information 15 USC 2217c received or sent by the Secretary or the Administrator shall be made available to the public pursuant to the provisions of section 552 of title 5, United States Code: Provided, That, notwithstanding the provisions of subsection (b) of such section and of section 1908 of title 18, United States Code, the Secretary may disclose information which concerns or relates to a trade secret—

1. upon request, to other Federal Government departments and agencies for official use;
(2) upon request, to any committee of Congress having jurisdiction over the subject matter to which the information relates;
(3) in any judicial proceeding under a court order formulated to preserve the confidentiality of such information without impairing the proceedings; and
(4) to the public when he determines such disclosure to be necessary in order to protect health and safety after notice and opportunity for comment in writing or for discussion in closed session within fifteen days by the party to which the information pertains (if the delay resulting from such notice and opportunity for comment would not be detrimental to health and safety).

ADMINISTRATIVE PROVISIONS

Sec. 21. (a) Assistance.—Each department, agency, and instrumentality of the executive branch of the Federal Government and each independent regulatory agency of the United States is authorized and directed to furnish to the Administrator, upon written request, on a reimbursable basis or otherwise, such assistance as the Administrator deems necessary to carry out his functions and duties pursuant to this Act, including, but not limited to, transfer of personnel with their consent and without prejudice to their position and ratings.

(b) Powers.—With respect to this Act, the Administrator is authorized to—

(1) enter into, without regard to section 3709 of the Revised Statutes, as amended (41 U.S.C. 5) such contracts, grants, leases, cooperative agreements, or other transactions as may be necessary to carry out the provisions of this Act;
(2) accept gifts and voluntary and uncompensated services, notwithstanding the provisions of section 3679 of the Revised Statutes (31 U.S.C. 666(b));
(3) purchase, lease, or otherwise acquire, own, hold, improve, use, or deal in and with any property (real, personal, or mixed, tangible or intangible), or interest in property, wherever situated; and sell, convey, mortgage, pledge, lease, exchange, or otherwise dispose of property and assets;
(4) procure temporary and intermittent services to the same extent as is authorized under section 3109 of title 5, United States Code, but at rates not to exceed $100 a day for qualified experts; and
(5) establish such rules, regulations, and procedures as are necessary to carry out the provisions of this Act.

(c) Access.—The Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the recipients of contracts, grants, or other forms of assistance that are pertinent to its activities under this Act for the purpose of audit or to determine if a proposed activity is in the public interest.

(d) Inventions and Discoveries.—All property rights with respect to inventions and discoveries, which are made in the course of or under contract with any government agency pursuant to this Act, shall be subject to the basic policies set forth in the President’s Statement of Government Patent Policy issued August 23, 1971, or such revisions of that statement of policy as may subsequently be promulgated and published in the Federal Register.

(e) Coordination.—To the extent practicable, the Administrator shall utilize existing programs, data, information, and facilities already available in other Federal Government departments and agencies and, where appropriate, existing research organizations, centers,
and universities. The Administrator shall provide liaison at an appropriate organizational level to assure coordination of his activities with State and local government agencies, departments, bureaus, or offices concerned with any matter related to programs of fire prevention and control and with private and other Federal organizations and offices so concerned.

ASSISTANCE TO CONSUMER PRODUCT SAFETY COMMISSION

Sec. 22. Upon request, the Administrator shall assist the Consumer Product Safety Commission in the development of fire safety standards or codes for consumer products, as defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.).

CONFORMING AMENDMENTS

Sec. 28. Section 12 of the Act of February 14, 1903, as amended (15 U.S.C. 1511), is amended to read as follows:

"BUREAUS IN DEPARTMENT"

"Sec. 12. The following named bureaus, administrations, services, offices, and programs of the public service, and all that pertains thereto, shall be under the jurisdiction and subject to the control of the Secretary of Commerce:

(a) National Oceanic and Atmospheric Administration;
(b) United States Travel Service;
(c) Maritime Administration;
(d) National Bureau of Standards;
(e) Patent Office;
(f) Bureau of the Census;
(g) National Fire Prevention and Control Administration; and
(h) such other bureaus or other organizational units as the Secretary of Commerce may from time to time establish in accordance with law."

Approved October 29, 1974.

LEGISLATIVE HISTORY:

HOUSE REPORTS: No. 93-795 accompanying H.R. 11089 (Comm. on Science and Astronautics) and Res. 93-1277 and 93-1413 (Committees of Conference).

SENATE REPORTS: No. 93-470 (Comm. on Commerce) and Nos. 93-1088 and 93-1211 (Committees of Conference).

CONGRESSIONAL RECORD
Oct. 9, House agreed to conference report.
Oct. 10, Senate agreed to conference report.

WEEKLY COMPILATION OF PRESIDENTIAL DOCUMENTS:
United States Fire Administration  
- Strategic Goal and Objectives -

I. GOAL (FEMA Strategic Goal #1)  
“Protect lives and prevent the loss of property from natural and technological hazards.”

II. OBJECTIVE (USFA’s 10-Year Objective)  
“Reduce Loss of Life from Fire-Related Hazards by 30%”  
(Achieve a 15% Overall Loss in 5 Years)

PERFORMANCE MEASURE: 1998 NFDC Baseline Data

III. STRATEGIES & MEANS

1. Reduce Loss of Life in the “14 Years and Younger” Age Group  
(50% Reduction over 10 Years)

Devise Means To:
- Capitalize on existing community-based coalitions
- Reach appropriate media
- Affect human physiology that relates to mobility during fires

2. Reduce Loss of Life in the “65 Years and Older” Age Group  
(50% Reduction over 10 Years)

Devise Means To:
- Capitalize on existing community-based coalitions
- Reach appropriate media
- Affect human physiology that relates to mobility during fires

3. Reduce Loss of Life Among Firefighters  
(50% Reduction over 10 Years)

Devise Means To:
- Create incentives for safe behaviors through partnerships with the insurance industry and by affecting appropriate legislation
- Foster programs in fire departments that eliminate high risk behaviors

4. Identify 2,500 Communities in which the fire department is a partner in the Community Multi-Hazard Risk Reduction Plan

5. Respond to Emergent Issues

IV. DELIVERY FORMATS

1. Technical Assistance
2. Courses
3. Partnerships
4. Research
5. Publications
6. Multi-Media
7. Other
Kenamore & Klinkow, an archives/library consulting firm, was founded in 1997 and is based in Wilmette, Illinois. Jane Kenamore has over twenty-five years of archives experience at the following institutions: The Art Institute of Chicago, the American Medical Association, and the Rosenberg Library, Galveston, Texas. She also served as Director of Education for the Society of American Archivists from 1989-1995. Kenamore is active in the Society of American Archivists, having served on the governing Council from 1998-2000, and on the executive committee of the Council in 2000-2001. She served on the Board of the Academy of Certified Archivists from 1995-1997, and in that capacity chaired the Examination Development Committee. She was a candidate for president of ACA in 2002.

Margaret Klinkow is also a certified archivist and has over twenty years of library and archives experience, including most recently the archives/library of the Frank Lloyd Wright Home and Studio Foundation (Oak Park, Illinois) and the two libraries of Providence-St. Mel School in Chicago. In the course of her career, she has been the chief designer of several libraries/archives. She is active in the Society of American Archivists and the Art Librarians of North America.

For the past five years, Jane Kenamore and Margaret Klinkow have taught “Advanced Archives Management” at the School of Library and Information Science of Dominican University in River Forest, Illinois. This is the only advanced archives course offered in the Chicago area.