

National Archives and Records Administration

Transmittal Memo

DATE: February 18, 2015

TO: All Staff

SUBJECT: NARA 213, Printing Procurement (Including Stationery and Business Cards)

Purpose: This directive and its supplement provide requirements and guidance for procuring printing and duplication services for NARA publications, stationery (envelopes and letterhead), business cards, and other products.

Significant changes:

- Incorporates guidance for printing stationery and business cards that was previously detailed in separate directives.
- Requires NARA field offices to order all printing other than duplication at FedEx Office locations through NARA's Creative Development Staff (SCP), since it includes the agency's only professional printing specialist.
- Directs all NARA offices to follow the specialized technical recommendations of SCP's design and production staff to ensure production quality and cost-efficiency.
- Explains how NARA offices are notified of the final costs of printing for each project and clarifies the procedures for the Government Printing Office (GPO) Express Card used at FedEx Office.
- Includes printing requests as a 3-1-1 service.

Available forms:

- GPO Form 3001, GPOExpress Participation Request
- NA Form 14122, Request for Creative Development Services

Cancelled forms: None

Cancelled policies:

- NARA 213 (NARA Printing Procurement) dated August 22, 2007;
- NARA 206 (Ordering NARA Stationery – Formal Letterhead and Envelopes) dated February 24, 2011; and
- NARA 122 (Purchasing Business Cards) dated September 4, 2012.

Related policies:

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- NARA 105, Visual Identity;
- NARA 201, NARA Correspondence;
- NARA 205, Forms Management;
- NARA 501, NARA Procurement; and
- NARA 501, NARA Government-Wide Commercial Purchase Card and Micro-Purchase Guide.

Effective date: This policy is effective date of signature.

Contact information: For questions on this policy, please contact NARA's Printing Officer within the Creative Development Staff (SCP).

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Deputy Archivist of the United States

National Archives and Records Administration

NARA 213
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213.1 Policy.

- a. All printing jobs must be done by the Government Printing Office (GPO), with the following exceptions:
 - i. Jobs that fall at or below the threshold for micro-purchases may go to FedEx Office under the GPOExpress program, but may not go to any other vendor.
 1. NARA 501 S1, NARA Government-Wide Commercial Purchase Card and Micro-Purchase Guide, describes this threshold, which is subject to change.
 2. Purchases at FedEx Office must be made using a GPOExpress card.
 - ii. Jobs that fall at or below the threshold for micro-purchases and are being paid for by the NARA Trust Fund may go to any vendor.
 - iii. Emergency interim orders for business cards may be placed with FedEx Office using a GPOExpress card.
- b. NARA's Printing Officer within the Creative Development Staff (SCP) procures printing jobs from GPO for all NARA offices and business units, with the exception of the Office of the Federal Register (F) which performs its own printing procurement. Field units may not place orders directly with GPO's regional offices.
- c. NARA units cannot opt to duplicate materials in bulk (generally anything over 100 copies) on photocopiers and office printers to avoid printing procurement policies, with the exception of letters prepared for the Archivist's signature by the Congressional Affairs Staff (NCON), when FedEx Office cannot meet its urgent turnaround requirements.
- d. Offices are not required to procure non-print publications (e.g., DVD, e-book, etc.) through SCP and GPO.
- e. Offices are required to use standard stationary and business card designs provided by SCP unless they have an alternate, approved logo authorized under NARA 105, Creation, Approval and Use of NARA Logos.

213.2 Coverage.

This policy applies to all business units unless otherwise noted.

213.3 Responsibilities.

- a. The Creative Development Staff (SCP)
 - i. Provides printing procurement services for all printing services;
 - ii. Is GPO's NARA centralized contact for the GPOExpress Program;
 - iii. Sets print quantities, procures, and maintains stock of stationary for Archives I users;
 - iv. Solicits information and places stationary orders annually for units outside of Archives I and II

- b. The Facility and Property Management Division (BF) requests printing and maintains stocks of stationery for Archives II.
- c. Executives/staff directors determine which positions require business cards.
- d. Supervisors approve employee requests for business cards.

213.4 Procedures.

- a. Procedures for procuring printing jobs, issuing GPOExpress cards, obtaining letterhead and business cards, and how to request printing services are found in the attached supplement.
- b. Staff are encouraged to use the 3-1-1 system for more information about printing procurement.

213.5 Definitions.

- a. Duplication - Reproduction by electrostatic copiers.
- b. Printing - the processes of presswork, binding, and microform; the equipment used in these processes; and the end items produced.

213.6 Authorities

- a. 244 USC 501. Government Printing, Binding, and Blank-Book Work to be Done at Government Printing Office – Requires “all printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government...” to be done at the Government Printing Office. Allows certain exceptions to such prohibition.
- b. Public Law 102-392, Title II, SEC. 207 (a)(1) - Prohibits the use of such funds for the procurement of any printing related to the production of government publications, unless such procurement is by or through GPO. Allows certain exceptions to such prohibition.
- c. 48 CFR 8.8 (FAR). Acquisition of Printing and Related Supplies - Provides policy for the acquisition of Government printing and related supplies.
- d. 21 U.S. Op. Off. Legal Counsel 150, 1997 WL 1188110 (O.L.C.), Use of General Agency Appropriations to Purchase Employee Business Cards, dated August 11, 1997. Through this Department of Justice (DOJ) authority, it is determined that an agency's general appropriation may be used under certain circumstances to pay for employee business cards.

213.6 Releasability.

Unlimited. This directive is approved for public release.

213.7 Records Management.

- a. SCP:
 - i. Designs (artwork, digital files) and printing specifications for stationery and business cards – Use File no. 233, “Stationery Files.”
 - ii. Printing orders placed through GPO and other sources – Use file no. 234, “Printing Requisition Files.”
 - iii. Publication job materials:

1. Printers' galleys, graphics, working papers, copies of publications, and related records – See file no. 1005-3.
2. Photographs, negatives, and prints used in publications – Maintain under file no. 1005-4.
- b. Federal Records Center Program (AF), Information Security Oversight Office (AISOO), National Declassification Center (ANDC), Office of Government and Information Services (AOGIS), National Archives Trust Fund (BCT), Office of Presidential Libraries (LP), and National Historical Publications & Records Commission (NHPRC) (see subpars. 213.13a (2) and 213.14b[5]): For custom designs (artwork, digital files) and printing specifications for formal letterhead, other stationery, and business cards – Use file no. 233.
- c. Authors/Product managers (the NARA unit head who originates material for publication or requests product development/printing services from SCP) – For publication job materials:
 - i. Federal Records Centers (EXCEPT National Personnel Records Center and Federal Records Center – Suitland), Field Support Offices (EXCEPT Suitland) and Archival Operations units in the East, St. Louis, Midwest, and West – Follow instructions for file no. 1618, "Regional Outreach."
 - ii. Office of the Federal Register – For Federal Register publications (permanent records), see file nos. 1506-1 and 1506-2.
 - iii. All other organizations in the DC Area (including Suitland), the National Personnel Records Center, and Presidential Libraries – Follow instructions for series under file no. 1005, "NARA Publications":
 1. A record copy of every published product other than administrative printing (routine office publications and printed supplies including stationery, business cards, Kraft envelopes, and forms, etc) is permanent (file no. 1005-1) and must be accessioned into RG 64, Records of the National Archives and Records Administration.
 2. Send two copies of each publication to the Archives Library Information Center (see file no. 1005-2).
 3. For printers' galleys, graphics, working papers, copies of publications, and related records – See file no. 1005-3.
 4. For photographs, negatives, and prints used in publications – Maintain under file no. 1005-4.
- d. Purchase card holders:
 - i. All Federal Records Centers (including National Personnel Records Center and Federal Records Center – Suitland), Field Support Offices (including Suitland) and Archival Operations units in the East, St. Louis, Midwest, and West – For documentation of all printing orders (regardless of cost or printer), use file no. 267-1, "Collections and Expenditures of Funds."
 - ii. All other requesting units (DC area and field, including Presidential Libraries):
 1. For printing orders priced at or below the micropurchase threshold and placed with FedEx Office, GSA Schedule vendors, or commercial sources – Purchase card holders use file no. 519-1b for documentation of orders.

2. For printing orders priced above the micropurchase threshold and placed with GPO (by SCP) or commercial sources – Purchase cardholders use file no. 234.

ATTACHMENTS

Appendix A - GPO Form 3001, GPOExpress Participation Request - Please see attached PDF file for GPO form and instructions.

Appendix B – NA 14122, Request for Creative Development Services - Please see attached PDF file.

Appendix C - Sample Business Card Designs - Please see attached PDF file.

Appendix D - Spreadsheet for Business Card Data - Please see attached Excel spreadsheet file.