

[SAMPLE] MEMORANDUM OF UNDERSTANDING FOR TECHNICAL ASSISTANCE

Between [Agency] and National Archives and Records Administration, Great Lakes Region

Project # 000-11-01

Project description and goals

The National Archives and Records Administration, Great Lakes Region (NARA) will provide records management assistance to [Agency]. The project will include the following:

- Appraising ca 110 cubic feet of records created by Division A between 1947 and 1978 for historical significance. Schedule records under existing agency records manual items where possible. Draft new manual items as necessary and prepare Standard Form 115 for agency submission to NARA.
- Assisting in development of a Vital Records program for [Agency].
- Providing guidance on storage requirements for historically significant photograph collection.
- Assisting [Agency] in writing specifications for selecting off-the-shelf electronic records management software.

Responsibilities of parties

[Agency] will provide NARA staff adequate space, equipment (such as telephone and copier access) and management support to enable efficient work. [Agency] will provide access to pertinent records and suitable facilities in which to review them. NARA will provide staff, time, and its own computer support.

John Doe will be point of contact for [Agency]. Richard Roe will be NARA point of contact.

If either [Agency] or NARA decides to discontinue the agreement, it will notify the other in writing. [Agency] will reimburse NARA for any travel and per diem expenses incurred in completion of this project. [Agency] and NARA will complete and sign a close-out concurrence form at project completion. Project will conclude by September 30, 2011. NARA retains the option to work with [Agency] after project completion to assess project results and impact.

Agency Representative

NARA Representative

NARA Representative

Date _____

Date _____

Date _____