

# National Archives and Records Administration

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## Transmittal Memo

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**DATE:** September 27, 2016

**TO:** Executives, Staff Directors, NHPRC, and OIG

**SUBJECT: Interim Guidance 1653-15, NARA Fees for NARA-made Reproductions of Alien Case Files (A-Files)**

**Purpose of this transmittal memo:** This interim guidance establishes a pilot project testing new fixed fees for the reproductions of Alien Case Files (A-Files).

**Background:** This policy sets fees at \$27.00 for cases where the A-File subject's date of birth is prior to 1890 and \$40.00 where the A-File subject's date of birth is 1890 or after. During the pilot period, the National Archives Trust Fund (BCT) and Research Services will monitor performance to ensure that the new pricing policy recovers the full costs for providing this service.

**Available forms:** NATF Form 37, National Archives Order for Copies of Alien Case Files (A-Files).

**Effective date:** This interim guidance is effective upon date of signature.

**Contact information:** For questions regarding this interim guidance, contact Peter Staub, (XT) in room 5100, AII; on 301-837-2963 or by fax on 301-837-3191.

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Archivist of the United States

# **National Archives and Records Administration**

**Interim Guidance 1653-15**

September 27, 2016

## **SUBJECT: Interim Guidance 1653-15, NARA Fees for NARA-made Reproductions of Alien Case Files (A-Files)**

### **1. What is the purpose of this directive?**

This interim guidance authorizes Research Services to charge a fixed fee for the reproductions of Alien Case Files (A-Files).

### **2. What is the effective date of this directive?**

This policy is effective on the date of signature and will remain in effect until NARA has collected sufficient data to assess the fee. Typically, this is one-year from the effective date.

### **3. Why is NARA establishing fees for A-File reproductions?**

- i. Research Services approached the National Archives Trust Fund (BCT) with a proposal to pilot package pricing for reproductions of A-Files. The package approach is used to both simplify the administrative burden placed on NARA staff and to provide a fair and clear pricing model to the public.
- ii. Through significant data analyses, it was determined that BCT could provide (and could adequately recover its costs through) a two-tiered pricing model.

### **4. What are the fees for A-File reproductions?**

The fee is \$27.00 for cases where the A-File subject's date of birth is prior to 1890 and \$40.00 where the A-File subject's date of birth is 1890 or after.

### **5. How should I charge for reproductions of A-Files?**

The fees collected for these types of reproductions will be automated. Funds will be deducted from a customer's account per print. Below are some examples of pricing.

- a. Example 1: The customer orders one A-File with a date of birth of 1847. The customer is charged \$27.00.
- b. Example 2: The customer orders one A-File with a date of birth of 1915. The customer is charged \$40.00.
- c. Example 3: The customer orders one A-File with a date of birth of 1847 and one A-File with a date of birth of 1915. The customer is charged \$67.00 (\$40.00 + \$27.00).

### **6. How can customers order reproductions of A-Files?**

The NATF Form 37, National Archives Order for Copies of Alien Case Files (A-Files) will be placed on Archives.gov for download. Customers may also request an NATF Form 37 by contacting the National Archives at Kansas City or the National Archives at San Francisco.

**7. How will the customer be notified of this new fee?**

Posts will be made on many NARA social media sites (e.g. Facebook). Research Services staff will make a blog post about the new fee and package pricing. The form for ordering the reproductions will be placed on Archives.gov.

**8. Does the fee in this interim guidance apply to records requested under the Freedom of Information Act (FOIA)?**

- a. Yes, for archival materials.
- b. No, for NARA operational records. Fees for copies of NARA operational records requested under FOIA are handled separately (see 36 CFR 1250.50(a)).

**9. What cost elements do the reproduction fees cover?**

44 U.S.C. § 2116(c) permits BCT recover its costs for providing records reproduction services to the public. These costs, where applicable, include:

- a. Salaries and benefits;
- b. Travel and transportation (includes, but is not limited to, travel and transportation of persons, transportation of things, and contract mail service);
- c. Rent, communications, and utilities (includes, but is not limited to, telecommunications, ADP rental, equipment rental, and postage);
- d. Printing and reproductions;
- e. Consulting and other services (includes, but is not limited to, management and professional services, contract labor, and maintenance of equipment);
- f. Payments to other agencies/funds (includes, but is not limited to, work performed in support of reproduction orders, reimbursements, and payments to other agencies and other funds within NARA);
- g. Supplies and materials;
- h. Depreciation; and
- i. System upgrades/replacement.

**10. What is the authority for this directive?**

- a. 44 U.S.C. § 2116(c) authorizes NARA to charge a fee for making or authenticating copies or reproductions of materials transferred to the Archivist's custody.
- b. NARA 101, NARA Organization and Delegation of Authority, authorizes the National Archives Trust Fund Division (BCT) to review and approve requests for new fees and changes to existing fees.
- c. 36 CFR 1258 describes the allowable costs which make up NARA's records reproductions fees, how NARA calculates these fees, how NARA develops and publicizes new records reproductions fees, and NARA's payment and refund policies.

**11. How are records created by this directive maintained under the NARA records schedule?**

- a. The NARA Records Reproduction Fee Schedule (e.g., cost analyses, revisions to existing fees, and additions of new products and fees) is maintained by BCT using file numbers 214-1 and 214-2 ("NARA Fee Schedule Files").

- b. Records documenting customer payments for reproductions of holdings in Archives 1 and 2 will be cut off annually (at the end of the fiscal year) and destroyed six years from the cut-off date.

**12. What office may I contact for more information?**

For questions regarding this interim guidance, contact BCT in room 5100, AII; on 30- 837-2963 or by fax on 301-837-3191.

The answers to most questions regarding BCT fee schedules can be found in NARA 1653, NARA Records Reproductions Fee Schedule Procedures.