

ACCESS INSTRUCTIONS TO THE NARA SUPPLIES CONTAINER

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

1000 Commodore Drive, San Bruno, CA 94066

Contacts during normal business hours:

1. Ken Thomas (650-238-3474) kenneth.thomas@nara.gov
2. George Morash (650-238-3528) george.morash@nara.gov
3. Richard Boyden (650-291-1098) richard.boyden@nara.gov

After hours:

1. David Piff 415-516-2073
2. George Morash 650-678-3297
3. Ken Thomas 650-219-8538

The National Archives and Records Administration is located about 12 miles south of San Francisco, about 5 minutes from the San Francisco International Airport.

Using Highway 101: take the San Bruno exit; proceed west on San Bruno for 2 miles, crossing El Camino Real, until you reach Cherry Ave. Turn right onto Cherry and go north 3 blocks (just past the I-380 overpass); turn right onto Commodore Drive; go 2 blocks on Commodore

Using Highway 280 from San Francisco: proceed south on I-280; exit onto Sneath Lane; go east on Sneath to Cherry Ave. (second stoplight); turn right onto Cherry; turn left onto Commodore Drive; go 2 blocks on Commodore

Using Highway I-280 from the South: exit highway I-280 at San Bruno Ave., proceed east on San Bruno for 2 blocks; turn left onto Cherry Ave.; go 3 blocks on Cherry (just past the I-380 overpass); turn right onto Commodore Drive; go 2 blocks on Commodore

ACCESS TO THE CONTAINER will be via the NARA point of contact, listed above.

NARA staff will meet you at the container and provide access. They will open the container and show you the supplies.

Fill out their form for reporting supplies taken, in duplicate. Verify and sign both copies. NARA will retain one copy, one copy is for your records. All supplies borrowed from NARA must be replaced within 30 days.

We strongly recommend that you bring someone along with considerable upper body strength. The bundles of cardboard boxes are quite heavy and someone strong will be helpful.