

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 2009 PERFORMANCE BUDGET — CONGRESSIONAL JUSTIFICATION

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**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**EXECUTIVE SUMMARY**

The National Archives and Records Administration (NARA) serves American democracy by safeguarding and preserving the records of our Government, ensuring that the people can discover, use, and learn from this documentary heritage. Through maintaining and preserving these records, we ensure continuing access to the essential documentation of the rights of American citizens and the actions of their government. We support democracy, promote civic education, and facilitate historical understanding of our national experience.

To carry out our mission, NARA strives to achieve the six broad goals of our Strategic Plan.

- As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records.
- We will preserve and process records to ensure access by the public as soon as legally possible.
- We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.
- We will provide prompt, easy, and secure access to our holdings anywhere, anytime.
- We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs.
- We will equip NARA to meet the changing needs of our customers.

Following is a high-level summary of our budget request by account:

| <i>(Dollars in Thousands)</i>              | 2007 Enacted     | 2008 Enacted     | 2009 Request     | Change over 2008 |
|--|------------------|------------------|------------------|------------------|
| Operating Expenses                         | \$279,338        | \$315,000        | \$327,783        | \$12,783         |
| Electronic Records Archives                | 45,254           | 58,028           | 67,008           | 8,980            |
| Repairs and Restoration                    | 9,120            | 28,605           | 9,211            | -19,394          |
| NHPRC Grants <sup>[1]</sup>                | 7,425            | 9,500            | 0                | -9,500           |
| <b>Total NARA Request—Appropriations</b>   | <b>\$341,137</b> | <b>\$411,133</b> | <b>\$404,002</b> | <b>-\$7,131</b>  |
| Less: Redemption of Debt                   | -10,026          | -10,896          | -11,842          | -946             |
| <b>Total NARA Request—Budget Authority</b> | <b>\$331,111</b> | <b>\$400,237</b> | <b>\$392,160</b> | <b>-\$8,077</b>  |

[1] FY 2007 and 2008 Enacted level for NHPRC Grants includes \$2,000 thousand that will be realigned and executed in the Operating Expenses account

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**Significant Program Increases:**

**Base increases of \$6,864,000 to maintain current levels of Operating Expenses:**

- Inflationary cost increases (pay raise, facility rates, information technology, and general inflation) ..... \$6,864,000

**Program increases of \$8,045,000 in the Operating Expenses Account:**

- Prepare for the George W. Bush Presidential Library ..... \$6,325,000
- Process and Declassify Presidential Records ..... \$1,600,000
- Supplement Criminal Investigative Staff ..... \$120,000

**Program increase of \$8,980,000 in the Electronic Records Archives Program for the development of the capability for long-term preservation and public access of electronic records**

**Base increase of \$548,000 to maintain current levels in the Repairs and Restoration Account**

**Significant Program Decreases:**

**Decrease of \$2,126,000 for unrequested funding in the Operating Expenses Account**

**Decrease of \$19,942,000 in the Repairs and Restoration Account:**

- Nixon Library Expansion ..... \$7,432,000
- Johnson Library Renovations ..... \$3,760,000
- Kennedy Library Renovations and Expansion ..... \$8,000,000
- Roosevelt Library Renovations ..... \$750,000

**Decrease of \$9,500,000 to the National Historical Publications and Records Commission Grants Program**

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### STRATEGIC OVERVIEW

The citizens of the United States depend on the National Archives and Records Administration (NARA) to protect and preserve records that document the rights of citizens and the work of Government. We hold in trust the records that confer citizenship and benefits, attest to court proceedings, and document service to our nation. From filmmaker to veteran, next-of-kin to patent holder, our customers confidently turn to us knowing the records we maintain are authentic and available. Government agencies also depend on NARA's records management assistance and guidance to help them more effectively carry out their mission.

As the volume of the government's records continues to grow and increase in complexity, NARA will encounter new challenges in achieving our core goals. Changes in information technology expand the types of records we must preserve and make available to the public. As a result, technological obsolescence is one of the great challenges that we face in making original records available. Our most pressing challenges include:

- We must complete the development of the Electronic Records Archives system so that we can preserve at-risk valuable electronic records, including the records of the Bush Presidency, which will come to NARA on January 20, 2009.
- We must meet the challenges of a creating a new Presidential Library. We must prepare for staffing and operating the George W. Bush Library.
- We must address the fixed costs for space and personnel that make up a large portion of NARA's base budget and will continue to do so in the future. Inflationary cost increases in these areas jeopardize NARA's mission unless the base budget covers inflationary increases as well as real increases for additional records storage and support space. NARA will continue to develop strategies to maintain high-quality services while becoming more efficient and cost-effective

#### **FY 2007 Progress**

FY 2007 was the first year that we worked to our new 10-year Strategic Plan, "*Preserving the Past to Protect the Future*," 2006-2016. NARA has made strong progress in meeting the goals of our new Strategic Plan as detailed below.

**Our Nation's Record Keeper.** We continued moving forward in implementing *Strategic Directions for Federal Records Management*, our roadmap to redesign Federal records management practices in the age of electronic records. Many of the initiatives of this plan are now standard practice across the Federal Government. In FY 2007 we surveyed Federal agency records management customers, asking them about their satisfaction with NARA records management services. Results indicate that we met our goal of 80 percent satisfaction with NARA's records management services. We also analyzed the results of last year's pilot survey of Federal Chief Information Officers to better understand their use

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

of records management tools in risk mitigation in preparation for a wider survey in 2008. While CIOs generally had a positive view of the value of records and their usefulness as a tool for risk mitigation, our analysis indicated that NARA and agency records managers still have work to do to make the case for strong records management programs.

We fully deployed the *Toolkit for Managing Electronic Records*, an online resource on NARA's website for Federal agencies to quickly find and share guidance and other information about electronic records management. The information is searchable by topic, occupation, the organization that created the tool, or by words within the descriptive text. This year we added 37 new tools to the Toolkit and held training on the use of the tool. We continue to add content to the tool, making it a valuable one-stop resource.

We conducted a *records management study* to examine headquarters and regional agency records managers' experiences with Records Management Applications (RMA). The study informed NARA staff about the impact of RMA's on Government operations and provided lessons learned to share with Federal agencies. We also assessed how agencies use RMA's to capture and file email records.

We exceeded our goal of increasing by 10 percent the number of first time attendees to *NARA records management training*, with 2,122 first time attendees trained in 2007. Our *records management certification program* has certified 267 new records managers this year, bringing the total of professionally certified records managers to nearly 600 throughout the Federal Government.

Finally, we added *new electronic storage services* in our reimbursable Federal Records Center Program. We now offer Federal agencies the opportunity to store their electronic media in a secure environment, and will soon roll out a service that enables customers to request scanned images of their records via email.

**Preserve and Process.** Our new Strategic Plan includes an aggressive new goal to *deal with our backlog of unprocessed records*. Archival processing involves a series of steps that establish physical and intellectual control of records and culminates in describing records in our online catalog, making them easier and faster to locate for research. This backlog has been growing for decades as we receive records from across the government faster than we can process them. We took steps this year to determine the scope of the problem, examine and adjust our work processes, and develop strategies to measure our progress. Future builds of ERA will provide support for process improvement and efficiency in processing records.

Dealing with multiple agency equities in the classified records in NARA's holdings makes our declassification efforts to meet Executive Order 12958, as amended, very complicated. With the help of our stakeholders in all the Executive Branch agencies that create classified records, we have initiated planning for a collaborative *National Declassification Initiative*. The objective of this initiative is to provide an efficient and effective means of handling the referral of classified records among the various equity holders.

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

One of the most economical ways to preserve records is to ensure that they are housed in space that meets proper storage standards. We completed construction of a *new records center facility in Fort Worth* this year and completed the move of the records from the old facility by the end of the year. We have also begun moving records out of the *Kansas City* records center into the caves in Lenexa, KS.

We are delighted that the *Nixon Library* in Yorba Linda, CA, is now part of the National Archives system of Presidential libraries. Formal acceptance occurred July 2007. We have begun moving artifacts stored in College Park, MD, to Yorba Linda, and have taken over full library and museum operations.

**Meeting Electronic Records Challenges.** The *Electronic Records Archives* (ERA) is our leading-edge system that will capture electronic records and information, regardless of format, save them permanently, and make them accessible on whatever hardware or software is currently in use. NARA's strong oversight of the contractor's work gave indication earlier this year that there were various problems in the development of the first incremental build of the system. These problems have led to a delay in delivery of this system for use in NARA operations from September 2007 to June 2008. However, NARA and the system contractor are working collaboratively on a comprehensive effort to correct or eliminate the conditions that created the problems including an almost total replacement of the contractor's development team. A separate team is working to develop the additional capabilities needed for ERA to address the special requirements related to the transfer, management, and access to Presidential electronic records. A prototype of these functions was demonstrated in September 2007, and the contractor is on schedule to deliver the required software in FY 2008. We continue to map legacy electronic records systems to ERA in preparation for a transition from outdated tracking and storage systems to ERA. In addition, reviews of legacy data are being conducted to ensure that data are ready for migration to ERA. While the ERA is in development we continue to meet our goals of processing and storing electronic records in a stable environment.

**Expanding Opportunities for Access.** We continued to add descriptions of our holdings to the *Archival Research Catalog* (ARC), our online catalog of NARA's nationwide holdings. We exceeded our target for having 55 percent of our holdings described in ARC this year. We described 56 percent of our traditional holdings, 57 percent of our artifact holdings, and 99 percent of our electronic holdings.

One indication of the quality and interest in the information we provide is that nearly 35 million visitors accessed our web sites this year. To help us continue to improve our web services, we use information gathered in an *online survey* on our main public web site, *archives.gov*. This survey, which uses the American Customer Satisfaction Index, gives us valuable information from our customers and we used the results to make improvements to our site.

We took some exciting new steps toward making more of our *archival holdings available online*. NARA entered into a *partnership* with Footnote, Inc., to digitize select holdings, beginning with materials currently on microfilm, making them available to the public on the Footnote web site and in NARA research rooms nation-wide. Through this non-exclusive agreement, NARA receives a set of digitized images of these holdings and their metadata, which we will be able to make available to the public in 5 years through the NARA website in addition to our

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

research rooms. These holdings will be described in our online catalog. We developed and collected public comment on our digitization plan and some guiding principles for our partnerships, and collected public comment on another proposed partnership.

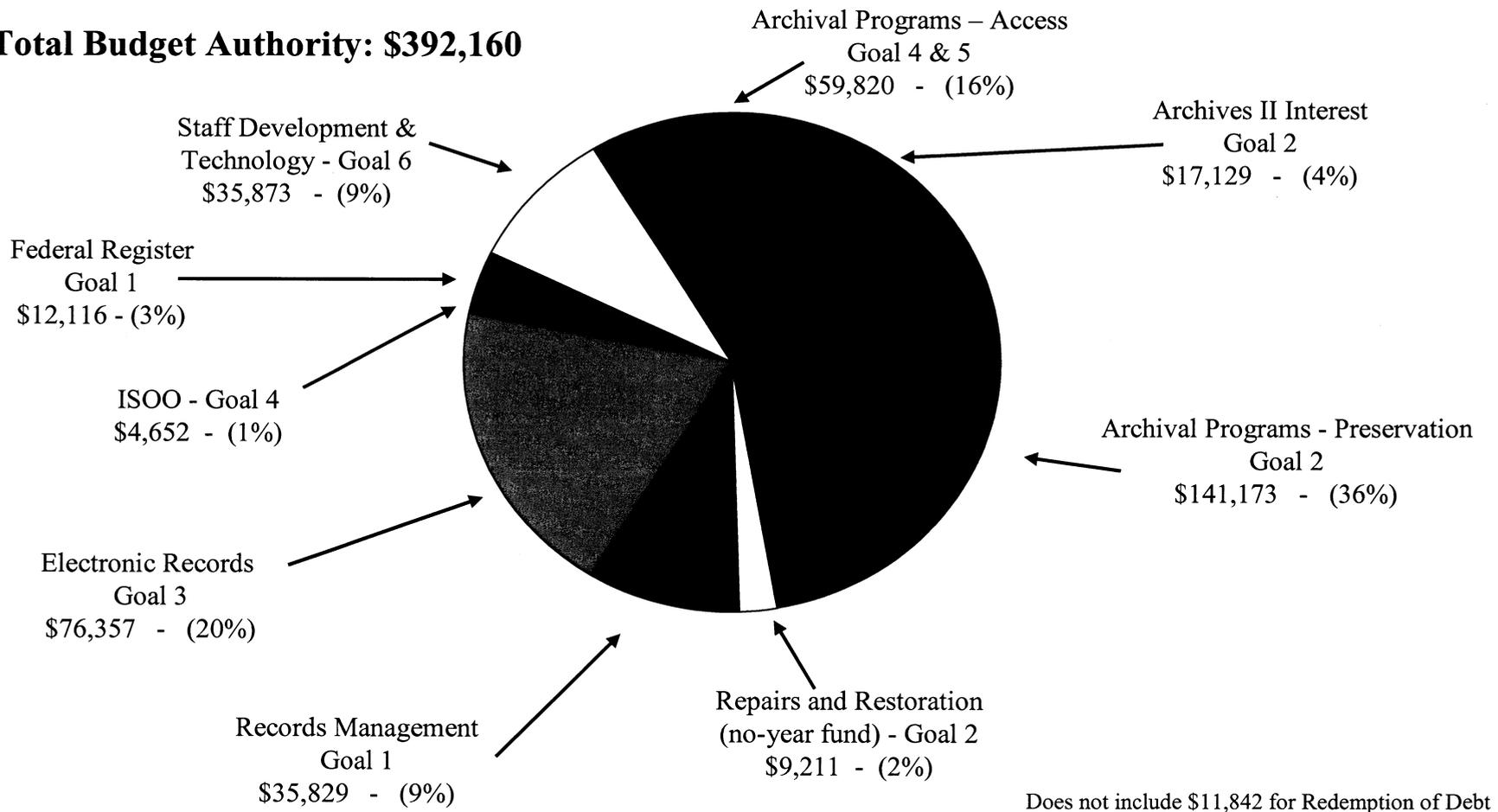
We continued to provide *outstanding customer service* exceeding our FY 2007 targets in nearly every area. Ninety-three percent of the written requests we received from customers were answered within 10 working days, exceeding our goal of 90 percent. Eighty-eight percent of Freedom of Information Act (FOIA) requests for Federal records were completed within 20 working days, exceeding our target of 85 percent.

**Civic Literacy.** We engaged in a number of activities aimed at *improving the level of civic literacy* throughout the country. We launched a new exhibit “School House to White House: The Education of the Presidents” to engage the public in a more personal understanding of our Presidents in their youth. Our Presidential libraries have developed a number of system-wide and bilateral projects, including forthcoming conferences on the Supreme Court and the Presidency at the Roosevelt Library. Together, the libraries have also launched on the Internet a *Presidential Timeline*, a source of documents, photographs and audio and video clips and education-based activities. In September, C-SPAN began a series of two-hour, live programs from the 12 presidential libraries in sequence from Hoover to Clinton. We continued our successful *American Conversations*—a series of information public conversations between the Archivist and public figures. Past conversations have included Academy Award winning filmmaker, Ken Burns; Senator Hillary Rodham Clinton; Lynne Cheney; and Historian John Hope Franklin, among others.

In summary, in all areas we fulfilled the promises we made that were the basis for the funding we received in FY 2007. More information about these and other efforts are available in our 2007 Performance and Accountability Report, published on November 15, 2007, and available on our website at <http://www.archives.gov/about/plans-reports/performance-accountability/>. With FY 2008 appropriations, we will maintain key programs that support the six goals in our Strategic Plan. We believe this FY 2009 request reflects the critical initiatives and basic needs that should be funded for NARA to fulfill its mission and meet the significant expectations from the public and rest of Government. (Exhibit 300s and this Performance Budget are available online at <http://www.archives.gov/about/plans-reports/>.) The funds we are requesting, detailed in the following pages, will allow NARA to fulfill legal mandates, Administration directions, safety and security requirements, and customer service expectations.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**  
**FY 2009 Performance Budget Request by Function**  
*(dollars in thousands)*

**Total Budget Authority: \$392,160**



**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**JUSTIFICATION OF REQUESTED INCREASES**

The Strategic Overview outlined the considerable mission and challenges confronting NARA. Here are the specific budget increases the budget request's for FY 2009 that will allow NARA to:

- Meet on-going operational requirements
- Continue building the Electronic Records Archives
- Prepare for the George W. Bush Presidential Library
- Process and declassify Presidential records
- Supplement criminal investigative staff

**BASE INCREASE**

*For 2009, the Budget requests an increase of \$6,864,000 to base programs to meet on-going operational requirements.*

**Inflationary Cost Increases**

For FY 2009, the Budget requests \$6,864,000 for Congressionally enacted pay raises, rent and contract increases, operation and maintenance of NARA-owned facilities, and license and access fees for technology.

NARA has a unique mission within the Federal Government of identifying, accessioning, protecting, ensuring preservation, and making available for use the important documents created throughout the Government from the President to Congressional committees to arguments before the Supreme Court to satellite imagery of the changing earth. What we do on behalf of the Government and the American citizens requires people and buildings. The vast majority

of NARA's operating expenses are for salaries and facility-related costs.

During the past six years, our archival holdings have continued to grow. This has resulted in a growing backlog of records to be processed and preserved. We will continue to undertake efficiency producing measures to ensure that NARA has the most cost-effective operations possible. The resources included in the Budget will also help NARA in meeting the challenges it faces in processing and preserving records.

NARA has also experienced increased facility costs over the last six years because of inflation and the addition of new space including the Nixon Presidential Library, Clinton Presidential Library, the Southeast Regional Archives, space at the Reagan, Ford, and Roosevelt Libraries, and low cost leased underground storage to meet space demands for records storage. NARA is also preparing for the addition of the George W. Bush Presidential Library. The funding provided in the FY 2009 President's Budget will help maintain NARA operated facilities. Also, NARA will continue to investigate and develop the most cost-effective and efficient strategies to store and preserve records.

One example of NARA's cost saving efforts is the energy conservation measures that led to their achievement of a "green" energy usage rating from the Department of Energy. However, the continued growth in record holdings will present increasing challenges to develop strategies to limit costs and increase efficiency.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**OPERATING EXPENSES INCREASES**

*For FY 2009, the Budget requests \$8,045,000 and 40 FTE for new expenses and needs involving security, preservation, access, privacy, infrastructure, and support services. Fulfilling this request will enable NARA to:*

- *Prepare for the George W. Bush Presidential Library*
- *Process and declassify Presidential records*
- *Supplement criminal investigative staff*

**Prepare for the George W. Bush Presidential Library**

For FY 2009, the Budget requests \$6,325,000 and 24 FTE to staff and operate the Bush Presidential Materials Project.

As authorized by the Presidential Libraries Acts of 1955 and 1986, NARA oversees a system of 12 Presidential Libraries from Presidents Herbert Hoover to William Clinton. Through these Libraries, NARA provides access to the records of Presidential administrations and allows the public to see first-hand the documentary evidence of actions that helped to shape our nation.

NARA provides for the transfer and processing of the official records of each Presidential administration. At the end of the George W. Bush Administration, NARA will work with the White House and Department of Defense to ensure that Presidential records and materials are inventoried and appropriately transported and housed in a temporary facility in Texas. NARA will pay the Department of Defense for air transport of the Presidential materials as well as for military personnel support. NARA must also rent, outfit, and

maintain a facility that will function as the temporary George W. Bush Presidential Materials Project until the donation or perpetual leasing and acceptance by the Government of a permanent George W. Bush Presidential Library.

Staff at the temporary facility will begin work immediately to ensure the preservation of materials, establish initial physical and intellectual control, and to begin the processing of the records under the terms of the Presidential Records Act (PRA) of 1978, and to provide access to those records as required by law. The records and other materials to be transferred to the project site, along with the electronic records created during the Administration, will make this the largest Presidential collection in the system.

Because the PRA mandates the records of the Administration be available under the Freedom of Information Act (FOIA) five years after the President leaves office, early and adequate staffing prepares the Presidential Library to respond to researcher demands. As staff develops the specialized knowledge required for processing the records, NARA will be able to fulfill legal mandates, answer special access requests and meet the public's expectations of access. Adequate staff will ensure that the early days of the Library will be effective and efficient.

In recognizing the challenges of caring for and making available these materials, the Budget is requesting additional archival and archival support staff needed to assume responsibility for managing the Bush materials. The scope of the collection, together with statutory access demands, requires increased resources.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**Process and Declassify Presidential Records**

For FY 2009, the Budget requests \$1,600,000 and 15 FTE for Presidential records processing and declassification.

NARA faces considerable challenges and responsibilities in the processing and declassification review of Presidential records. The Presidential records at the Libraries document the Presidency and are at the highest policy level of government. These records document crucial decisions and policy and are, therefore, highly sought-after by the research public.

One of the biggest challenges that NARA faces is a backlog of Presidential records requests that need to be processed. When the Presidential Records Act (PRA) was enacted in 1978, it was assumed that during the first five years after a President left office, the library staff would complete a significant amount of processing before the records became available to FOIA requests. However, NARA's experience with Reagan, Bush, and Clinton Presidential records has been that during the initial five years, special access requests by the President, the Congress, or the courts have taken most of the archivists' time. Therefore, only a small percentage of Presidential records have been immediately available at the five year-point, and as these records become subject to FOIA, answering these requests requires staff to process records that have not been previously reviewed in accordance with the statutory requirements.

The Reagan and Bush Libraries estimate that the backlogs of requests now average five years for classified records and four years for unclassified records. The Clinton Library, whose records became subject to FOIA on January 20, 2006, received 336 cases totaling more than 9.3 million pages in the first year—the largest number of

requested records ever received by a Library. Because of the increased volume of records, particularly the exponential growth of electronic records in each successive Administration, archival staffs at libraries with Presidential records have been unable to meet the demands for access. Coupled with large numbers of special access requests in the early years of each Library, a disappointing number of records as a percentage of the overall holdings of each of these libraries were able to be processed during the five year window. FOIA requests now wait in queues for some time before processing begins.

Therefore, the Budget requests additional archival staff to address the enormous FOIA processing needs for both textual and electronic Presidential records. While the Office of Presidential Libraries is examining ways to make the processing of Presidential records more efficient, without adequate staff and resources devoted to processing Presidential records and declassification, FOIA backlogs will continue to grow, in-demand and complex electronic records will not get needed attention, and Presidential records will not be reviewed for declassification in compliance with the EO 12958, as amended, deadlines.

The Budget's request for \$1,600,000 will be used to hire and train 15 additional FTE for Presidential records processing. This funding will enhance NARA's ability to process Presidential records to meet statutory obligations and strategic goals. NARA will be more adequately staffed to meet both FOIA and special access requests. They will dedicate eight positions to decreasing the textual FOIA backlog at the Reagan, Bush, and Clinton Libraries. The remaining seven FTE will be dedicated to processing Presidential electronic records.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**Supplement Criminal Investigative Staff**

For FY 2009, the Budget requests \$120,000 and 1 FTE for Inspector General criminal investigations.

NARA holdings command high value in the open market, and with the Internet, that market has exploded. With electronic trading platforms such as eBay, anyone who pilfers NARA's holdings can instantly become a dealer. NARA has been working to educate and partner with collectors, traders, auctioneers, archivists, and the general public so that they are better able to identify alienated Federal records. Without criminal investigators to capture and act upon information received from the public, we risk losing pieces of our nation's history. NARA's request for \$120,000 will be used to hire an additional criminal investigator to help address the Office of the Inspector General's case load and perform proactive investigative work.

**ELECTRONIC RECORDS ARCHIVES INCREASE**

*For FY 2009, the Budget requests an increase of \$8,980,000 over the FY 2008 President's Budget request of \$58,028,000 for the Electronic Records Archives Program. Fulfilling this request will enable NARA to:*

- *Develop capability and capacity for public access to electronic records in ERA.*
- *Develop capability for long-term preservation of electronic records in ERA.*

**Building the Electronic Records Archives**

For FY 2009, the Budget requests an increase of \$8,980,000 for ERA, which includes funding to provide public access and enable long-term preservation and sustained access to electronic records. The increase would bring ERA total funding to \$67,008,000. Of the \$67,008,000, the Budget requests that \$21,213,000 be made available as one-year funding and the remaining \$45,795,000 be made available as three-year funding.

As the Federal Government relies increasingly on computers to carry out its programs, NARA faces a growing and ever more complex challenge of preserving and providing access to the electronic records produced in all three Branches.

These records are created in many forms: text documents, emails, web pages digital photographs, video and audio recordings, spreadsheets, charts, drawings, databases, satellite imagery, geographic information systems and more. The records are also often

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

complex. Emails can have attachments in any form. Web pages and other applications are often interactive. Even text documents sometimes have other documents embedded in them or links to support documents on the Internet.

Preserving electronic records remains an extraordinary challenge because it requires simultaneously guarding against loss of electronic records due to rapid obsolescence of hardware and software, enabling Americans to use the best current technology to find and access the records, and ensuring that the records remain authentic. These three needs are often in conflict with one another.

The Electronic Records Archives is NARA's response to this challenge of preserving authentic electronic records free from specific hardware and software and providing access to authentic records in the future. Authenticity is essential to citizens both to enable them to learn what their government has done and because Federal records often provide key evidence supporting individual rights. Authenticity is also important to the Government itself. A large percent of the requests for electronic records come from Federal agencies.

NARA's Strategic Plan states, "We will address the challenges of electronic records in the Government to ensure success in fulfilling NARA's mission in the digital era." ERA will be incrementally deployed and will embody the key functions of NARA's mission to accept, preserve, and provide access to authentic electronic records.

The FY 2004 appropriation for ERA supported the development of the architecture and overall design for the system. Subsequent appropriations have supported and will support detailed design, development, and operation. The overall effort has been divided into five increments running through 2011. The FY 2005, 2006, and most

of the 2007 appropriations supported the detailed design and development of Increment 1 of this system. Increment 1 includes the infrastructure for the system as well as business functions for both the lifecycle management of all federal records and for the actual transfer and initial preservation of electronic records.

Various problems encountered in the development of Increment 1 have led to a delay in delivery of this system for use in NARA operations from September 2007 to June 2008, and an estimated cost overrun of \$14.9 million, or 12.6 percent of the Increment 1 funding. NARA and the system contractor are working collaboratively on a comprehensive effort to correct or eliminate the conditions that created the problems. A significant part of the delayed delivery resulted from the joint decision to improve the likelihood that the system will meet requirements by adding three deliveries of parts of the Increment 1 system in pilot mode. These pilots enable NARA to conduct extensive functional and security tests on the system, and enable the contractor to address any problems found, prior to formal delivery for production use. The contractor made deliveries in September and December on schedule. NARA completed evaluation of the first delivery in December with a positive assessment. NARA will complete evaluation of the second pilot in late February. The third pilot is scheduled for delivery in March. At formal delivery in April, NARA will conduct comprehensive functional, operational, and security testing to ensure that problems identified in pilot testing have been fixed and no new problems created. In addition to the collaboration on the schedule, the contractor has agreed to compensate for the overrun on the first Increment by absorbing the costs for research on ways to address some of the more technologically challenging ERA requirements, notably in long-term digital preservation and in searching the very heterogeneous records NARA preserves.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

Starting with FY 2007, most funds for system development are devoted to developing the next increment of the system; however, some funds are required for operations and maintenance and some are set aside for planning for the development of the following increment. This is necessary to enable an even development process across the five increments. Approximately \$3,000,000 of the \$32,861,000 in multi-year funds available in FY 2007 was devoted to planning for Increment 2.

The FY 2008 appropriation enables ERA to develop and deploy Increment 2 of the system. Increment 2 will enable NARA to bring in, preserve, manage, and access both federal and presidential electronic records of the current Administration.

Provided the contractor succeeds in meeting the revised schedule for Increment 1, the delayed delivery of the initial system will not impact NARA's ability to take in, preserve and manage both classified and unclassified electronic records of the Executive Office of the President at the end of the current Administration, as this development is being pursued by a separate team on an independent track. This team demonstrated a prototype system addressing the special requirements related to Presidential electronic records in September, and the contractor remains on schedule for delivery of the additional required functionality in the fourth quarter of FY 2008.

A cost overrun in the initial system will probably entail delaying parts of subsequent developments until later than originally planned. The plan for incremental development can accommodate such adjustment within the overall schedule because the original plan assumed that developmental efforts in Increments 4 and 5 would be at significantly lower levels than previously. The contractor will be able to do more development in those phases by retaining development staff at prior levels.

The FY 2009 request will support development and deployment of Increment 3 of the system. Increment 3 will provide, for the first time, public access to records in the system. It will also enable us to begin to provide digital preservation above and beyond physical survival of the files transferred to NARA. Physical preservation alone does not enable people to access electronic records once their formats become obsolete, as most digital formats do. Advanced digital preservation is also required to ensure that the public can trust the National Archives to deliver authentic electronic records. Prior funding levels were not sufficient either to provide public access or to address format obsolescence.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**REPAIRS AND RESTORATION INCREASE**

The Repairs and Restoration portion of NARA's budget consists of an initiative to adjust the funding for the base level for repairs and restorations to \$9,211,000, an increase of \$548,000 over the FY 2008 President's Budget.

Funding in the Repairs and Restoration account is prioritized based on a yearly needs assessment conducted by NARA engineers. NARA owns 16 buildings—the National Archives Building, the National Archives at College Park, 13 Presidential Libraries and Museums (including the new Nixon Presidential Library), and the Southeast Regional Archives outside of Atlanta. The National Archives Building and the Roosevelt Library are on the National Register of Historic Places, and all of the Presidential Libraries are considered by the State Historic Preservation Officers to be eligible. All of these buildings house historically valuable and irreplaceable documents. Millions of visitors go to these facilities to do research, to participate in conferences, and for learning and education opportunities. The Repairs and Restoration account maintains these buildings to meet archival storage requirements and keeps their interiors and exteriors in a proper state of repair.

Starting in FY 1996, Congress provided “no year” funds to a Repairs and Restorations (R&R) account to support necessary repairs to NARA's buildings.

NARA has established a formal business process to identify facility projects and classify them according to their criticality. NARA's Space Management Branch, staffed by five architects and engineers, specializes in building repair and construction. They are supported by contracts with professional architectural and engineering firms to provide support in all building design and construction disciplines.

Under the direction of the Space Management Branch, NARA completes an evaluation (called a Building Condition Report (BCR)) of every NARA-owned building every five years. The BCR is a comprehensive examination of the entire building, with projections on repair and upgrade needs into various categories based on criticality. The inspections are performed in accordance with a NARA developed scope of services which prescribes the specific operational requirements to be met in every building system. The requirements have, as a basis, the storage standards for archival records as well as research, office, and museum operating parameters. Generally, three or four BCRs are programmed every year, ensuring that all of the buildings are inspected every 5 years.

Programming R&R funding is based on the most current BCR for each facility. The BCRs classify needed repairs as Category 1, 2 or 3. Category 1 repairs must be implemented immediately to keep the building functional. Category 2 deficiencies are those identified as repairs that should be completed within a one-to-five-year time period to continue the normal operation of the building. In some cases a Category 2 repair will be programmed to be performed in connection with Category 1 repairs of a similar nature to take advantage of bundling the work into a larger project to minimize overall construction costs. Category 3 deficiencies are those repairs that can be planned to be completed more than five years out and are deferred pending a review in the next BCR. Normally we perform the Category 1 and Category 2 repairs using funding from our base R&R money.

The BCRs provide the information necessary to identify needed repairs before they become emergencies, thus reducing overall repair costs as well as conserving staff resources and better maintaining archival storage environments

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**Repairs and Restoration Base Increase**

For FY 2009, the Budget requests \$9,211,000 to fund repairs and restorations to NARA-owned facilities, which is a \$548,000 increase over the FY 2008 base.

The FY 2009 base level will cover increases due to inflation and increases in our space inventory.

In calculating the FY 2009 request, we have taken the 2005 Buildings Owners and Managers Association International (BOMA) Experience Exchange Report calculated amount for operations and maintenance of Government space (\$1.75 per square foot) and escalated that rate using the appropriate construction costs index of 3

percent for 2005, 2006, and 2007, 4.6 percent for 2008 and 3.8 percent for 2009. The \$1.75 per square foot 2004 rate increases to \$2.08 per square foot for 2009 after escalation.

The calculation of the area to be maintained is based on increasing the square footage (SF) in our FY 2008 request (4,331,554 SF) to cover 100 percent of the William J. Clinton Presidential Library (an additional 32,000 SF), 100 percent of the Henry Wallace Visitor's Center at the Franklin D. Roosevelt Presidential Library (an additional 50,000 SF) and 100 percent of the Ronald Reagan Presidential Library expansion space (an additional 15,000 SF). The revised total square footage is 4,428,554.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**LINKING BUDGET INITIATIVES TO NARA'S PERFORMANCE PLAN**

| <b>Budget Initiative</b>                            | <b>Long-Range Performance Target</b>  | <b>Outcome</b>   | <b>Budget Request</b> | <b>Performance Plan Linkage</b>         |
|---|---|--|-----------------------|---|
| Prepare for the George W. Bush Presidential Library | <p>By 2016, 100 percent of NARA's archival holdings are in appropriate space.</p> <p>By 2016, 95 percent of our holdings have been processed to the point where researchers can have efficient access to them.</p>  | <p>Archival records are preserved for public use.</p> <p>Records are at a point where a researcher can discover their existence and either have the records promptly or have a prompt explanation of why we must withhold them.</p>  | \$6,325,000           | Pages II-10 to II-12                    |
| Process and Declassify Presidential Records         | <p>By 2016, 95 percent of our holdings have been processed to the point where researchers can have efficient access to them.</p> <p>By 2016, NARA archival holdings of 25-year-old or older records are declassified, exempted, or referred under the provisions of Executive Order 12958, as amended.</p>  | <p>Records are at a point where a researcher can discover their existence and either have the records promptly or have a prompt explanation of why we must withhold them.</p> <p>Records that <i>can</i> be declassified <i>are</i> declassified.</p>  | \$1,600,000           | Pages II-20 to II-21 and II-23 to II-27 |
| Build the Electronic Records Archives               | <p>By 2016, 95 percent of archival electronic holdings have been processed to the point where researchers can have efficient access to them.</p> <p>By 2012, 80 percent of archival electronic records are preserved at the planned level of service.</p> <p>By 2016, the per-megabyte cost of managing electronic records will continue to decrease each year.</p> | <p>Electronic records are at a point where a researcher can discover their existence and either have the records promptly or have a prompt explanation of why we must withhold them.</p> <p>Electronic records of archival value are effectively preserved for future generations.</p> <p>Electronic records of archival value are economically preserved.</p> | \$67,008,000          | Pages II-40 to II-42                    |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**LINKING E-GOV INITIATIVES TO NARA'S PERFORMANCE BUDGET**

| E-Government Initiative <sup>1</sup>               | Benefits  | Funding by Account                     |  |
|--|---|--|--|
|  |   | FY 2008                                | FY 2009                                |
| <b>Operating Expenses (unless otherwise noted)</b> |   |  |  |
| E-Rulemaking                                       | e-Rulemaking allows NARA to participate fully in the Federal Docket Management System, making it easier for the public to review and comment on our regulations. With the addition of the Records Management module in FY 2007, NARA is now able to maintain electronic dockets in a recordkeeping system.  | \$0                                    | \$87,992 service fee                   |
| Grants.gov   | This initiative benefits NARA and its grant programs by providing a single location to publish grant (funding) opportunities and application packages, and providing a single site for the grants community to apply for grants using common forms, processes and systems. NARA fully migrated to the Grants.gov system in FY 2006. NARA had no legacy grants system to modify, replace, or retire.   | \$77,250 service fee                   | \$0 <sup>2</sup>                       |
| Recruitment One-Stop                               | This initiative benefits NARA by providing an effective mechanism for finding qualified applicants for vacant positions. Through USAJOBS.gov, Recruitment One-Stop provides an online portal through which citizens can easily search for employment opportunities at NARA. NARA posts all of its job announcements through USAJOBS.gov.  | \$17,502 service fee                   | \$18,202 service fee                   |
| Enterprise Human Resources Integration             | EHRI will replace the current OPF with an electronic file (eOPF). The eOPF provides the ability to capture and store images from paper records and to provide immediate online access and printed copies in digital form. Through this initiative, NARA will be saving money through re-engineered business processes based around electronic folders vs. paper-based folders. This reduces time agencies spend on copying, faxing, storing, scanning, retrieving, and mailing paper folders. | \$45,411 service fee                   | \$47,227 service fee                   |
|  |   | \$24,452 service fee<br>Revolving Fund | \$25,430 service fee<br>Revolving Fund |

<sup>1</sup> Associated **Exhibit 300s** are available online at <http://www.archives.gov/about/plans-reports/>

<sup>2</sup> Currently \$0 based upon budget guidance, should Congress fund the NHPRC in FY 2009, the agency would incur a service fee of \$74,596

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ALL APPROPRIATIONS**

**LINKING E-GOV INITIATIVES TO NARA'S PERFORMANCE BUDGET (continued)**

| <b>E-Government Initiative</b>                     | <b>Benefits</b>  | <b>Funding by Account</b>     |                               |
|--|--|-------------------------------|-------------------------------|
|  |  | <i>FY 2008</i>                | <i>FY 2009</i>                |
| <b>Operating Expenses (unless otherwise noted)</b> |  |                               |                               |
| E-Travel   | This initiative provides NARA more efficient and effective travel management services. The benefits include cost savings associated with cross-government purchasing agreements and improved functionality through streamlined travel policies and processes, strict security and privacy controls, and enhanced agency oversight and audit capabilities. NARA employees benefit through more efficient travel planning, authorization, and reimbursement processes. NARA migrated to shared service provider effective 10/1/2005. | \$66,463 service fee          | \$62,216 service fee          |
| Grants Management LoB                              | This initiative benefits NARA and its grant programs by improving the delivery of services to grant recipients, improving decision-making and decreasing costs associated with building and maintaining Grants Management IT systems. NARA has no system to modify, replace, or retire; NARA currently implementing its E-Government milestones with Grants Management LoB consortia.  | \$28,460 agency contribution  | \$28,460 agency contribution  |
| Geospatial LoB                                     | The Geospatial LoB will result in a more coordinated approach to producing, maintaining, and using geospatial data, and will ensure sustainable participation from Federal partners to establish a collaborative model for geospatial-related activities and investments. NARA collaboration will further the preservation of permanently valuable geospatial records in the National Archives of the United States.   | \$15,450 agency contribution  | \$15,450 agency contribution  |
| IAE – Loans and Grants                             | The FPDS eliminates the necessity of manually tracking all of our awards to create SBA reports and provides data to the general public. Financial and CCR work together to facilitate vendor approval. The EPL allows us to verify if a vendor has been disbarred. Our use of these and other component IAE systems afford us the opportunity to use the most efficient, competitive and transparent process possible in contracting for goods and services to ensure we make the best business decisions.                         | \$12,963 agency contributions | \$12,963 agency contributions |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**CROSSWALK FROM 2007 AVAILABILITY TO 2009 BUDGET REQUEST**  
*(dollars in thousands)*

|   | 2007 Enacted Level |                  | 2008 Enacted Level |                  | 2009 Request |                  | Refer to<br>Page |
|---|--------------------|------------------|--------------------|------------------|--------------|------------------|------------------|
|   | FTE                | Amount           | FTE                | Amount           | FTE          | Amount           |                  |
| <b>OPERATING EXPENSES – DIRECT</b>                      | <b>1,460</b>       | <b>\$282,525</b> | <b>1,403</b>       | <b>\$281,784</b> | <b>1,448</b> | <b>\$315,000</b> |                  |
| <b>Adjustments to Direct Base Level:</b>                |                    |                  |                    |                  |              |                  | I-8              |
| Annualization of 2006 Pay Raise                         | -                  | 326              | -                  | -                | -            | -                |                  |
| Annualization of 2007 Pay Raise                         | -                  | 777              | -                  | 952              | -            | -                |                  |
| Annualization of 2008 Pay Raise                         | -                  | -                | -                  | 2,966            | -            | 1,236            |                  |
| Annualization of 2009 Pay Raise                         | -                  | -                | -                  | -                | -            | 2,950            |                  |
| Two More Compensable Workdays in 2008                   | -                  | -                | -                  | 1,030            | -            | -                |                  |
| One Less Compensable Workday in 2009                    | -                  | -                | -                  | -                | -            | -520             |                  |
| Voluntary Early Retirement Program (VSIP/VERA)          | -19                | -1,802           | -                  | -                | -            | -                |                  |
| Hiring Freeze Implementation (Cost Avoidance)           | -53                | -3,774           | -                  | -                | -            | -                |                  |
| Normalization of Operations (post hiring freeze)        | -                  | -                | 17                 | 1,790            | -            | -                |                  |
| Reappropriation of FY 2005 unobligated balances         | -                  | -310             | -                  | -                | -            | -                |                  |
| Reappropriation of FY 2006 unobligated balances         | -                  | 445              | -                  | -445             | -            | -                |                  |
| Inflationary Rate Changes (non-pay)                     | -                  | 30               | -                  | 676              | -            | 930              |                  |
| Facility / Utility Rate Changes                         | -                  | 2,908            | -                  | 3,609            | -            | 761              |                  |
| Facility Savings from Change in Operating Hours         | -                  | -538             | -                  | 538              | -            | -                |                  |
| Rent Rate Changes (GSA Facilities)                      | -                  | 13               | -                  | 958              | -            | -                |                  |
| Information Technology Changes                          | -                  | 1,952            | -                  | 1,526            | -            | 1,507            |                  |
| Appropriate Storage Space for newly Accessioned Records | -                  | 1,474            | -                  | 4,600            | -            | -                |                  |
| Adjustment for One-Time Unrequested Funding             | -                  | -                | 10                 | 2,126            | -            | -2,126           |                  |
| <b>Total Adjustments to the Base</b>                    | <b>-72</b>         | <b>\$1,501</b>   | <b>27</b>          | <b>\$20,326</b>  | <b>0</b>     | <b>\$4,738</b>   |                  |
| <b>Revised Operating Expenses – Direct – Base Level</b> | <b>1,388</b>       | <b>\$284,026</b> | <b>1,430</b>       | <b>\$302,110</b> | <b>1,448</b> | <b>\$319,738</b> |                  |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**CROSSWALK FROM 2007 AVAILABILITY TO 2009 BUDGET REQUEST (continued)**

*(dollars in thousands)*

|  | 2007 Enacted Level |                  | 2008 Enacted Level |                  | 2009 Request |                  | Refer to<br>Page |
|--|--------------------|------------------|--------------------|------------------|--------------|------------------|------------------|
|  | FTE                | Amount           | FTE                | Amount           | FTE          | Amount           |                  |
| <b>OPERATING EXPENSES-DIRECT - INCREASES</b>                     |                    |                  |                    |                  |              |                  | I-9              |
| <b>Our Nation's Record Keeper</b>                                |                    |                  |                    |                  |              |                  |                  |
| Prepare for a new George W. Bush Presidential Library            | 5                  | 202              | 5                  | 5,633            | 24           | 6,325            |                  |
| Criminal Investigative Staff Supplement                          | -                  | -                | -                  | -                | 1            | 120              |                  |
| <b>Preserve and Process</b>                                      |                    |                  |                    |                  |              |                  |                  |
| Richard Nixon Presidential Library Initial Funding               | -                  | -1,980           | -                  | -                | -            | -                |                  |
| Richard Nixon Presidential Library Operations Funding            | 10                 | 2,639            | 11                 | 2,925            | -            | -                |                  |
| Extend Physical Access Controls Throughout NARA                  | -                  | -3,353           | -                  | -                | -            | -                |                  |
| Relocate Southwest and Central Plains Regional Archives          | -                  | -                | -                  | 4,000            | -            | -                |                  |
| Expand capacity to Process Presidential Records                  | -                  | -                | -                  | -                | 15           | 1,600            |                  |
| <b>Electronic Records</b>  |                    |                  |                    |                  |              |                  |                  |
| Independent Oversight of the Electronic Records Archives Program | -                  | -                | 2                  | 332              | -            | -                |                  |
| <b>Access</b>  |                    |                  |                    |                  |              |                  |                  |
| Public Interest Declassification Board                           | -                  | 250              | -                  | -                | -            | -                |                  |
| <b>Total Program Increases</b>                                   | <b>15</b>          | <b>-\$2,242</b>  | <b>18</b>          | <b>\$12,890</b>  | <b>40</b>    | <b>\$8,045</b>   |                  |
| <b>GRAND TOTAL - Operating Expenses - Direct</b>                 | <b>1,403</b>       | <b>\$281,784</b> | <b>1,448</b>       | <b>\$315,000</b> | <b>1,488</b> | <b>\$327,783</b> |                  |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**CROSSWALK FROM 2007 AVAILABILITY TO 2009 BUDGET REQUEST (continued)**

*(dollars in thousands)*

|   | 2007 Enacted Level |                 | 2008 Enacted Level |                 | 2009 Request |                 | Refer to<br>Page |
|---|--------------------|-----------------|--------------------|-----------------|--------------|-----------------|------------------|
|   | FTE                | Amount          | FTE                | Amount          | FTE          | Amount          |                  |
| <b>ELECTRONIC RECORDS ARCHIVES</b>                            | <b>34</b>          | <b>\$37,535</b> | <b>44</b>          | <b>\$45,254</b> | <b>49</b>    | <b>\$58,028</b> | I-11             |
| <b>Meet Electronic Records Challenges</b>                     |                    |                 |                    |                 |              |                 |                  |
| Annualization of 2007 Pay Raise                               | -                  | 40              | -                  | -               | -            | -               |                  |
| Naval Oceanographic Office                                    | -                  | -1,980          | -                  | -               | -            | -               |                  |
| System Acquisition  | 10                 | 9,659           | -                  | -               | -            | -               |                  |
| ERA to Develop / Deploy National Security System              | -                  | -               | 5                  | 12,774          | -            | -               |                  |
| Develop Long-Term Preservation and Capacity for Public Access | -                  | -               | -                  | -               | -            | 8,980           |                  |
| <b>Total Electronic Records Archives Increases</b>            | <b>10</b>          | <b>\$7,719</b>  | <b>5</b>           | <b>\$12,774</b> | <b>0</b>     | <b>\$8,980</b>  |                  |
| <b>GRAND TOTAL – Electronic Records Archives</b>              | <b>44</b>          | <b>\$45,254</b> | <b>49</b>          | <b>\$58,028</b> | <b>49</b>    | <b>\$67,008</b> |                  |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**CROSSWALK FROM 2007 AVAILABILITY TO 2009 BUDGET REQUEST (continued)**

*(dollars in thousands)*

|   | 2007 Enacted Level |                 | 2008 Enacted Level |                 | 2009 Request |                  | Refer to<br>Page |
|---|--------------------|-----------------|--------------------|-----------------|--------------|------------------|------------------|
|   | FTE                | Amount          | FTE                | Amount          | FTE          | Amount           |                  |
| <b>REPAIRS AND RESTORATION</b>                    |                    | <b>\$9,585</b>  |                    | <b>\$9,120</b>  |              | <b>\$28,605</b>  | I-14             |
| <b>Meet Storage and Preservation Needs</b>        |                    |                 |                    |                 |              |                  |                  |
| Buildings Square Footage and Rate Increase*       | -                  | -               | -                  | 2,543           | -            | 548              |                  |
| Johnson Library Plaza Repairs                     | -                  | -990            | -                  | 3,760           | -            | -3,760           |                  |
| Alaska Regional Archives—Construction             | -                  | -1,485          | -                  | -               | -            | -                |                  |
| Nixon Library—Expansion of Archival Storage Space | -                  | -               | -                  | 7,432           | -            | -7,432           |                  |
| Roosevelt Library—Design and Renovations          | -                  | -               | -                  | 750             | -            | -750             |                  |
| Kennedy Library—Design and Renovations            | -                  | -990            | -                  | -               | -            | -                |                  |
| Kennedy Library—Land Acquisition                  | -                  | -               | -                  | 8,000           | -            | -8,000           |                  |
| Flood Damage to National Archives Building        | -                  | 3,000           | -                  | -3,000          | -            | -                |                  |
| <b>Total Repairs and Restoration Increases</b>    | <b>0</b>           | <b>\$3,000</b>  | <b>0</b>           | <b>\$22,485</b> | <b>0</b>     | <b>\$548</b>     |                  |
| <b>Total Repairs and Restoration Decreases</b>    | <b>0</b>           | <b>-\$3,465</b> | <b>0</b>           | <b>-\$3,000</b> | <b>0</b>     | <b>-\$19,942</b> |                  |
| <b>GRAND TOTAL – Repairs and Restoration</b>      | <b>0</b>           | <b>\$9,120</b>  | <b>0</b>           | <b>\$28,605</b> | <b>0</b>     | <b>\$9,211</b>   |                  |

\* This rate is based on the 2005 Buildings Owners and Managers Association International's ("BOMA") *BOMA Experience Exchange Report*, and adjusted based on the Construction Cost Index (CCI).

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**CROSSWALK FROM 2007 AVAILABILITY TO 2009 BUDGET REQUEST (continued)**

*(dollars in thousands)*

|  | 2007 Enacted Level |                | 2008 Enacted Level |                | 2009 Request |                | Refer to Page |
|--|--------------------|----------------|--------------------|----------------|--------------|----------------|---------------|
|  | FTE                | Amount         | FTE                | Amount         | FTE          | Amount         |               |
| <b>NHPRC Grants:</b>                   | <b>0</b>           | <b>\$5,425</b> | <b>0</b>           | <b>\$7,425</b> | <b>0</b>     | <b>\$9,500</b> |               |
| Transfer to Direct, Operating Expenses | -                  | 2,000          | -                  | -              | -            | -              |               |
| NHPRC National Direct-Grants Program   | -                  | -              | -                  | 2,075          | -            | -              |               |
| Decrease NHPRC Direct – Grants Program | -                  | -              | -                  | -              | -            | -9,500         |               |
| <b>GRAND TOTAL – NHPRC Grants</b>      | <b>0</b>           | <b>\$7,425</b> | <b>0</b>           | <b>\$9,500</b> | <b>0</b>     | <b>\$0</b>     |               |

**SUMMARY OF TOTAL BUDGET AUTHORITY**

|                                       | 2007 Enacted Level |                  | 2008 Enacted Level |                  | 2009 Request |                  | Refer to Page |
|---------------------------------------|--------------------|------------------|--------------------|------------------|--------------|------------------|---------------|
|                                       | FTE                | Amount           | FTE                | Amount           | FTE          | Amount           |               |
| Operating Expenses – Direct           | 1,403              | \$281,784        | 1,448              | \$315,000        | 1,488        | \$327,783        | III-1         |
| Electronic Records Archives           | 44                 | 45,254           | 49                 | 58,028           | 49           | 67,008           | III-19        |
| Repairs and Restoration               | 0                  | 9,120            | 0                  | 28,605           | 0            | 9,211            | III-25        |
| NHPRC Grants                          | 0                  | 7,425            | 0                  | 9,500            | 0            | 0                | III-28        |
| Advances and Reimbursements           | 24                 | 1,503            | 29                 | 2,317            | 29           | 2,438            | III-31        |
| Revolving Fund                        | 1,164              | 0                | 1,200              | 0                | 1,200        | 0                | III-36        |
| Trust Fund                            | 123                | 0                | 129                | 0                | 129          | 0                | III-45        |
| <b>TOTAL APPROPRIATIONS</b>           | <b>2,758</b>       | <b>\$345,086</b> | <b>2,855</b>       | <b>\$413,450</b> | <b>2,895</b> | <b>\$406,440</b> |               |
| Less Redemption of Debt               |                    | -\$10,026        |                    | -\$10,896        |              | -\$11,842        |               |
| <b>GRAND TOTAL – BUDGET AUTHORITY</b> | <b>2,758</b>       | <b>\$335,060</b> | <b>2,855</b>       | <b>\$402,554</b> | <b>2,895</b> | <b>\$394,598</b> |               |

NOTE: Archives II principal for redemption of debt is excluded from Budget Authority amounts in accordance with OMB guidelines.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**PERFORMANCE COSTS - FISCAL YEAR 2007**

*(dollars in thousands)*

| ACTIVITIES   | Operating Expenses |            | Electronic Records Archives |           | R & R          | NHPRC      | Advances & Reimbursements |           | Trust Fund   |          | Revolving Fund   |              | Total            |              |
|--|--------------------|------------|-----------------------------|-----------|----------------|------------|---------------------------|-----------|--------------|----------|------------------|--------------|------------------|--------------|
|  | \$                 | FTE        | \$                          | FTE       | \$             | \$         | \$                        | FTE       | \$           | FTE      | \$               | FTE          | \$               | FTE          |
| Goal 1: As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. |                    |            |                             |           |                |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$22,153           | 157        | -                           | -         | -              | -          | -                         | -         | -            | -        | \$141,329        | 1,164        | \$163,482        | 1,321        |
| Archives Related Services  | \$8,294            | 60         | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$8,294          | 60           |
| Electronic Records Archives  | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 1</b>  | <b>\$30,447</b>    | <b>217</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>     | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$141,329</b> | <b>1,164</b> | <b>\$171,776</b> | <b>1,381</b> |
| Goal 2: We will preserve and process records to ensure access by the public as soon as legally possible.   |                    |            |                             |           |                |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$97,847           | 540        | -                           | -         | \$8,408        | -          | -                         | -         | -            | -        | -                | -            | \$106,255        | 540          |
| Archives Related Services  | 132                | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$132            | 0            |
| Electronic Records Archives  | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | \$18,945           | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$18,945         | 0            |
| <b>Total Goal 2</b>  | <b>\$116,924</b>   | <b>540</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$8,408</b> | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$0</b>       | <b>0</b>     | <b>\$125,332</b> | <b>540</b>   |
| Goal 3: We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  |                    |            |                             |           |                |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$8,593            | 55         | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$8,593          | 55           |
| Archives Related Services  | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Electronic Records Archives  | -                  | -          | \$48,912                    | 39        | -              | -          | -                         | -         | -            | -        | -                | -            | \$48,912         | 39           |
| Archives II Facility   | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 3</b>  | <b>\$8,593</b>     | <b>55</b>  | <b>\$48,912</b>             | <b>39</b> | <b>\$0</b>     | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$0</b>       | <b>0</b>     | <b>\$57,505</b>  | <b>94</b>    |
| Goal 4: We will provide prompt, easy, and secure access to our holdings anywhere, anytime.   |                    |            |                             |           |                |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$46,143           | 250        | -                           | -         | -              | -          | \$1,503                   | 31        | \$200        | 1        | -                | -            | \$47,846         | 282          |
| Archives Related Services  | 387                | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$387            | 0            |
| Electronic Records Archives  | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 4</b>  | <b>\$46,530</b>    | <b>250</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>     | <b>\$0</b> | <b>\$1,503</b>            | <b>31</b> | <b>\$200</b> | <b>1</b> | <b>\$0</b>       | <b>0</b>     | <b>\$48,233</b>  | <b>282</b>   |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**PERFORMANCE COSTS - FISCAL YEAR 2007**

*(dollars in thousands)*

| ACTIVITIES   | Operating Expenses |              | Electronic Records Archives |           | R & R          | NHPRC          | Advances & Reimbursements |           | Trust Fund      |            | Revolving Fund   |              | Total            |              |
|--|--------------------|--------------|-----------------------------|-----------|----------------|----------------|---------------------------|-----------|-----------------|------------|------------------|--------------|------------------|--------------|
|  | \$                 | FTE          | \$                          | FTE       | \$             | \$             | \$                        | FTE       | \$              | FTE        | \$               | FTE          | \$               | FTE          |
| Goal 5: We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs. |                    |              |                             |           |                |                |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$35,983           | 163          | -                           | -         | -              | -              | -                         | -         | \$16,641        | 121        | -                | -            | \$52,624         | 284          |
| Archives Related Services  | \$1,799            | 10           | -                           | -         | -              | \$5,706        | -                         | -         | -               | -          | -                | -            | \$7,505          | 10           |
| Electronic Records Archives  | -                  | -            | -                           | -         | -              | -              | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -            | -                           | -         | -              | -              | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| <b>Total Goal 5</b>  | <b>\$37,782</b>    | <b>173</b>   | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>     | <b>\$5,706</b> | <b>\$0</b>                | <b>0</b>  | <b>\$16,641</b> | <b>121</b> | <b>\$0</b>       | <b>0</b>     | <b>\$60,129</b>  | <b>294</b>   |
| Goal 6: We will equip NARA to meet the changing needs of our customers.  |                    |              |                             |           |                |                |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$29,666           | 168          | -                           | -         | -              | -              | -                         | -         | -               | -          | -                | -            | \$29,666         | 168          |
| Archives Related Services  | \$1,437            | -            | -                           | -         | -              | -              | -                         | -         | -               | -          | -                | -            | \$1,437          | 0            |
| Electronic Records Archives  | -                  | -            | -                           | -         | -              | -              | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -            | -                           | -         | -              | -              | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| <b>Total Goal 6</b>  | <b>\$31,103</b>    | <b>168</b>   | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>      | <b>0</b>   | <b>\$0</b>       | <b>0</b>     | <b>\$31,103</b>  | <b>168</b>   |
| Summary of Goals 1 through 6   |                    |              |                             |           |                |                |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$240,385          | 1,333        | \$0                         | 0         | \$8,408        | \$0            | \$1,503                   | 31        | \$16,841        | 122        | \$141,329        | 1,164        | \$408,466        | 2,650        |
| Archives Related Services  | \$12,049           | 70           | \$0                         | 0         | \$0            | \$5,706        | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$17,755         | 70           |
| Electronic Records Archives  | \$0                | 0            | \$48,912                    | 39        | \$0            | \$0            | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$48,912         | 39           |
| Archives II Facility   | \$18,945           | 0            | \$0                         | 0         | \$0            | \$0            | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$18,945         | 0            |
| <b>GRAND TOTAL</b>   | <b>\$271,379</b>   | <b>1,403</b> | <b>\$48,912</b>             | <b>39</b> | <b>\$8,408</b> | <b>\$5,706</b> | <b>\$1,503</b>            | <b>31</b> | <b>\$16,841</b> | <b>122</b> | <b>\$141,329</b> | <b>1,164</b> | <b>\$494,078</b> | <b>2,759</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**PERFORMANCE COSTS - FISCAL YEAR 2008**

*(dollars in thousands)*

| ACTIVITIES   | Operating Expenses |            | Electronic Records Archives |           | R & R           | NHPRC      | Advances & Reimbursements |           | Trust Fund   |          | Revolving Fund   |              | Total            |              |
|--|--------------------|------------|-----------------------------|-----------|-----------------|------------|---------------------------|-----------|--------------|----------|------------------|--------------|------------------|--------------|
|  | \$                 | FTE        | \$                          | FTE       | \$              | \$         | \$                        | FTE       | \$           | FTE      | \$               | FTE          | \$               | FTE          |
| Goal 1: As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. |                    |            |                             |           |                 |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$29,304           | 190        | -                           | -         | -               | -          | -                         | -         | -            | -        | \$147,000        | 1,200        | \$176,304        | 1,390        |
| Archives Related Services  | \$10,054           | 61         | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$10,054         | 61           |
| Electronic Records Archives  | -                  | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 1</b>  | <b>\$39,358</b>    | <b>251</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>      | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$147,000</b> | <b>1,200</b> | <b>\$186,358</b> | <b>1,451</b> |
| Goal 2: We will preserve and process records to ensure access by the public as soon as legally possible.   |                    |            |                             |           |                 |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$138,292          | 661        | -                           | -         | \$28,605        | -          | -                         | -         | -            | -        | -                | -            | \$166,897        | 661          |
| Archives Related Services  | 135                | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$135            | 0            |
| Electronic Records Archives  | -                  | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | \$18,075           | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$18,075         | 0            |
| <b>Total Goal 2</b>  | <b>\$156,502</b>   | <b>661</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$28,605</b> | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$0</b>       | <b>0</b>     | <b>\$185,107</b> | <b>661</b>   |
| Goal 3: We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  |                    |            |                             |           |                 |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$9,417            | 55         | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$9,417          | 55           |
| Archives Related Services  | -                  | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Electronic Records Archives  | -                  | -          | \$58,028                    | 49        | -               | -          | -                         | -         | -            | -        | -                | -            | \$58,028         | 49           |
| Archives II Facility   | -                  | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 3</b>  | <b>\$9,417</b>     | <b>55</b>  | <b>\$58,028</b>             | <b>49</b> | <b>\$0</b>      | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$0</b>       | <b>0</b>     | <b>\$67,445</b>  | <b>104</b>   |
| Goal 4: We will provide prompt, easy, and secure access to our holdings anywhere, anytime.   |                    |            |                             |           |                 |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$51,246           | 246        | -                           | -         | -               | -          | \$2,317                   | 29        | \$200        | 1        | -                | -            | \$53,763         | 276          |
| Archives Related Services  | 397                | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$397            | 0            |
| Electronic Records Archives  | -                  | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -          | -                           | -         | -               | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 4</b>  | <b>\$51,643</b>    | <b>246</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>      | <b>\$0</b> | <b>\$2,317</b>            | <b>29</b> | <b>\$200</b> | <b>1</b> | <b>\$0</b>       | <b>0</b>     | <b>\$54,160</b>  | <b>276</b>   |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**PERFORMANCE COSTS - FISCAL YEAR 2008**

*(dollars in thousands)*

| ACTIVITIES   | Operating Expenses |              | Electronic Records Archives |           | R & R           | NHPRC          | Advances & Reimbursements |           | Trust Fund      |            | Revolving Fund   |              | Total            |              |
|--|--------------------|--------------|-----------------------------|-----------|-----------------|----------------|---------------------------|-----------|-----------------|------------|------------------|--------------|------------------|--------------|
|  | \$                 | FTE          | \$                          | FTE       | \$              | \$             | \$                        | FTE       | \$              | FTE        | \$               | FTE          | \$               | FTE          |
| Goal 5: We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs. |                    |              |                             |           |                 |                |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$13,398           | 67           | -                           | -         | -               | -              | -                         | -         | \$18,152        | 128        | -                | -            | \$31,550         | 195          |
| Archives Related Services  | \$1,836            | 10           | -                           | -         | -               | \$7,500        | -                         | -         | -               | -          | -                | -            | \$9,336          | 10           |
| Electronic Records Archives  | -                  | -            | -                           | -         | -               | -              | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -            | -                           | -         | -               | -              | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| <b>Total Goal 5</b>  | <b>\$15,234</b>    | <b>77</b>    | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>      | <b>\$7,500</b> | <b>\$0</b>                | <b>0</b>  | <b>\$18,152</b> | <b>128</b> | <b>\$0</b>       | <b>0</b>     | <b>\$40,886</b>  | <b>205</b>   |
| Goal 6: We will equip NARA to meet the changing needs of our customers.  |                    |              |                             |           |                 |                |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$32,370           | 158          | -                           | -         | -               | -              | -                         | -         | -               | -          | -                | -            | \$32,370         | 158          |
| Archives Related Services  | \$1,580            | -            | -                           | -         | -               | -              | -                         | -         | -               | -          | -                | -            | \$1,580          | 0            |
| Electronic Records Archives  | -                  | -            | -                           | -         | -               | -              | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -            | -                           | -         | -               | -              | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| <b>Total Goal 6</b>  | <b>\$33,950</b>    | <b>158</b>   | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>      | <b>\$0</b>     | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>      | <b>0</b>   | <b>\$0</b>       | <b>0</b>     | <b>\$33,950</b>  | <b>158</b>   |
| Summary of Goals 1 through 6   |                    |              |                             |           |                 |                |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$274,027          | 1,377        | \$0                         | 0         | \$28,605        | \$0            | \$2,317                   | 29        | \$18,352        | 129        | \$147,000        | 1,200        | \$470,301        | 2,735        |
| Archives Related Services  | \$14,002           | 71           | \$0                         | 0         | \$0             | \$7,500        | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$21,502         | 71           |
| Electronic Records Archives  | \$0                | 0            | \$58,028                    | 49        | \$0             | \$0            | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$58,028         | 49           |
| Archives II Facility   | \$18,075           | 0            | \$0                         | 0         | \$0             | \$0            | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$18,075         | 0            |
| <b>GRAND TOTAL</b>   | <b>\$306,104</b>   | <b>1,448</b> | <b>\$58,028</b>             | <b>49</b> | <b>\$28,605</b> | <b>\$7,500</b> | <b>\$2,317</b>            | <b>29</b> | <b>\$18,352</b> | <b>129</b> | <b>\$147,000</b> | <b>1,200</b> | <b>\$567,906</b> | <b>2,855</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**PERFORMANCE COSTS - FISCAL YEAR 2009**

*(dollars in thousands)*

| ACTIVITIES   | Operating Expenses |            | Electronic Records Archives |           | R & R          | NHPRC      | Advances & Reimbursements |           | Trust Fund   |          | Revolving Fund   |              | Total            |              |
|--|--------------------|------------|-----------------------------|-----------|----------------|------------|---------------------------|-----------|--------------|----------|------------------|--------------|------------------|--------------|
|  | \$                 | FTE        | \$                          | FTE       | \$             | \$         | \$                        | FTE       | \$           | FTE      | \$               | FTE          | \$               | FTE          |
| Goal 1: As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. |                    |            |                             |           |                |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$37,360           | 215        | -                           | -         | -              | -          | -                         | -         | -            | -        | \$153,000        | 1,200        | \$190,360        | 1,415        |
| Archives Related Services  | \$10,585           | 61         | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$10,585         | 61           |
| Electronic Records Archives  | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 1</b>  | <b>\$47,945</b>    | <b>276</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>     | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$153,000</b> | <b>1,200</b> | <b>\$200,945</b> | <b>1,476</b> |
| Goal 2: We will preserve and process records to ensure access by the public as soon as legally possible.   |                    |            |                             |           |                |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$141,034          | 676        | -                           | -         | \$9,211        | -          | -                         | -         | -            | -        | -                | -            | \$150,245        | 676          |
| Archives Related Services  | 139                | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$139            | 0            |
| Electronic Records Archives  | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | \$17,129           | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$17,129         | 0            |
| <b>Total Goal 2</b>  | <b>\$158,302</b>   | <b>676</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$9,211</b> | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$0</b>       | <b>0</b>     | <b>\$167,513</b> | <b>676</b>   |
| Goal 3: We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  |                    |            |                             |           |                |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$9,349            | 55         | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$9,349          | 55           |
| Archives Related Services  | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Electronic Records Archives  | -                  | -          | \$67,008                    | 49        | -              | -          | -                         | -         | -            | -        | -                | -            | \$67,008         | 49           |
| Archives II Facility   | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 3</b>  | <b>\$9,349</b>     | <b>55</b>  | <b>\$67,008</b>             | <b>49</b> | <b>\$0</b>     | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>   | <b>0</b> | <b>\$0</b>       | <b>0</b>     | <b>\$76,357</b>  | <b>104</b>   |
| Goal 4: We will provide prompt, easy, and secure access to our holdings anywhere, anytime.   |                    |            |                             |           |                |            |                           |           |              |          |                  |              |                  |              |
| Records Services   | \$49,712           | 252        | -                           | -         | -              | -          | \$2,438                   | 29        | \$200        | 1        | -                | -            | \$52,350         | 282          |
| Archives Related Services  | 407                | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$407            | 0            |
| Electronic Records Archives  | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -          | -                           | -         | -              | -          | -                         | -         | -            | -        | -                | -            | \$0              | 0            |
| <b>Total Goal 4</b>  | <b>\$50,119</b>    | <b>252</b> | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>     | <b>\$0</b> | <b>\$2,438</b>            | <b>29</b> | <b>\$200</b> | <b>1</b> | <b>\$0</b>       | <b>0</b>     | <b>\$52,757</b>  | <b>282</b>   |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
INCLUDES ALL FUNDS**

**PERFORMANCE COSTS - FISCAL YEAR 2009**

*(dollars in thousands)*

| ACTIVITIES   | Operating Expenses |              | Electronic Records Archives |           | R & R          | NHPRC      | Advances & Reimbursements |           | Trust Fund      |            | Revolving Fund   |              | Total            |              |
|--|--------------------|--------------|-----------------------------|-----------|----------------|------------|---------------------------|-----------|-----------------|------------|------------------|--------------|------------------|--------------|
|  | \$                 | FTE          | \$                          | FTE       | \$             | \$         | \$                        | FTE       | \$              | FTE        | \$               | FTE          | \$               | FTE          |
| Goal 5: We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs. |                    |              |                             |           |                |            |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$13,556           | 67           | -                           | -         | -              | -          | -                         | -         | \$18,211        | 128        | -                | -            | \$31,767         | 195          |
| Archives Related Services  | \$797              | 4            | -                           | -         | -              | \$0        | -                         | -         | -               | -          | -                | -            | \$797            | 4            |
| Electronic Records Archives  | -                  | -            | -                           | -         | -              | -          | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -            | -                           | -         | -              | -          | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| <b>Total Goal 5</b>  | <b>\$14,353</b>    | <b>71</b>    | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>     | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$18,211</b> | <b>128</b> | <b>\$0</b>       | <b>0</b>     | <b>\$32,564</b>  | <b>199</b>   |
| Goal 6: We will equip NARA to meet the changing needs of our customers.  |                    |              |                             |           |                |            |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$34,200           | 158          | -                           | -         | -              | -          | -                         | -         | -               | -          | -                | -            | \$34,200         | 158          |
| Archives Related Services  | \$1,673            | -            | -                           | -         | -              | -          | -                         | -         | -               | -          | -                | -            | \$1,673          | 0            |
| Electronic Records Archives  | -                  | -            | -                           | -         | -              | -          | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| Archives II Facility   | -                  | -            | -                           | -         | -              | -          | -                         | -         | -               | -          | -                | -            | \$0              | 0            |
| <b>Total Goal 6</b>  | <b>\$35,873</b>    | <b>158</b>   | <b>\$0</b>                  | <b>0</b>  | <b>\$0</b>     | <b>\$0</b> | <b>\$0</b>                | <b>0</b>  | <b>\$0</b>      | <b>0</b>   | <b>\$0</b>       | <b>0</b>     | <b>\$35,873</b>  | <b>158</b>   |
| Summary of Goals 1 through 6   |                    |              |                             |           |                |            |                           |           |                 |            |                  |              |                  |              |
| Records Services   | \$285,211          | 1,423        | \$0                         | 0         | \$9,211        | \$0        | \$2,438                   | 29        | \$18,411        | 129        | \$153,000        | 1,200        | \$468,271        | 2,781        |
| Archives Related Services  | \$13,601           | 65           | \$0                         | 0         | \$0            | \$0        | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$13,601         | 65           |
| Electronic Records Archives  | \$0                | 0            | \$67,008                    | 49        | \$0            | \$0        | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$67,008         | 49           |
| Archives II Facility   | \$17,129           | 0            | \$0                         | 0         | \$0            | \$0        | \$0                       | 0         | \$0             | 0          | \$0              | 0            | \$17,129         | 0            |
| <b>GRAND TOTAL</b>   | <b>\$315,941</b>   | <b>1,488</b> | <b>\$67,008</b>             | <b>49</b> | <b>\$9,211</b> | <b>\$0</b> | <b>\$2,438</b>            | <b>29</b> | <b>\$18,411</b> | <b>129</b> | <b>\$153,000</b> | <b>1,200</b> | <b>\$566,009</b> | <b>2,895</b> |

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 2009 PERFORMANCE BUDGET — CONGRESSIONAL JUSTIFICATION

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**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**ANALYSIS OF REQUESTED LEVEL FOR 2009**  
*(dollars in thousands)*

|   | FTE       | Amount          |
|---|-----------|-----------------|
| Level Authorized by P.L. 110-161 for Fiscal Year 2008 | 1,448     | \$315,000       |
| Transfer of Funds Authorized by P.L. 110-161          |           | \$2,000         |
| Revised Availability for Fiscal Year 2008             | 1,448     | \$317,000       |
| Estimates for Fiscal Year 2009                        | 1,488     | \$327,783       |
| <b>Total Change, 2008 to 2009</b>                     | <b>40</b> | <b>\$10,783</b> |

**DIGEST OF BUDGET ESTIMATES BY ACTIVITIES FOR 2009**  
*(dollars in thousands)*

| Activity  | Obligations  |                  |               |                  |               |                  | Increases or Decreases for 2009 |                 |
|---|--------------|------------------|---------------|------------------|---------------|------------------|---------------------------------|-----------------|
|   | 2007 Actual  |                  | 2008 Estimate |                  | 2009 Estimate |                  | FTE                             | Amount          |
|   | FTE          | Amount           | FTE           | Amount           | FTE           | Amount           |                                 |                 |
| <b>Records Services:</b>                                |              |                  |               |                  |               |                  |                                 |                 |
| Records Services - Washington, DC                       | 752          | \$124,848        | 755           | \$129,635        | 761           | \$129,978        | 6                               | \$343           |
| Regional Records Services                               | 252          | 41,052           | 256           | 51,816           | 256           | 53,216           | 0                               | 1,400           |
| Presidential Libraries                                  | 307          | 70,349           | 343           | 88,036           | 383           | 97,365           | 40                              | 9,329           |
| Information Security Oversight Office                   | 22           | 4,136            | 23            | 4,540            | 23            | 4,652            | 0                               | 112             |
| <b>Subtotal, Records Services</b>                       | <b>1,333</b> | <b>\$240,385</b> | <b>1,377</b>  | <b>\$274,027</b> | <b>1,423</b>  | <b>\$285,211</b> | <b>46</b>                       | <b>\$11,184</b> |
| <b>Archives Related Services:</b>                       |              |                  |               |                  |               |                  |                                 |                 |
| Federal Register  | 60           | 9,844            | 61            | 11,713           | 61            | 12,165           | 0                               | 452             |
| National Historical Publications and Records Commission | 10           | 2,205            | 10            | 2,289            | 4             | 1,436            | -6                              | -853            |
| <b>Subtotal, Archives Related Services</b>              | <b>70</b>    | <b>\$12,049</b>  | <b>71</b>     | <b>\$14,002</b>  | <b>65</b>     | <b>\$13,601</b>  | <b>-6</b>                       | <b>-\$401</b>   |
| Archives II Facility Interest Payments [1]              | -            | 18,945           | -             | 18,075           | -             | 17,129           | 0                               | -946            |
| <b>Total Obligations</b>                                | <b>1,403</b> | <b>\$271,379</b> | <b>1,448</b>  | <b>\$306,104</b> | <b>1,488</b>  | <b>\$315,941</b> | <b>40</b>                       | <b>\$9,837</b>  |
| Archives II / Redemption of Debt [1]                    | -            | 10,026           | -             | 10,896           | -             | 11,842           | 0                               | 946             |
| <b>Total Request</b>                                    | <b>1,403</b> | <b>\$281,405</b> | <b>1,448</b>  | <b>\$317,000</b> | <b>1,488</b>  | <b>\$327,783</b> | <b>40</b>                       | <b>\$10,783</b> |

[1] See explanation of Archives II financing on page III-12.

Note: See each activity for prorated amount of program direction.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**SUMMARY EXPLANATION OF CHANGES REQUESTED FOR 2009**  
*(dollars in thousands)*

| Activity                                     | Records Services |                 | Archives Related Services |               | Total     |                 |
|--|------------------|-----------------|---------------------------|---------------|-----------|-----------------|
|  | FTE              | Amount          | FTE                       | Amount        | FTE       | Amount          |
| <b>Program Changes:</b>                      |                  |                 |                           |               |           |                 |
| Prepare for new George W. Bush Library       | 24               | \$6,325         | -                         | \$0           | 24        | \$6,325         |
| Processing Presidential Records              | 15               | 1,600           | -                         | -             | 15        | 1,600           |
| OIG Staffing - Criminal Investigator         | 1                | 114             | -                         | 6             | 1         | 120             |
| Adjustment for NHPRC Administrative Function | 6                | -               | -6                        | -902          | -         | -902            |
| <b>Total Program Changes</b>                 | <b>46</b>        | <b>\$8,039</b>  | <b>-6</b>                 | <b>-\$896</b> | <b>40</b> | <b>\$7,143</b>  |
| <b>Other Changes:</b>                        |                  |                 |                           |               |           |                 |
| Annualization of 2008 Pay Raise              | -                | \$1,163         | -                         | \$73          | -         | \$1,236         |
| January 2009 Pay Raise                       | -                | 2,775           | -                         | 175           | -         | 2,950           |
| One Less Compensable Day in 2009             | -                | -489            | -                         | -31           | -         | -520            |
| Facility Rate Changes (NARA Facilities)      | -                | 676             | -                         | 85            | -         | 761             |
| Information Technology Changes               | -                | 1,349           | -                         | 158           | -         | 1,507           |
| Inflationary Rate Changes (non-pay)          | -                | 895             | -                         | 35            | -         | 930             |
| One-time Unrequested Funding                 | -                | -2,126          | -                         | -             | -         | -2,126          |
| Adjustment for NHPRC Administrative Function | -                | -1,098          | -                         | -             | -         | -1,098          |
| <b>Total Other Changes</b>                   | <b>0</b>         | <b>\$3,145</b>  | <b>0</b>                  | <b>\$495</b>  | <b>0</b>  | <b>\$3,640</b>  |
| <b>Total Changes Compared to 2008</b>        | <b>46</b>        | <b>\$11,184</b> | <b>-6</b>                 | <b>-\$401</b> | <b>40</b> | <b>\$10,783</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**RECORDS SERVICES**

Analysis of Resources  
(dollars in thousands)

| Activity                               | Obligations  |                  |               |                  |               |                  | Increases or       |                 |
|--|--------------|------------------|---------------|------------------|---------------|------------------|--------------------|-----------------|
|  | 2007 Actual  |                  | 2008 Estimate |                  | 2009 Estimate |                  | Decreases for 2009 |                 |
|  | FTE          | Amount           | FTE           | Amount           | FTE           | Amount           | FTE                | Amount          |
| Records Services - Washington, DC      | 641          | \$91,217         | 657           | \$98,540         | 663           | \$97,537         | 6                  | -\$1,003        |
| Regional Records Services              | 218          | 30,994           | 222           | 40,869           | 222           | 41,795           | 0                  | 926             |
| Presidential Libraries                 | 262          | 56,588           | 280           | 67,753           | 319           | 76,204           | 39                 | 8,451           |
| Information Security Oversight Office  | 18           | 3,025            | 19            | 3,331            | 19            | 3,391            | 0                  | 60              |
| Subtotal                               | 1,139        | 181,824          | 1,178         | 210,493          | 1,223         | 218,927          | 45                 | 8,434           |
| Program Direction *                    | 194          | 58,561           | 199           | 63,534           | 200           | 66,284           | 1                  | 2,750           |
| <b>Total</b>                           | <b>1,333</b> | <b>\$240,385</b> | <b>1,377</b>  | <b>\$274,027</b> | <b>1,423</b>  | <b>\$285,211</b> | <b>46</b>          | <b>\$11,184</b> |
| * Includes Office of Inspector General | 12           | \$2,024          | 17            | \$2,575          | 18            | \$2,756          | 1                  | \$181           |

**BACKGROUND**

Records Services programs cover selecting, preserving, describing, and making available to the general public, scholars, and Federal agencies the permanently valuable historical records of the Federal Government and the historical materials and Presidential records in Presidential Libraries; for preparing related publications, exhibits, and public programs; and for conducting the appraisal of Federal records. Included is the systematic review of all classified records in the National Archives over 25 years old, and the implementation and monitoring of security classification programs in both Government and industry. Such programs are administered through NARA's Office of Records Services-Washington, D.C.; Office of Regional

Records Services; Office of Presidential Libraries; and the Information Security Oversight Office.

**1. Records Services-Washington, D.C.** — This program provides Federal agencies and the public with access to records of the Federal Government. Information regarding these records and reproductions of them are also provided through mail, e-mail, telephone, and fax. Records are arranged and descriptions of their contents are prepared to provide access and facilitate use of the records. Descriptions of materials are published in guides, inventories, special lists, other publications, and electronically. Exhibits provide additional public access to archival holdings.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

This program also appraises records of the Federal Government for disposition and establishes government-wide policies, standards, procedures, and regulations to ensure adequate and appropriate documentation of the Government's activities. Assistance is provided to Federal agencies to ensure the proper creation, maintenance, use, and disposition of agency records, including the development and implementation of records administration programs, as mandated by law.

Included is a declassification program that makes available to the public historically valuable information in previously classified Federal Government records and donated historical materials by declassifying information without endangering national security. Much of the work is performed in the Washington metropolitan area on records in the National Archives at College Park. Some of this work also is accomplished at the Presidential Libraries of recent Presidents. Under Executive Order 12958, effective October 16, 1995, the program is focused on the systematic review and declassification of classified information in archival records more than 25 years old. The program also provides for review of records requested by researchers in accordance with procedures under Executive Order 12958 and the Freedom of Information Act.

**Records Services - Washington, D.C. Program Costs**

*(dollars in thousands)*

| <u>Activity</u>             | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|-----------------------------|------------------------|--------------------------|--------------------------|-----------------------------|
| Reference Services / Access | \$25,940               | \$28,402                 | \$28,524                 | \$122                       |
| Preservation                | 14,034                 | 14,201                   | 13,914                   | -287                        |
| Records Life Cycle System   | 17,959                 | 19,171                   | 18,436                   | -735                        |
| Records Declassification    | 5,587                  | 6,035                    | 5,914                    | -121                        |
| Public Programs             | 2,994                  | 3,196                    | 2,783                    | -413                        |
| Rent                        | 47                     | 66                       | 72                       | 6                           |
| O&M - NARA Buildings        | 18,571                 | 20,645                   | 20,917                   | 272                         |
| Common Distributable        | 6,085                  | 6,824                    | 6,977                    | 153                         |
| Total Program Costs         | \$91,217               | \$98,540                 | \$97,537                 | -\$1,003                    |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**2. Regional Records Services** — Outside the Washington, D.C. area, NARA operates a system of individual regional records services facilities in ten regions. Each of the ten regional administrators oversees a program encompassing the full life cycle of records from creation through ultimate disposition and use. Included are records management activities with records creators, records processing, archival accessioning, and provision of records access to the public. Historically valuable records, particularly those of regional interest, are maintained in regional archives, which arrange and preserve the records and prepare finding aids to facilitate their use, make the records available for use in research rooms, answer written and oral requests for information contained in the holdings, and, for a fee, provide copies of the records. In addition, many important original records held in NARA facilities in the Washington, D.C., area are available on microform in regional facilities.

Regional records services facilities provide reference services on over 625 thousand cubic feet of records, which includes retrieving records for the agency of origin, preparing authenticated reproductions of documents, and furnishing information from records. The facilities also dispose of records of transitory value and transfer into archival custody those that have enduring value. The facilities also offer to Federal agencies in the regions technical assistance workshops and advice on records creation and management.

**3. Presidential Libraries** — This program provides for the operation of eleven Presidential Libraries, the Presidential Materials Staff in Washington, D.C., and the retention and processing of Nixon Presidential materials. Presidential records, manuscripts, books, prints, films, and other historical materials received from former Presidents or acquired from their contemporaries pursuant to the Presidential Records Act of 1978 are arranged, described, preserved, and processed for opening to the public. Finding aids are published and assistance is provided to scholars and other researchers. The libraries also solicit donations of historical materials relating to Presidents and the Presidency. The Presidential Libraries have programs of exhibits, publications, scholarly symposia, conferences, and related activities based upon their holdings. Preservation actions include making copies of Presidential films and tapes, conserving museum items, and preserving color photos.

Selected library holdings at the close of 2007 were as follows:

| <i>(cubic feet)</i>         |         |
|-----------------------------|---------|
| Traditional Textual         | 234,607 |
| Traditional Non-Textual     | 33,748  |
| Artifacts (number of items) | 542,056 |

Exhibits in Presidential Libraries were viewed by 1,848,209 visitors in 2007.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**Presidential Libraries Program Costs**  
*(dollars in thousands)*

| <u>Activity</u>              | 2007<br><u>Actual</u> | 2008<br><u>Estimate</u> | 2009<br><u>Estimate</u> | Change<br><u>from 2008</u> |
|------------------------------|-----------------------|-------------------------|-------------------------|----------------------------|
| Hoover                       | \$1,181               | \$1,216                 | \$1,249                 | \$33                       |
| Roosevelt                    | 1,382                 | 1,394                   | 1,435                   | 41                         |
| Truman                       | 1,538                 | 1,507                   | 1,551                   | 44                         |
| Eisenhower                   | 2,002                 | 2,038                   | 2,097                   | 59                         |
| Kennedy                      | 2,109                 | 2,147                   | 2,209                   | 62                         |
| Johnson                      | 2,169                 | 2,159                   | 2,222                   | 63                         |
| Nixon Materials Staff        | 1,419                 | 1,814                   | 1,866                   | 52                         |
| Ford                         | 1,779                 | 1,821                   | 1,874                   | 53                         |
| Carter                       | 2,109                 | 2,076                   | 2,136                   | 60                         |
| Reagan                       | 1,941                 | 2,055                   | 2,343                   | 288                        |
| Bush                         | 1,563                 | 1,579                   | 1,833                   | 254                        |
| Clinton                      | 1,828                 | 1,953                   | 2,426                   | 473                        |
| Presidential Materials Staff | 1,307                 | 1,339                   | 1,378                   | 39                         |
| Planning and Direction       | 4,408                 | 3,321                   | 4,176                   | 855                        |
| Nixon Library                | 913                   | 5,564                   | 5,725                   | 161                        |
| G.W. Bush                    | 50                    | 5,350                   | 11,675                  | 6,325                      |
| Rent                         | 7                     | 7                       | 7                       | 0                          |
| O&M - NARA Buildings         | 1,112                 | 1,237                   | 1,253                   | 16                         |
| O&M - Libraries              | 26,406                | 27,726                  | 27,212                  | -514                       |
| Common Distributable         | <u>1,365</u>          | <u>1,450</u>            | <u>1,537</u>            | <u>87</u>                  |
| Total Program Costs          | \$56,588              | \$67,753                | \$76,204                | \$8,451                    |

**4. Information Security Oversight Office (ISOO)** — The Information Security Oversight Office provides oversight for the information security program established by Executive Order 12958 and reports annually to the President on the status of that program. This involves monitoring the information security programs of approximately 80 executive branch agencies. It is also responsible for policy oversight for the National Industrial Security Program established under Executive Order 12829.

**5. Program Direction** — This activity provides general direction and program support for all NARA programs. Direction is provided by the Archivist and a policy, communications, legal, and administrative staff. The Archivist's staff coordinates the offices' programs; provides legal advice; promotes the efficient utilization of resources; maintains liaison activities with the Congress; provides policy on budget and human resources matters; conducts audits; manages facilities and the procurement program; evaluates programs; and coordinates information technology systems. An additional major responsibility of this staff is to coordinate and oversee the agency's strategic planning process. This includes management of strategic and annual performance plans, all related customer service programs, and performance measurement systems.

The Office of Inspector General (OIG)'s mission is to ensure that NARA provides the American people with ready access to essential evidence by providing high-quality, objective audits and investigations and serving as an independent, internal advocate for economy, efficiency, and effectiveness. The Inspector General Act of 1978, as amended, established the OIG's independent role and general responsibilities. The Inspector General reports to both the Archivist of the United States and the Congress. The OIG evaluates NARA's performance, makes recommendations for improvements, and follows up to ensure economical, efficient, and effective

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

operations and compliance with laws, policies, and regulations. OIG funding supports the personnel compensation and benefits of staff and also provides for travel and contractual services and supplies to support the mission of the OIG.

NARA is committed to streamlining operations, enhancing productivity, and creating innovation. NARA is continuing business process design efforts in both archival and administrative areas as part of an on-going effort to improve management oversight and internal efficiency. NARA is also creating an agency-wide information technology architecture that will make possible access to shared reference data throughout the records life cycle in a consistent and compatible manner; promote the technological integration of all sites; and involve technologies that are secure, maintainable, and reusable.

In response to the Administration's policy of reducing administrative support costs, NARA has cross-servicing agreements for payroll and accounting services. NARA continues to contract out Washington, D.C. area mailroom services and certain other administrative services. Human resources management services are provided nationwide through a centralized employment policy branch in Washington, D.C., and an operations branch in St. Louis, Missouri.

Under the requirements of OMB Circular A-127 and the NARA Internal Control Program, the National Archives conducts two financial reviews: one for the Appropriated Funds Financial Review, Analysis, and Reporting System, and one for Budget Preparation. These reviews are done annually in August. The systems conform to the principals and standards developed by the Comptroller General, and implemented through OMB. The systems rely on contemporary technology including electronic communication between systems, flexible-reporting formats, and controlled access to databases by personal computers. Financial management data is complete and

accurate, and readily available. It is at a level of detail necessary to meet the needs of management and external resources. Financial data is reported in the same manner throughout the agency using uniform definitions. Applications have adequate documentation. The GSA accounting system, using reports based on official accounting records, which services the National Archives, provides financial data in enough detail to support the development of budget estimates and to facilitate carrying out program and administrative responsibilities.

NARA completed audited financial statements in accordance with the accounting standards codified in the Statements of Federal Financial Accounting Standards (SFFAS) and OMB Bulletin No. 01-09, Form and Content of Agency Financial Statements.

The Facilities and Materiel Management Services, NAF, employs a nationwide property inventory and management information system that manages NARA's assets. The property management system is Integrated Property Management, IPM. The IPM system maintains accurate information regarding the funding used, the date of purchase, and capitalization and depreciation of all real property assets that the value exceeds \$1,000. The IPM system also maintains information on sensitive items such as computers, weapons and audio/visual equipment. The IPM system provides information on the real property's location, size, whether the item is purchased or leased, and warranty information. The IPM system provides reports on past audit/inventories and maintains schedules for future audit/inventories. IPM also has a disposal/surplus module that creates the surplus forms, pulls the asset from an open active inventory file to an inactive surplus file. The inactive surplus file becomes a history file for audit purposes. This IPM system is operated and maintained by a trained property management staff

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

within NAF. This staff works daily with the property officers nationwide to keep the information accurate and up to date.

Program direction staff are responsible for all aspects of facility management for the National Archives Building and the Archives II facility, including security, operation, and maintenance. In addition, staff provides management oversight for major repair and alteration projects at the National Archives Building, the Archives II facility at College Park, Maryland and Presidential Libraries located at facilities around the country.

**EXPLANATION OF CHANGES, 2008 VERSUS 2009**

Program changes. The budget request reflects an increase of \$8,039,000 and 46 FTE. Increases include \$6,325,000 and 24 FTE to prepare for the George W. Bush Presidential Library; \$1,600,000 and 15 FTE for processing Presidential records; and \$114,000 and 1 FTE to supplement the Criminal Investigative staff of the office of the NARA Inspector General. Also includes a realignment of 6 FTE from the Archives Related Services.

Other changes. An overall increase of \$3,145,000 includes \$1,163,000 for annualization of the 2008 pay raise; \$2,775,000 for the January 2009 pay raise; \$676,000 for facility rate changes (NARA facilities); \$1,349,000 for information technology changes; and \$895,000 for inflationary rate changes.

These increases are offset by decreases of \$489,000 for one less compensable day in 2009; \$1,098,000 for funding provided in 2008 for a one-time increase to Grants Administration; and \$2,126,000 for a one-time unrequested funding adjustment.

**Records Services Performance Costs**

*(dollars in thousands)*

| <u>Goals and Activities</u>  | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|--|------------------------|--------------------------|--------------------------|-----------------------------|
| As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. | \$22,153               | \$29,304                 | \$37,360                 | \$8,056                     |
| We will preserve and process records to ensure access by the public as soon as legally possible.   | \$97,847               | \$138,292                | \$141,034                | \$2,742                     |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  | \$8,593                | \$9,417                  | \$9,349                  | -\$68                       |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.  | \$46,143               | \$51,246                 | \$49,712                 | -\$1,534                    |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach and education programs.  | \$35,983               | \$13,398                 | \$13,556                 | \$158                       |
| We will equip NARA to meet the changing needs of our customers.  | \$29,666               | \$32,370                 | \$34,200                 | \$1,830                     |
| <b>Total Performance Costs</b>   | <b>\$240,385</b>       | <b>\$274,027</b>         | <b>\$285,211</b>         | <b>\$11,184</b>             |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**ARCHIVES RELATED SERVICES**

Analysis of Resources  
(dollars in thousands)

| Activity   | Obligations |                 |               |                 |               |                 | Increases or Decreases for 2009 |               |
|--|-------------|-----------------|---------------|-----------------|---------------|-----------------|---------------------------------|---------------|
|  | 2007 Actual |                 | 2008 Estimate |                 | 2009 Estimate |                 |                                 |               |
|  | FTE         | Amount          | FTE           | Amount          | FTE           | Amount          | FTE                             | Amount        |
| Federal Register   | 52          | \$7,314         | 52            | \$8,758         | 52            | \$9,082         | -                               | \$324         |
| National Historical Publications and Records Commission <sup>[1]</sup> | 8           | 1,588           | 8             | 1,617           | 2             | 735             | -6                              | -882          |
| Subtotal   | 60          | 8,902           | 60            | 10,375          | 54            | 9,817           | -6                              | -558          |
| Program Direction *  | 10          | 3,147           | 11            | 3,627           | 11            | 3,784           | -                               | 157           |
| <b>Total</b>   | <b>70</b>   | <b>\$12,049</b> | <b>71</b>     | <b>\$14,002</b> | <b>65</b>     | <b>\$13,601</b> | <b>-6</b>                       | <b>-\$401</b> |
| * Includes Office of Inspector General                                 | 1           | \$107           | 1             | \$136           | 1             | \$145           | -                               | 9             |

[1] Estimated administrative costs of the NHPRC Grants program for FY 2009 is \$301 (\$1,203 if fully staffed)

**BACKGROUND**

Archives Related Services include two special services that are archival related in the Federal government. One is the publication of the *Federal Register*, the *Code of Federal Regulations*, the *U.S. Statutes at Large*, and Presidential documents. The other is the administration and reference services portion of the budget for the National Historical Publications and Records Commission. This Commission makes grants nationwide to preserve and publish records that document American history. This section also describes program direction for NARA as a whole.

**1. Federal Register** — This program provides for the editing, compilation, and publication of Federal regulations in the *Federal Register* and the *Code of Federal Regulations*; laws in slip form and the *U.S. Statutes at Large*; Presidential documents in the *Weekly Compilation of Presidential Documents* and *Public Papers of the Presidents*; a compilation of Privacy Act issuances; and statements of Federal agency organization and functions in the *United States Government Manual*.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

The program also provides leadership and assistance to agencies in drafting regulations; assists the public in using its publications by providing finding aids; and conducts educational programs for the public on how to use the *Federal Register*. In Presidential election years, the *Federal Register* program administers the Electoral College process.

**2. National Historical Publications and Records Commission (NHPRC)** — The NHPRC makes grants nationwide to preserve and publish records that document American history. Administered within the National Archives and Records Administration, which preserves Federal records, the NHPRC helps state and local governments and private non-profit institutions preserve non-Federal records, helps historians publish the papers of major figures in American history from George Washington to Martin Luther King, Jr., and helps archivists, records managers, and documentary editors improve their techniques, training, and ability to serve a wide range of information users—teachers, students, lawyers, judges, legislators, journalists, documentary film and TV producers, genealogists, and government officials as well as historians and other scholars. The Commission is a statutory body chaired by the Archivist of the U.S. Its 15 members represent the President, the Congress, the Supreme Court, the Departments of State and Defense, the Library of Congress, and six national associations of archivists and historians. The Commission uses grants to leverage funding contributions from state legislatures, local governments, private donors, universities and other institutions, who provide on the average more than 50 percent of the costs of projects assisted by the NHPRC. The Commission's grant appropriation will advance the progress the NHPRC is making in carrying out its strategic plan, which currently gives priority to funding publication of the papers of the Founding Fathers, helping archivists develop techniques for preserving, appraising, and providing access to electronic records, and helping to strengthen the

nation's archival infrastructure by supporting state historical records advisory boards in developing statewide programs for historical documentary preservation. The administrative costs of the Commission's small staff are covered here, within the administrative budget of the National Archives and Records Administration.

**3. Program Direction** — The description for this activity can be found on pages III-6 through III-8 of the Records Services section.

**EXPLANATION OF CHANGES, 2008 VERSUS 2009**

Program changes. The budget request reflects a decrease of \$902,000 and 6 FTE for the NHPRC administrative function; offset by an increase of \$6,000 to supplement the criminal investigative staff of the Inspector General.

Other changes. An overall increase of \$495,000 includes \$73,000 for annualization of the 2008 pay raise; \$175,000 for the January 2009 pay raise; \$85,000 for facility rate changes (NARA facilities); \$158,000 for information technology changes; and \$35,000 for inflationary rate changes (non-pay); offset by a decrease of \$31,000 for one less compensable day in 2009.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**Archives Related Services Performance Costs**

*(dollars in thousands)*

| <u>Goals and Activities</u>  | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|--|------------------------|--------------------------|--------------------------|-----------------------------|
| As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. | \$8,294                | \$10,054                 | \$10,585                 | \$531                       |
| We will preserve and process records to ensure access by the public as soon as legally possible.   | \$132                  | \$135                    | \$139                    | \$4                         |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  | -                      | -                        | -                        | -                           |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.  | \$387                  | \$397                    | \$407                    | \$10                        |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach and education programs.  | \$1,799                | \$1,836                  | \$797                    | -\$1,039                    |
| We will equip NARA to meet the changing needs of our customers.  | \$1,437                | \$1,580                  | \$1,673                  | \$93                        |
| <b>Total Performance Costs</b>   | <b>\$12,049</b>        | <b>\$14,002</b>          | <b>\$13,601</b>          | <b>-\$401</b>               |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**ARCHIVES II FINANCING**

**BACKGROUND**

PL 100-440 (102 Stat. 1743-44), the NARA appropriation section, provided authorization for the construction of Archives II as follows:

“That notwithstanding the provisions of 31 U.S.C. 1341(a)(1) or any other provision of law, the Archivist of the United States is authorized, pursuant to 44 U.S.C. 2903, to enter into a contract for construction and related services for a new National Archives facility in Prince George’s County, Maryland, on a site provided, without charge, to the United States by the University of Maryland or the State of Maryland, which site may be transferred to the United States by less than fee simple estate, but shall remain available to the United States so long as it shall be used as a National Archives facility. The contract shall provide, by lease or installment payments payable out of annual appropriations over a period not to exceed thirty years, for the payment of the purchase price and associated costs, which shall not exceed \$205,000,000 plus escalation to the midpoint of construction, and reasonable interest thereon. The contract shall further provide that title to the building shall vest in the United States at or before the expiration of the contract term upon fulfillment of the terms and conditions of the contract.”

The authorizing language for Archives II permitted the Archivist to enter into a contract for construction and related services either by lease or by installment payments payable out of annual appropriations over a period not to exceed 30 years.

Budget authority equal to the debt issue was scored in the year Certificates of Participation were issued (1989). Obligations reflect interest payments made to certificate holders and payments made for accrued interest and premiums when securities are purchased on the secondary market. Outlays reflect payments to certificate holders, payments for accrued interest and premiums paid when securities are purchased, and payments to GSA to repay amounts spent on construction. Outlays are reduced by offsetting collections in the form of interest earned on the funds that are invested until needed to make payments. Beginning in 1994, the Archives sought appropriations for the annual payments to be made under the terms of the Certificates of Participation. In accordance with OMB’s guidance, the total payment (\$29 million) must be separated into a principal and interest component. The portion that represents principal is to be treated as an appropriation for the redemption of debt and excluded from the budget authority and outlay amounts. The portion that represents interest will be reported as budget authority and outlays.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**2009 BUDGET DISPLAY**  
*(dollars in thousands)*

|                                      | 2007            | 2008            | 2009            |
|--------------------------------------|-----------------|-----------------|-----------------|
|                                      | <u>Actual</u>   | <u>Estimate</u> | <u>Estimate</u> |
| Appropriation for Redemption of Debt | \$10,026        | \$10,896        | \$11,842        |
| Budget Authority                     | \$18,945        | \$18,075        | \$17,129        |
| <b>Obligations</b>                   | <b>\$18,945</b> | <b>\$18,075</b> | <b>\$17,129</b> |

**FISCAL YEAR 2009 (and beyond) REQUIREMENT:**

Beginning in 1990, the Archives began certificate payments utilizing funding from the debt issue. However, beginning in fiscal year 1994 funding was required from appropriated funds as funds raised by the debt issue and/or the interest earned thereon were depleted. Final payment is anticipated in the year 2019 for the Archives II facility.

Total funding in 2009 includes \$17,129,000 in budget authority for the payment of interest to certificate holders and \$11,842,000 for the redemption of debt.

**Archives II Performance Costs**

*(dollars in thousands)*

| <u>Goals and Activities</u>   | 2007            | 2008            | 2009            | Change           |
|---|-----------------|-----------------|-----------------|------------------|
|   | <u>Actual</u>   | <u>Estimate</u> | <u>Estimate</u> | <u>from 2008</u> |
| As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records | -               | -               | -               | -                |
| We will preserve and process records to ensure, access by the public as soon as legally possible.   |                 |                 |                 |                  |
| Budget Authority  | \$18,945        | \$18,075        | \$17,129        | -\$946           |
| Redemption of Debt  | \$10,026        | \$10,896        | \$11,842        | \$946            |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.   | -               | -               | -               | -                |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.   | -               | -               | -               | -                |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach and education programs  | -               | -               | -               | -                |
| We will equip NARA to meet the changing needs of our customers  | -               | -               | -               | -                |
| <b>Total Performance Costs</b>  | <b>\$28,971</b> | <b>\$28,971</b> | <b>\$28,971</b> | <b>\$0</b>       |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**DISTRIBUTION OF ESTIMATES BY OBJECT CLASS**

*(dollars in thousands)*

| Object Classification                                       | 2007 Actual      | 2008 Estimate    | 2009 Estimate    |
|---|------------------|------------------|------------------|
| 11.1 Full-Time Permanent                                    | \$94,410         | \$102,203        | \$105,841        |
| 11.3 Other than Full-Time Permanent                         | 2,800            | 3,408            | 4,063            |
| 11.5 Other Personnel Compensation                           | 2,553            | 2,786            | 3,061            |
| 11.8 Special Personal Services Payments                     | 1                | 1                | 1                |
| <b>11.9 Total Personnel Compensation</b>                    | <b>99,764</b>    | <b>108,398</b>   | <b>112,966</b>   |
| 12.1 Personnel Benefits                                     | 25,638           | 27,759           | 30,661           |
| 13.0 Benefits for Former Personnel                          | 23               | 24               | 25               |
| 21.0 Travel and Transportation of Persons                   | 1,296            | 1,441            | 1,491            |
| 22.0 Transportation of Things                               | 180              | 1,435            | 3,534            |
| 23.1 Rental Payments to GSA                                 | 4,726            | 5,572            | 7,113            |
| 23.2 Rental Payments to Others                              | 1,008            | 1,055            | 1,086            |
| 23.3 Communications, Utilities and Misc. Charges            | 15,742           | 17,057           | 17,569           |
| 24.0 Printing and Reproduction                              | 763              | 837              | 859              |
| 25.1 Advisory and Assistance Services                       | 6,570            | 8,029            | 8,270            |
| 25.2 Other Services   | 19,048           | 24,655           | 25,395           |
| 25.3 Purchases of Goods & Services from Government Accounts | 12,731           | 17,331           | 16,436           |
| 25.3 Security Payments to DHS for Rental Space              | 652              | 708              | 708              |
| 25.4 Operation & Maintenance of Facilities                  | 25,845           | 31,241           | 30,968           |
| 25.7 Operation & Maintenance of Equipment                   | 16,330           | 21,448           | 21,612           |
| 26.0 Supplies and Materials                                 | 4,196            | 5,775            | 4,926            |
| 31.0 Equipment  | 17,808           | 14,372           | 14,301           |
| 32.0 Land and Structures                                    | 103              | 892              | 892              |
| <b>Subtotal Obligations</b>                                 | <b>252,423</b>   | <b>288,029</b>   | <b>298,812</b>   |
| 43.0 Interest and Dividends - Archives II                   | 18,945           | 18,075           | 17,129           |
| <b>99.0 Total Obligations Related to B.A.</b>               | <b>271,368</b>   | <b>306,104</b>   | <b>315,941</b>   |
| 43.0 Archives II/Redemption of Debt                         | 10,026           | 10,896           | 11,842           |
| <b>Total Request</b>  | <b>\$281,394</b> | <b>\$317,000</b> | <b>\$327,783</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

**EXPLANATION OF DISTRIBUTION BY OBJECT CLASS**

- 11.0 Personnel Compensation** - \$112,966,000. For 1,488 FTE, of this amount, \$3,089,000 is for 40 additional FTE.
- 12.0 Personnel Benefits** - \$30,661,000. Includes \$821,000 in benefits for additional personnel. Provides for the government's contribution to the retirement fund; health benefits; group life insurance; FICA and Medicare hospital insurance; accident compensation; and moving allowances.
- 13.0 Benefits for Former Personnel** - \$25,000. Provides for unemployment compensation payments to former Federal employees.
- 21.0 Travel and Transportation of Persons** - \$1,491,000. Provides \$1,441,000 for travel required to conduct activities of NARA, including inspection and oversight of field activities. Also, includes \$50,000 for travel requirements to prepare for the George W. Bush Presidential Library.
- 22.0 Transportation of Things** - \$3,534,000. Provides for accessioning and transfer of records, supplies and equipment by commercial carrier. Includes an increase of \$2,400,000 to prepare for the George W. Bush Presidential Library.
- 23.1 Rental Payments to GSA** - \$7,113,000. For payment to the Federal Buildings Fund for space rental.
- 23.2 Rental Payments to Others** - \$1,086,000. Payments to a non-Federal source for rental of space, land, and structures.
- 23.3 Communications, Utilities and Miscellaneous Charges** - \$17,569,000. Communications services, including local and long distance telephone charges, postage, and overnight delivery service costs, and utilities to operate the National Archives building, Presidential Libraries, the Archives II facility, and the Southeast Regional Archives.
- 24.0 Printing and Reproduction** - \$859,000. Provides for printing *Federal Register* publications by GPO, document containers' labels, archival inventories, finding aids, and administrative instructional materials. Includes printing for records services operation and for reproducing handbooks, reports and regulations.
- 25.1 Advisory and Assistance Services** - \$8,270,000. Provides analytical and technical support for the quality control and administration of the Archives II facility support contract. Also provides management and professional support services, including acquisition support, that advise, assist, and train staff to achieve efficient and effective management and operation of their responsibilities to carry out the mission of the agency.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

- 25.2 Other Services - \$25,395,000.** Various contractual services with non-Federal sources. Includes an increase of \$1,685,000 to prepare for the George W. Bush Presidential Library. Also includes security (guard service) for the Presidential Libraries and Archives I and II, buildings operation and maintenance and building supplies for the Presidential Libraries and Archives I and II through commercial contractors and the Federal Buildings Fund for recurring reimbursable services.
- 25.3 Purchases of Goods and Services from Government Accounts - \$16,436,000.** Includes payments to GSA for accounting and payroll services, to OPM for security checks and clearances, and the U.S. Public Health Service for basic occupational health center services. Other interagency agreements are also included.
- 25.3 Security Payments to DHS for Rental Space - \$708,000.** Provides for security payments to the Department of Homeland Security for rental space.
- 25.4 Operation and Maintenance of Facilities - \$30,968,000.** Provides facility program management, building systems operations and maintenance, housekeeping, supply support, transportation services, physical fitness centers as well as cafeteria operations at Archives I and II.
- 25.7 Operation and Maintenance of Equipment - \$21,612,000.** Provides for a contractor to operate the Government Owned Contractor Operated (GOCO) Data Center. The data center will provide operation and maintenance of data communications and administrative processing to support all NARA organizations. Provides for the operation and maintenance of other information technology systems.
- 26.0 Supplies and Materials - \$4,926,000.** Provides program supplies, including cardboard document containers, records repair and encapsulation supplies, and exhibit supplies, administrative supplies and materials.
- 31.0 Equipment - \$14,301,000.** Provides for purchases of personal property of a durable nature, such as furniture and information technology hardware and software.
- 32.0 Land and Structures - \$892,000.** Provides for purchase and improvement of land and structures.
- 43.0 Interest and Dividends - \$28,971,000.** \$17,129,000 for interest payments to certificate holders and \$11,842,000 for the redemption of debt on the Archives II facility.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OPERATING EXPENSES (DIRECT)**

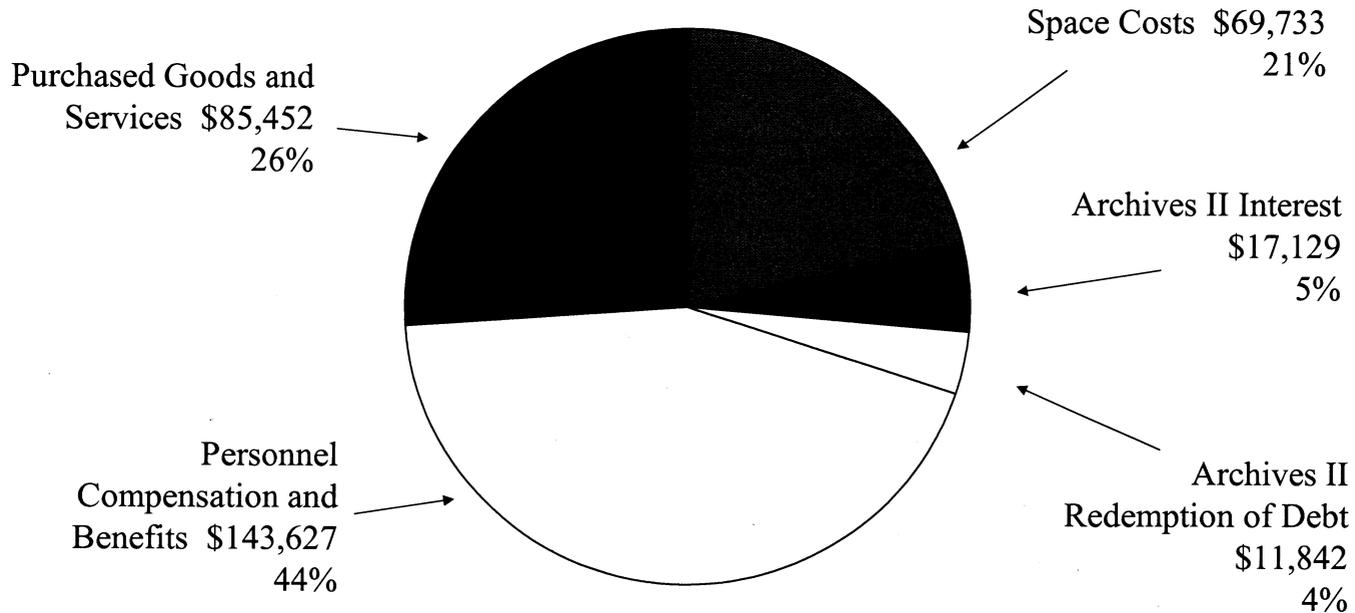
**APPROPRIATION LANGUAGE**

For necessary expenses in connection with the administration of the National Archives and Records Administration (including the Information Security Oversight Office) and archived Federal records and related activities, as provided by law, and for expenses necessary for the review and declassification of documents and the activities of the Public Interest Declassification Board, and for the hire of passenger motor vehicles, and for uniforms or allowances therefor, as authorized by law (5 U.S.C. 5901 *et seq.*), including maintenance, repairs, and cleaning, \$327,783,000. (1 U.S.C. 106a, 106b, 112; 3 U.S.C. 6; 44 U.S.C. 710, Chapters 15, 21, 22, 25, 29, 31, 33; Executive Orders 12656; 12958, as amended by 13142 and 13292; 13233; 13392.)

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Space Costs as a Proportion of Direct Budget -- Operating Expenses  
(dollars in thousands)

**2009 Request \$327,783**



|  | 2007<br>Actual  | 2008<br>Estimate | 2009<br>Estimate |
|--|-----------------|------------------|------------------|
| Rent *                                       | \$4,776         | \$5,694          | \$7,238          |
| Security Payments to DHS for Rental Space ** | 652             | 708              | 708              |
| Operation and Maintenance Costs              | 56,306          | 60,966           | 61,192           |
| Recurring Reimbursable                       | 539             | 566              | 595              |
| <b>Total</b>                                 | <b>\$62,273</b> | <b>\$67,934</b>  | <b>\$69,733</b>  |

\* Excludes Rent Costs Paid from the Revolving Fund: 2007 - \$43.3 million, 2008 - \$45.9 million, 2009 - \$48.9 million

\*\* Excludes Security Payments to DHS for Rental Space paid from the Revolving Fund: 2007 - \$4.8 million, 2008 - \$6.0 million, 2009 - \$6.0 million

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ELECTRONIC RECORDS ARCHIVES**

**ANALYSIS OF REQUESTED LEVEL FOR 2009**  
*(dollars in thousands)*

|   | FTE      | Amount         |
|---|----------|----------------|
| Level Authorized by Public Law 110-161 for Fiscal Year 2008 | 49       | \$58,028       |
| Estimates for Fiscal Year 2009                              | 49       | \$67,008       |
| <b>Total Change, 2008 to 2009</b>                           | <b>0</b> | <b>\$8,980</b> |

**DIGEST OF BUDGET ESTIMATES FOR 2009**  
*(dollars in thousands)*

| Activity                    | Obligations |                 |               |                 |               |                 | Increases or Decreases<br>for 2009 |                |
|-----------------------------|-------------|-----------------|---------------|-----------------|---------------|-----------------|------------------------------------|----------------|
|                             | 2007 Actual |                 | 2008 Estimate |                 | 2009 Estimate |                 | FTE                                | Amount         |
|                             | FTE         | Amount          | FTE           | Amount          | FTE           | Amount          |                                    |                |
| Electronic Records Archives | 39          | \$48,912        | 49            | \$58,028        | 49            | \$67,008        | 0                                  | \$8,980        |
| <b>Total</b>                | <b>39</b>   | <b>\$48,912</b> | <b>49</b>     | <b>\$58,028</b> | <b>49</b>     | <b>\$67,008</b> | <b>0</b>                           | <b>\$8,980</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ELECTRONIC RECORDS ARCHIVES**

**BACKGROUND**

The Electronic Records Archives program encompasses NARA's strategic initiatives to address the challenge of electronic records. This program is administered in the Office of Information Services, in collaboration with the Office of Presidential Libraries, the Office of Records Services, Washington, D.C., and the Office of Regional Records Services.

**1. Acquisition of the Electronic Records Archives System** – The Electronic Records Archives system will provide the technological infrastructure necessary to automate NARA's processes for government-wide management of records, and enable NARA to preserve and provide sustained access to electronic records of the Federal Government in the National Archives and Presidential Libraries and to help agencies to improve efficiency of current operations by providing economical offsite storage of inactive electronic records. The ERA system will make it easy for Federal agencies to transfer records of any type or format to NARA. ERA will help NARA customers to find records they want and make it easy for NARA to deliver those records in formats suited to its customers' needs. The ERA system will be a change agent, enabling the transformation of NARA. It will be the major means through which NARA implements its target Enterprise Architecture.

It will be the catalyst for conversion to the target architecture of the legacy applications NARA currently uses for lifecycle management of records. NARA will take advantage of the opportunities provided by this conversion to improve its processes and transform itself into an agency capable of leading Government-wide efforts to manage critical information assets and improve the delivery of services, which depend on these assets.

**2. Research and Exploratory Development Projects** – Since 2006, NARA has been a member agency of the National Science and Technology Council Subcommittee on Networking and Information Technology Research and Development (NITRD). This membership reflects recognition of the importance of research NARA sponsors under the ERA program on problems that must be solved for effective lifecycle management of records in the context of e-government. The research enriches the knowledge base required for management and preservation of electronic records and fosters the development of advanced technologies for the management of electronic records supporting current operations of government, and for the preservation and sustained access to valuable records in the National Archives, Presidential Libraries, and other agencies.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ELECTRONIC RECORDS ARCHIVES**

**Electronic Records Archives Performance Costs**  
*(dollars in thousands)*

| <u>Goals and Activities</u>  | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|--|------------------------|--------------------------|--------------------------|-----------------------------|
| As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. | -                      | -                        | -                        | \$0                         |
| We will preserve and process records to ensure access by the public as soon as legally possible.   | -                      | -                        | -                        | \$0                         |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  | \$48,912               | \$58,028                 | \$67,008                 | \$8,980                     |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.  | -                      | -                        | -                        | \$0                         |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach and education programs.  | -                      | -                        | -                        | \$0                         |
| We will equip NARA to meet the changing needs of our customers.  | -                      | -                        | -                        | \$0                         |
| <b>Total Performance Costs</b>   | <b>\$48,912</b>        | <b>\$58,028</b>          | <b>\$67,008</b>          | <b>\$8,980</b>              |

**EXPLANATION OF CHANGES, 2008 VERSUS 2009**

Program Changes. The budget request reflects an increase of \$8,980,000 to support development and deployment of Increment 3 of the system. Increment 3 will provide public access to records in the system and begin work to provide digital preservation above and beyond physical survival of the files transferred to NARA.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ELECTRONIC RECORDS ARCHIVES**

**DISTRIBUTION OF ESTIMATES BY OBJECT CLASS**  
*(dollars in thousands)*

| Object Classification                                       | 2007<br>Actual  | 2008<br>Estimate | 2009<br>Estimate |
|---|-----------------|------------------|------------------|
| 11.1 Full-Time Permanent                                    | \$3,751         | \$4,888          | \$5,007          |
| 11.3 Other than Full-Time Permanent                         | 132             | 102              | 104              |
| 11.5 Other Personnel Compensation                           | 102             | 102              | 102              |
| <b>11.9 Total Personnel Compensation</b>                    | <b>3,985</b>    | <b>5,092</b>     | <b>5,213</b>     |
| 12.1 Personnel Benefits                                     | 1,008           | 1,450            | 1,502            |
| 21.0 Travel and Transportation of Persons                   | 131             | 170              | 170              |
| 23.3 Communications, Utilities and Misc. Charges            | 11              | 1,505            | 2,050            |
| 24.0 Printing and Reproduction                              | 1               | 10               | 10               |
| 25.1 Advisory and Assistance Services                       | 2,058           | 3,615            | 3,724            |
| 25.2 Other Services   | 445             | 524              | 475              |
| 25.3 Purchases of Goods & Services from Government Accounts | 19              | 40               | 20               |
| 25.4 Operation & Maintenance of Facilities                  | 188             | 488              | 503              |
| 25.5 Research and Development Contracts                     | 3,529           | 4,500            | 4,500            |
| 25.7 Operation & Maintenance of Equipment                   | 822             | 620              | 2,618            |
| 26.0 Supplies and Materials                                 | 40              | 78               | 90               |
| 31.0 Equipment  | 34,775          | 39,936           | 46,133           |
| 32.0 Land and Structures                                    | 1,900           | -                | -                |
| <b>Total Request</b>  | <b>\$48,912</b> | <b>\$58,028</b>  | <b>\$67,008</b>  |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ELECTRONIC RECORDS ARCHIVES**

**EXPLANATION OF DISTRIBUTION BY OBJECT CLASS**

- 11.0 Personnel Compensation** - \$5,213,000. For 49 FTE.
- 12.0 Personnel Benefits** - \$1,502,000. Provides for the government's contribution to the retirement fund; health benefits; group life insurance; FICA and Medicare hospital insurance; accident compensation; and moving allowances.
- 21.0 Travel and Transportation of Persons** - \$170,000. Provides for travel required to conduct activities of ERA, including oversight of field activities.
- 23.3 Communications, Utilities and Miscellaneous Charges** - \$2,050,000. Includes equipment rental and data, voice, and wireless communication services.
- 24.0 Printing and Reproduction** - \$10,000. Provides for printing of ERA materials, administrative materials, and reports.
- 25.1 Advisory and Assistance Services** - \$3,724,000. Provides for contractual services associated with program management support, engineering studies, and technical support during the major acquisition of the ERA system.
- 25.2 Other Services** - \$475,000. Provides for various contractual services associated with program management support, with non-Federal sources.
- 25.3 Purchases of Goods and Services from Government Accounts** - \$20,000. Includes payments to OPM for security checks and clearances, as well as other interagency agreement costs.
- 25.4 Operation and Maintenance of Facilities** - \$503,000. Provides facility program management, building systems operations and maintenance, housekeeping, and security for the ERA operational facilities.
- 25.1 Research and Development Contracts** - \$4,500,000. Includes contract funding to conduct basic and applied research focused on the interfacing with systems for the transfer of electronic records and transformation of electronic records into formats that protect their authenticity and reliability.
- 25.7 Operation and Maintenance of Equipment** - \$2,618,000. Includes costs associated with the operations and maintenance of other IT systems.
- 26.0 Supplies and Materials** - \$90,000. Provides program and administrative supplies and materials.
- 31.0 Equipment** - \$46,133,000. Provides for the contract funding for the development and deployment of the ERA system, including testing, hardware, software and related services.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ELECTRONIC RECORDS ARCHIVES**

**APPROPRIATION LANGUAGE**

For necessary expenses in connection with the development of the electronic records archives, to include all direct project costs associated with research, analysis, design, development, and program management, \$67,008,000, of which \$45,795,000 shall remain available until September 30, 2011: Provided, That none of the multi-year funds may be obligated until the National Archives and Records Administration submits to the Committees on Appropriations a plan for expenditure that: (1) meets the capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11; (2) complies with the National Archives and Records Administration's enterprise architecture; (3) conforms with the National Archives and Records Administration's enterprise life cycle methodology; (4) is approved by the National Archives and Records Administration and the Office of Management and Budget; (5) has been reviewed by the Government Accountability Office; and (6) complies with the acquisition rules, requirements, guidelines, and systems acquisition management practices of the Federal Government.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REPAIRS AND RESTORATION**

**ANALYSIS OF REQUESTED LEVEL FOR 2009**  
*(dollars in thousands)*

|   | Amount           |
|---|------------------|
| Level Authorized by Public Law 110-161 for Fiscal Year 2008 | \$28,605         |
| Fiscal Year 2009 Request                                    | \$9,211          |
| <b>Total Change, 2008 to 2009</b>                           | <b>-\$19,394</b> |

**DIGEST OF BUDGET ESTIMATES BY ACTIVITIES FOR 2009**  
*(dollars in thousands)*

| Activity                                       | Obligations    |                 |                | Increases or<br>Decreases for 2009 |
|--|----------------|-----------------|----------------|------------------------------------|
|  | 2007 Actual    | 2008 Estimate   | 2009 Estimate  |                                    |
|  | Amount         | Amount          | Amount         | Amount                             |
| Repairs and Restoration Fund:                  |                |                 |                |                                    |
| Archives Facilities and Presidential Libraries | \$8,408        | \$28,605        | \$9,211        | -\$19,394                          |
| <b>Total Obligations</b>                       | <b>\$8,408</b> | <b>\$28,605</b> | <b>\$9,211</b> | <b>-\$19,394</b>                   |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REPAIRS AND RESTORATION**

**BACKGROUND**

In the fiscal year 1996 Treasury, Postal Service, and General Government Appropriations Act, Congress provided a separate account for the repairs and restoration of Archives facilities and Presidential Libraries, which will remain available until expended. The purpose of this account is to provide ongoing funds specifically for the repairs, alteration, and improvement of Archives facilities and Presidential Libraries nationwide. It will better enable the National Archives and Records Administration (NARA) to maintain its facilities in proper condition for public visitors, researchers, and employees in NARA facilities, and also maintain the structural integrity of the buildings.

**JUSTIFICATION OF REQUESTED INCREASES**

In 2009, the request of \$9,211,000 includes an increase of \$548,000 for the ongoing repairs and restoration program, which allows NARA to plan effectively for the systematic repair and restoration of the Presidential Libraries, the National Archives Building, Archives II, and the Southeast Regional Archives, buildings that NARA is responsible for operating and maintaining. The justification for this increase is contained in the Justification of Requested Increases section of this budget, pages I-14 through I-15.

**APPROPRIATION LANGUAGE**

For the repair, alteration, and improvement of archives facilities, and to provide adequate storage for holdings, \$9,211,000, to remain available until expended.

**Repairs and Restoration Performance Costs**

*(dollars in thousands)*

| <u>Goals and Activities</u>  | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|--|------------------------|--------------------------|--------------------------|-----------------------------|
| As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. | -                      | -                        | -                        | \$0                         |
| We will preserve and process records to ensure access by the public as soon as legally possible.   | \$8,408                | \$28,605                 | \$9,211                  | -\$19,394                   |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  | -                      | -                        | -                        | \$0                         |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.  | -                      | -                        | -                        | \$0                         |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs.                                       | -                      | -                        | -                        | \$0                         |
| We will equip NARA to meet the changing needs of our customers.  | -                      | -                        | -                        | \$0                         |
| <b>Total Performance Costs</b>   | <b>\$8,408</b>         | <b>\$28,605</b>          | <b>\$9,211</b>           | <b>-\$19,394</b>            |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REPAIRS AND RESTORATION**

**EXPLANATION OF CHANGES, 2008 VERSUS 2009**

The budget request reflects a net decrease of \$19,394,000 from the FY 2008 level. This includes a decrease of \$8,000,000 for acquiring the land for the Kennedy Library Addition; \$750,000 to complete the design work on the Franklin D. Roosevelt Presidential Library and Museum; \$7,432,000 to construct an addition to the Richard Nixon Presidential Library and Museum; \$3,760,000 for the repair and restoration of the plaza that surrounds the Lyndon Baines Johnson Presidential Library and Museum; and is offset by an increase of \$548,000 for Building Square Footage Increase.

**DISTRIBUTION OF ESTIMATES BY OBJECT CLASS**

*(dollars in thousands)*

| Object Classification                 | 2007<br>Actual | 2008<br>Estimate | 2009<br>Estimate |
|---------------------------------------|----------------|------------------|------------------|
| 23.3 Telecommunications Rentals       | \$22           | -                | -                |
| 25.1 Advisory and Assistance Services | 4,425          | -                | -                |
| 26.0 Supplies                         | 46             | -                | -                |
| 31.0 Equipment                        | 93             | -                | -                |
| 32.0 Land and Structures              | 3,822          | \$28,605         | \$9,211          |
| <b>Total</b>                          | <b>\$8,408</b> | <b>\$28,605</b>  | <b>\$9,211</b>   |

**EXPLANATION OF DISTRIBUTION BY OBJECT CLASS**

**32.0 Land and Structures - \$9,211,000.** Includes \$9,211,000 for the ongoing repairs and restoration program.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
GRANTS**

**ANALYSIS OF REQUESTED LEVEL FOR 2009**  
*(dollars in thousands)*

|   | Amount          |
|---|-----------------|
| Level Authorized by Public Law 110-161 for Fiscal Year 2008 | \$9,500         |
| Transfer of Funds Authorized by Public Law 110-161          | -\$2,000        |
| Revised Availability for Fiscal Year 2008                   | \$7,500         |
| Estimate for Fiscal Year 2009                               | \$0             |
| <b>Total Change, 2008 to 2009</b>                           | <b>-\$7,500</b> |

**DIGEST OF BUDGET ESTIMATES BY ACTIVITIES FOR 2009**  
*(dollars in thousands)*

| Activity   | 2007 Actual    | 2008 Estimate  | 2009 Estimate | Increases or<br>Decreases for<br>2009 |
|--|----------------|----------------|---------------|---------------------------------------|
|  | Amount         | Amount         | Amount        |                                       |
| National Historical Publications And Records Commission: |                |                |               |                                       |
| Grants   | \$5,706        | \$7,500        | \$0           | -\$7,500                              |
| <b>Total Grants</b>                                      | <b>\$5,706</b> | <b>\$7,500</b> | <b>\$0</b>    | <b>-\$7,500</b>                       |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
GRANTS**

**BACKGROUND**

**Mission**

The mission of the National Historical Publications and Records Commission (NHPRC), as outlined in 44 U.S.C. 2504, is to encourage the collection, preservation, editing, and publication of the papers of “outstanding citizens of the United States, and other documents as may be important for an understanding and appreciation of the history of the United States.”

**Current Request**

*For FY 2009, the Budget requests no new funding for grants for the NHPRC.*

We request no new funding for grants for the NHPRC in order to focus funding on operations that directly impact management, access, and preservation of Federal records. The Commission itself will retain all other authorized functions.

**NHPRC Grants Performance Costs**

*(dollars in thousands)*

| <u>Goals and Activities</u>  | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|--|------------------------|--------------------------|--------------------------|-----------------------------|
| As the Nation’s record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government’s records. | -                      | -                        | -                        | \$0                         |
| We will preserve and process records to ensure access by the public as soon as legally possible.   | -                      | -                        | -                        | \$0                         |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA’s mission in the digital era.  | -                      | -                        | -                        | \$0                         |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.  | -                      | -                        | -                        | \$0                         |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs.                                       | \$5,706                | \$7,500                  | \$0                      | -\$7,500                    |
| We will equip NARA to meet the changing needs of our customers.  | -                      | -                        | -                        | \$0                         |
| <b>Total Performance Costs</b>   | <b>\$5,706</b>         | <b>\$7,500</b>           | <b>\$0</b>               | <b>-\$7,500</b>             |

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
GRANTS

DISTRIBUTION OF ESTIMATES BY OBJECT CLASS  
*(dollars in thousands)*

| Object Classification                    | 2007 Actual    | 2008 Estimate  | 2009 Estimate |
|--|----------------|----------------|---------------|
| 41.0 Grants, Subsidies and Contributions | \$5,706        | \$7,500        | \$0           |
| <b>Total</b>                             | <b>\$5,706</b> | <b>\$7,500</b> | <b>\$0</b>    |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ADVANCES AND REIMBURSEMENTS**

**ANALYSIS OF REQUESTED LEVEL FOR 2009**  
*(dollars in thousands)*

|                                     | <u>FTE</u> | <u>Amount</u> |
|-------------------------------------|------------|---------------|
| 2008 Level of Reimbursable Services | 29         | \$2,317       |
| 2009 Level of Reimbursable Services | 29         | \$2,438       |
| <b>Change from 2008 to 2009</b>     | <b>0</b>   | <b>\$121</b>  |

**DIGEST OF BUDGET ESTIMATES BY ACTIVITIES FOR 2009**  
*(dollars in thousands)*

| Activity                  | Summary     |                |               |              |               |                | Increases or<br>Decreases for 2009 |              |
|---------------------------|-------------|----------------|---------------|--------------|---------------|----------------|------------------------------------|--------------|
|                           | 2007 Actual |                | 2008 Estimate |              | 2009 Estimate |                | FTE                                | Amount       |
|                           | FTE         | Amount         | FTE           | Amount       | FTE           | Amount         |                                    |              |
| Records Services          | 31          | \$1,487        | 29            | \$2,303      | 29            | \$2,425        | -                                  | \$122        |
| Archives Related Services | -           | 16             | -             | 14           | -             | 13             | -                                  | -1           |
| <b>Total Obligations</b>  | <b>31</b>   | <b>\$1,503</b> | <b>29</b>     | <b>2,317</b> | <b>29</b>     | <b>\$2,438</b> | <b>0</b>                           | <b>\$121</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ADVANCES AND REIMBURSEMENTS**

**OVERVIEW OF NARA REIMBURSABLE PROGRAMS**

Beginning in 2000, the National Archives and Records Administration (NARA) established a working capital fund. The working capital fund is available for the expenses and equipment necessary to provide for accessioning, reference, refiling, storage, servicing, preservation, disposal, and related services for all temporary and pre-archival Federal records to be stored or currently stored at Federal national and regional records services centers by Federal agencies and other instrumentalities of the Federal Government. (See the Revolving Fund section of this overall Agency budget request.)

Records Services includes the reimbursable activity at thirteen (13) regional archives facilities, NARA's Central Office archives facilities, and select participating Presidential Libraries. Services provided include specialized training and workshops on archiving potentially permanent Federal records, and reimbursable services provided to agencies for special projects. Also, declassification services are offered, providing records review prior to their accessioning into NARA.

**Advances and Reimbursements Performance Costs**  
*(dollars in thousands)*

| <u>Goals and Activities</u>  | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|--|------------------------|--------------------------|--------------------------|-----------------------------|
| As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. | -                      | -                        | -                        | \$0                         |
| We will preserve and process records to ensure access by the public as soon as legally possible.   | -                      | -                        | -                        | \$0                         |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  | -                      | -                        | -                        | \$0                         |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.  | \$1,503                | \$2,317                  | \$2,438                  | \$121                       |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs.                                       | -                      | -                        | -                        | \$0                         |
| We will equip NARA to meet the changing needs of our customers.  | -                      | -                        | -                        | \$0                         |
| <b>Total Performance Costs</b>   | <b>\$1,503</b>         | <b>\$2,317</b>           | <b>\$2,438</b>           | <b>\$121</b>                |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ADVANCES AND REIMBURSEMENTS**

**SUMMARY EXPLANATION OF CHANGES FROM 2008 TO 2009**  
*(dollars in thousands)*

| Activity                              | Records Services |              | Archives Related |             | Total    |              |
|---------------------------------------|------------------|--------------|------------------|-------------|----------|--------------|
|                                       | FTE              | Amount       | FTE              | Amount      | FTE      | Amount       |
| Increased Costs of Goods and Services | -                | \$90         | -                | -\$1        | -        | \$89         |
| Increased Personnel Costs             | -                | 32           | -                | 0           | -        | 32           |
| <b>Total Changes, 2008 to 2009</b>    | <b>0</b>         | <b>\$122</b> | <b>0</b>         | <b>-\$1</b> | <b>0</b> | <b>\$121</b> |

**EXPLANATION OF CHANGES, 2008 VERSUS 2009**

The reimbursable program for 2009 is estimated at \$2,438,000, an increase of \$121,000 from the 2008 reimbursable program. Changes include an increase of \$32,000 for personnel and benefits costs, and an increase of \$89,000 in the costs of other goods and services.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ADVANCES AND REIMBURSEMENTS**

**DISTRIBUTION OF ESTIMATES BY OBJECT CLASS**  
*(dollars in thousands)*

| Object Classification                             | 2007 Actual    | 2008 Estimate  | 2009 Estimate  |
|---|----------------|----------------|----------------|
| 11.1 Full-time Permanent                          | \$872          | \$1,221        | \$1,244        |
| 11.3 Other than Full-time Permanent               | 192            | 130            | 132            |
| 11.5 Other Personnel Compensation                 | 40             | 17             | 17             |
| <b>11.9 Total Personnel Compensation</b>          | <b>1,104</b>   | <b>1,368</b>   | <b>1,393</b>   |
| 12.1 Personnel Benefits                           | 224            | 373            | 380            |
| 21.0 Travel / Transportation of Persons           | 9              | 88             | 97             |
| 22.0 Transportation of Things                     | 0              | 32             | 34             |
| 23.3 Communications, Utilities, and Misc. Charges | 0              | 6              | 8              |
| 24.0 Printing and Reproduction                    | 0              | 34             | 37             |
| 25.2 Other Services                               | 25             | 285            | 340            |
| 26.0 Supplies and Materials                       | 89             | 131            | 139            |
| 31.0 Equipment                                    | 52             | 0              | 10             |
| <b>99.0 Total Obligations</b>                     | <b>\$1,503</b> | <b>\$2,317</b> | <b>\$2,438</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ADVANCES AND REIMBURSEMENTS**

**EXPLANATION OF DISTRIBUTION OF OBJECT CLASS**

- |   |  |
|---|--|
| <p><b>11.0 Personnel Compensation</b> - \$1,393,000. For 29 FTE.</p> <p><b>12.0 Personnel Benefits</b> - \$380,000. Provides for the government's contribution to the retirement fund; health benefits; group life insurance; and FICA and Medicare hospital insurance.</p> <p><b>21.0 Travel and Transportation of Persons</b> - \$97,000. Provides for travel required for administration of reimbursable programs and technical assistance projects.</p> <p><b>22.0 Transportation of Things</b> - \$34,000. Accessioning and transfer of records, supplies, and equipment by commercial carrier.</p> <p><b>23.3 Communications, Utilities, and Misc. Charges</b> - \$8,000. Provides for equipment rental, overnight delivery charges, and utility costs.</p> | <p><b>24.0 Printing and Reproduction</b> - \$37,000. Includes printing costs for technical assistance reports and electrostatic copying.</p> <p><b>25.2 Other Services</b> - \$340,000. Provides for commercial contractual services, including registration fees associated with training.</p> <p><b>26.0 Supplies and Materials</b> - \$139,000. Includes program and administrative supplies and materials.</p> <p><b>31.0 Equipment</b> - \$10,000. Provides for purchase of electrostatic and copying machines.</p> |
|---|--|

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REVOLVING FUND**

**INCOME/COST COMPARISON SUMMARY FOR 2009**  
*(dollars in thousands)*

|                                   | 2007 Actual    | 2008 Estimate  | 2009 Estimate |
|-----------------------------------|----------------|----------------|---------------|
| Income/Cost Comparison - Summary: |                |                |               |
| Operating Income                  | \$144,407      | \$148,000      | \$153,500     |
| Operating Expense                 | 141,329        | 147,000        | 153,000       |
| <b>Net Profit or Loss (-)</b>     | <b>\$3,078</b> | <b>\$1,000</b> | <b>\$500</b>  |

**DIGEST OF BUDGET ESTIMATES BY ACTIVITIES FOR 2009**  
*(dollars in thousands)*

| Activity   | Summary      |                  |               |                  |               |                  | Increases or<br>Decreases for 2009 |                |
|--|--------------|------------------|---------------|------------------|---------------|------------------|------------------------------------|----------------|
|  | 2007 Actual  |                  | 2008 Estimate |                  | 2009 Estimate |                  | FTE                                | Amount         |
|  | FTE          | Amount           | FTE           | Amount           | FTE           | Amount           |                                    |                |
| Accession, Reference, Refile, and Disposal Service | 1,149        | \$89,037         | 1,185         | \$93,500         | 1,185         | \$97,300         | 0                                  | \$3,800        |
| Storage Services                                   | 15           | 52,292           | 15            | 53,500           | 15            | 55,700           | 0                                  | 2,200          |
| <b>Total Obligations</b>                           | <b>1,164</b> | <b>\$141,329</b> | <b>1,200</b>  | <b>\$147,000</b> | <b>1,200</b>  | <b>\$153,000</b> | <b>0</b>                           | <b>\$6,000</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REVOLVING FUND**

**OVERVIEW OF NARA REVOLVING FUND PROGRAMS**

NARA takes care of some two million cubic feet of *archival* records in our legal and physical custody. Funding for these records comes from the direct operating expenses appropriation. But in our Federal Records Center Program facilities, we store more than ten times as many temporary and pre-archival records that belong to other Federal agencies. NARA's Federal Records Center Program operates as a revolving fund.

The revolving fund allows NARA to utilize in its operations any receipts that are generated by the activities of the fund. In addition, costs are distributed fairly and at savings to the government. It also improves services to individual agencies by providing more space to meet agency demands, providing better quality space where appropriate, and improving transfer, reference, refile, disposal, and other services for records stored in records service centers.

Regional records services facilities maintain low cost storage to which Federal agencies retire certain noncurrent records for specified periods. For such records, the regional records services facilities provide reference services on nearly 26 million cubic feet of records in NARA's custody. These services include loan or return of records to the agency of origin; preparation of authenticated reproductions of documents; and provision of information from records. The National

Personnel Records Center alone provides for the maintenance and reference service on over 140 million military and civilian personnel records. The facilities also dispose of records of transitory value and transfer into archival custody those that of enduring value. The facilities also offer to Federal agencies in the regions technical assistance workshops and advice on records creation, maintenance, storage, disposition, and vital records.

**AUTHORIZING LANGUAGE**

Under the provisions of 44 USC § 2901 note (Public Law 106-58), the National Archives and Records Administration implemented a Revolving Fund for the storage and servicing of Federal records at all NARA records centers. As of October 1, 1999, the NARA records center program operates on a full cost recovery basis by charging user fees to other agencies.

The NARA Records Center Revolving Fund utilizes operations effectively by providing services on a fee for service basis to Federal agency customers by maintaining low cost, quality storage and transfer, reference, refile, and disposal services for records stored in service centers.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REVOLVING FUND**

**Revolving Fund Performance Costs**  
*(dollars in thousands)*

| <u>Goals and Activities</u>  | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|--|------------------------|--------------------------|--------------------------|-----------------------------|
| As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. | \$141,329              | \$147,000                | \$153,000                | \$6,000                     |
| We will preserve and process records to ensure access by the public as soon as legally possible.   | -                      | -                        | -                        | \$0                         |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  | -                      | -                        | -                        | \$0                         |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.  | -                      | -                        | -                        | \$0                         |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs.                                       | -                      | -                        | -                        | \$0                         |
| We will equip NARA to meet the changing needs of our customers.  | -                      | -                        | -                        | \$0                         |
| <b>Total Performance Costs</b>   | <u>\$141,329</u>       | <u>\$147,000</u>         | <u>\$153,000</u>         | <u>\$6,000</u>              |

**EXPLANATION OF CHANGES, 2008 VERSUS 2009**

Total obligations for FY 2009 are estimated at \$153,000,000. This represents an increase of \$6,000,000 from FY 2008. This includes increases of \$2,090,000 associated with personnel and benefits; \$3,047,000 for rent and security rate changes at federal and non-federal facilities and \$863,000 for the cost of other goods and services.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REVOLVING FUND**

**DISTRIBUTION OF ESTIMATES BY OBJECT CLASS**  
*(dollars in thousands)*

| Object Classification   | 2007 Actual      | 2008 Estimate    | 2009 Estimate    |
|---|------------------|------------------|------------------|
| 11.1 Full-time Permanent                                      | \$41,632         | \$44,685         | \$46,092         |
| 11.3 Other than Full-time Permanent                           | 4,924            | 6,508            | 6,710            |
| 11.5 Other Personnel Compensation                             | 2,113            | 1,241            | 1,280            |
| 11.8 Reemployed Annuitants                                    | 0                | 19               | 0                |
| <b>11.9 Total Personnel Compensation</b>                      | <b>48,669</b>    | <b>52,453</b>    | <b>54,082</b>    |
| 12.1 Civilian Personnel Benefits                              | 13,634           | 14,861           | 15,322           |
| 13.0 Benefits for Former Personnel                            | 213              | 453              | 467              |
| 21.0 Travel and Transportation of Persons                     | 543              | 527              | 543              |
| 22.0 Transportation of Things                                 | 1,141            | 1,198            | 1,235            |
| 23.1 Rental Payments to GSA                                   | 37,091           | 38,958           | 39,159           |
| 23.2 Rental Payments to Other                                 | 6,110            | 6,908            | 9,708            |
| 23.3 Communications, Utilities, and Misc. Charges             | 1,511            | 4,754            | 4,901            |
| 24.0 Printing and Reproduction                                | 49               | 50               | 52               |
| 25.1 Advisory and Assistance Services                         | 2,345            | 2,272            | 2,343            |
| 25.2 Other Services   | 2,913            | 5,871            | 6,053            |
| 25.3 Purchases of Goods and Services from Government Accounts | 6,727            | 853              | 879              |
| 25.3 Security Payments to DHS for Rental Space                | 5,125            | 5,998            | 6,044            |
| 25.7 Operations and Maintenance of Equipment                  | 4,178            | 6,125            | 6,315            |
| 26.0 Supplies and Materials                                   | 1,265            | 1,242            | 1,281            |
| 31.0 Equipment  | 3,436            | 2,540            | 2,618            |
| 32.0 Land and Structures                                      | 6,372            | 1,854            | 1,912            |
| 43.0 Interest and Dividends                                   | 7                | 83               | 86               |
| <b>99.0 Total Obligations</b>                                 | <b>\$141,329</b> | <b>\$147,000</b> | <b>\$153,000</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
REVOLVING FUND**

**EXPLANATION OF DISTRIBUTION BY OBJECT CLASS**

- 11.0 Personnel Compensation** - \$54,082,000. For 1,200 FTE.
- 12.0 Personnel Benefits** - \$15,322,000. Provides for the government's contribution to the retirement fund; health benefits; group life insurance; and FICA and Medicare hospital insurance.
- 13.0 Benefits for Former Personnel** - \$467,000. Provides for unemployment compensation payments to former Federal employees.
- 21.0 Travel and Transportation of Persons** - \$543,000. Provides for travel required for administration of revolving fund programs and technical assistance projects.
- 22.0 Transportation of Things** - \$1,235,000. Accessioning and transfer of records, supplies, and equipment by commercial carrier.
- 23.1 Rental Payments to GSA** - \$39,159,000. Provides for payments to the General Services Administration, Federal Building Fund for rental space.
- 23.2 Rental Payments to Other** - \$9,708,000. Provides for payments to a non-Federal source for rental space.
- 23.3 Communications, Utilities, and Misc. Charges** - \$4,901,000. Provides for equipment rental, overnight delivery charges, and utility costs.
- 24.0 Printing and Reproduction** - \$52,000. Includes reproduction of records, printing costs for technical assistance reports, and electrostatic copying.
- 25.1 Advisory and Assistance Services** - \$2,343,000. Provides for commercial contractual services, such as management and professional support services, and engineering and technical services.
- 25.2 Other Services** - \$6,053,000. Provides for commercial contractual services, such as training and ADP equipment maintenance.
- 25.3 Purchases of Goods and Services from Government Accounts**- \$879,000. Includes payments to GSA for accounting and payroll services, to OPM for security checks and clearances, and the U.S. Public Health Service for basic occupational health center services.
- 25.3 Security Payments to DHS for Rental Space** - \$6,044,000. Provides for security payments to the Department of Homeland Security for rental space.
- 25.7 Operation and Maintenance of Equipment** - \$6,315,000. Includes funding for contractors to provide operation and maintenance of data communications and administrative processing to support the organizations. Also includes maintenance and fuel costs for motor vehicles managed through GSA.
- 26.0 Supplies and Materials** - \$1,281,000. Includes program and administrative supplies and materials.
- 31.0 Equipment** - \$2,618,000. Includes information technology equipment in records services centers applicable to the revolving fund program.
- 32.0 Land and Structures** - \$1,912,000. Includes purchase of shelving applicable to the revolving fund program.
- 43.0 Interest and Dividends** - \$86,000. Interest resulting from the capital leases for shelving.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
GIFT FUND**

**ANALYSIS OF ESTIMATED LEVEL FOR 2009**  
*(dollars in thousands)*

|   | 2007 Actual     | 2008 Estimate  | 2009 Estimate  |
|---|-----------------|----------------|----------------|
| <b>Financing:</b>                         |                 |                |                |
| Prior Year Carry Forward                  | \$2,365         | \$2,275        | \$2,102        |
| Permanent Indefinite Budget Authority [1] | 15,756          | 2,187          | 1,931          |
| Recovery of Prior Year Obligations        | 1               | -              | -              |
| <b>Total Availability</b>                 | <b>\$18,122</b> | <b>\$4,462</b> | <b>\$4,033</b> |
| Obligations                               | 15,847          | 2,360          | 2,289          |
| <b>Unobligated Balance</b>                | <b>\$2,275</b>  | <b>\$2,102</b> | <b>\$1,744</b> |

[1] Includes donations, interest received and reinvested on investments, and divestments of non-federal investments. 2007 Actual includes divestment and reinvestment of non-federal securities.

**DIGEST OF BUDGET ESTIMATES BY ACTIVITIES FOR 2009**  
*(dollars in thousands)*

| Activity   | Summary         |                |                | Increases or<br>Decreases for<br>2009 |
|--|-----------------|----------------|----------------|---------------------------------------|
|  | 2007 Actual     | 2008 Estimate  | 2009 Estimate  |                                       |
|  | Amount          | Amount         | Amount         | Amount                                |
| Historical Research, Conferences, Archival and Cultural Events, and Publications | \$1,315         | \$209          | \$158          | -\$51                                 |
| Presidential Libraries   | 14,532          | 2,151          | 2,131          | -20                                   |
| <b>Total Obligations</b>   | <b>\$15,847</b> | <b>\$2,360</b> | <b>\$2,289</b> | <b>-\$71</b>                          |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
GIFT FUND**

**SUMMARY JUSTIFICATION OF 2009 BUDGET ESTIMATE**

The National Archives Gift Fund was established to administer incoming gifts and bequests. Expenditures are made for various programs, including historical research, conferences, archival and cultural events, and publications.

Gifts of money and property are made by individuals and organizations for the benefit of archival and records activities and are expended from the Gift Fund as authorized by the Archivist or in accordance with donor restrictions, if any. Permanent indefinite budget authority is provided from donated funds and interest earned on investments.

In accordance with 44 U.S.C. 2112, the Bush Presidential Library received a \$4,477,233 endowment from the Bush Library Foundation. The money was deposited in the Gift Fund and invested in accordance with established National Archives Trust and Gift

Fund procedures. Income earned on the investment, which is estimated to be \$240,000 annually, will be used to offset a portion of the Library's operation and maintenance costs. NARA has also received an endowment of \$7,200,000 from the Clinton Library Foundation to offset operation and maintenance costs of the Clinton Presidential Library. Income earned on this investment is estimated to be \$390,000 annually.

NARA continues to receive donations from various donors. The Nixon Presidential Library's Oral History Project is anticipating donations of over \$100,000 for FY 2008.

Total obligations for FY 2009 are estimated at \$2,289,000, a decrease of \$71,000 compared to FY 2008 estimated obligations of \$2,360,000. The decrease is attributable to fluctuation of donations among various program offices.

**AUTHORIZING LANGUAGE**

The National Archives Trust Fund Board may solicit and accept gifts or bequests of money, securities, or other personal property, for the benefit of or in connection with the national archival and records activities administered by the National Archives and Records Administration (44 U.S.C. 2305).

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
GIFT FUND**

**DISTRIBUTION OF ESTIMATES BY OBJECT CLASS**  
*(dollars in thousands)*

| Object Classification                             | 2007 Actual     | 2008 Estimate  | 2009 Estimate  |
|---|-----------------|----------------|----------------|
| 21.0 Travel/Transportation of Persons             | \$113           | \$129          | \$87           |
| 22.0 Transportation of Things                     | 7               | 3              | 3              |
| 23.3 Communications, Utilities, and Misc. Charges | 4               | 15             | 15             |
| 24.0 Printing and Reproduction                    | 45              | 23             | 29             |
| 25.2 Other Services                               | 2,389           | 1,505          | 1,414          |
| 26.0 Supplies and Materials                       | 54              | 53             | 104            |
| 31.0 Equipment                                    | 18              | -              | 5              |
| 33.0 Equity Investments                           | 13,217          | 632            | 632            |
| <b>99.0 Total Obligations</b>                     | <b>\$15,847</b> | <b>\$2,360</b> | <b>\$2,289</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
GIFT FUND**

**EXPLANATION OF DISTRIBUTION BY OBJECT CLASS**

- |   |   |
|---|---|
| <p><b>21.0 Travel and Transportation of Persons</b> - \$87,000. Provides for travel to participate in archival activities.</p> <p><b>22.0 Transportation of Things</b> - \$3,000. Provides for transportation of artifacts.</p> <p><b>23.3 Communications, Utilities, and Misc. Charges</b> - \$15,000. Provides for local and long distance phone communications charges, postage, and overnight delivery service.</p> <p><b>24.0 Printing and Reproduction</b> - \$29,000. Provides for printing of brochures, publications, and reproductions.</p> <p><b>25.2 Other Services</b> - \$1,414,000. Provides for commercial contractual services. Also, provides for offset of Trust Fund personnel compensation at the Johnson Library from a donation from the Johnson Library Foundation, and operations and maintenance costs at the Bush and Clinton Libraries from income earned on the invested donation from the Bush and Clinton Library Foundations.</p> | <p><b>26.0 Supplies and Materials</b> - \$104,000. Provides for administrative supplies and materials.</p> <p><b>31.0 Equipment</b> - \$5,000. Purchase equipment.</p> <p><b>33.0 Equity Investments</b> - \$632,000. Budgetary outlays as a result of non-Federal interest reinvested.</p> |
|---|---|

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
TRUST FUND**

**ANALYSIS OF ESTIMATED LEVEL FOR 2009**  
*(dollars in thousands)*

|  | 2007 Actual    | 2008 Estimate | 2009 Estimate |
|--|----------------|---------------|---------------|
| <b>Income/Cost Comparison - Summary:</b>         |                |               |               |
| Operating Income                                 | \$16,417       | \$16,249      | \$17,445      |
| Operating Expense before depreciation            | 16,154         | 17,252        | 18,411        |
| Net Operating Income or Loss before depreciation | \$263          | -\$1,003      | -\$966        |
| Depreciation                                     | -44            | -11           | -12           |
| Net Operating Income or Loss (-)                 | 219            | -1,014        | -978          |
| Non-Operating Income or Loss (-)                 | 1,480          | 750           | 718           |
| <b>Net Profit or Loss (-)</b>                    | <b>\$1,699</b> | <b>-\$264</b> | <b>-\$260</b> |

**DIGEST OF BUDGET ESTIMATES BY ACTIVITIES FOR 2009**  
*(dollars in thousands)*

| Activity                 | Summary     |                 |               |                 |               |                 | Increases or<br>Decreases for 2009 |             |
|--------------------------|-------------|-----------------|---------------|-----------------|---------------|-----------------|------------------------------------|-------------|
|                          | 2007 Actual |                 | 2008 Estimate |                 | 2009 Estimate |                 | FTE                                | Amount      |
|                          | FTE         | Amount          | FTE           | Amount          | FTE           | Amount          |                                    |             |
| Sales                    | 17          | \$7,710         | 20            | \$8,574         | 20            | \$9,303         | 0                                  | \$729       |
| Presidential Libraries   | 105         | 9,131           | 109           | 9,778           | 109           | 9,108           | 0                                  | -670        |
| <b>Total Obligations</b> | <b>122</b>  | <b>\$16,841</b> | <b>129</b>    | <b>\$18,352</b> | <b>129</b>    | <b>\$18,411</b> | <b>0</b>                           | <b>\$59</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
TRUST FUND**

**OVERVIEW OF NARA TRUST FUND PROGRAMS**

The Trust Fund receives, holds, and disburses monies collected from: sales of reproductions of records and sales of publications and historical mementos in the National Archives, the regional records services facilities, and the Presidential Libraries; admission fees to the Presidential Libraries; and fees for archival training and conferences.

Reproduction of Records. Reproductions of all varieties of records, including documents, photographs, maps, motion pictures, and ADP tapes in the National Archives, the regional records services facilities, and the Presidential Libraries, are made upon request and sold to the public, to scholars and to Federal agencies. These reproductions are used for scholarly research, genealogy and family history, to illustrate books and articles, and to make new motion pictures and video productions.

Publications and Historical Mementos. The fund publishes or purchases for resale books and other printed materials based upon the records in the National Archives and the Presidential Libraries. These publications include facsimiles of the Declaration of Independence and the Constitution, genealogical guides, and memoirs of former Presidents. The fund also manufactures or purchases for resale items for visitors to the National Archives Exhibit Hall and the Presidential Libraries. Such items include post cards, color slides, posters, and souvenirs.

Admission Fees. Fees are charged for admission to the exhibits at most of the Presidential Libraries and for educational workshops at other NARA locations.

**Trust Fund Performance Costs**

*(dollars in thousands)*

| <u>Goals and Activities</u>  | <u>2007<br/>Actual</u> | <u>2008<br/>Estimate</u> | <u>2009<br/>Estimate</u> | <u>Change<br/>from 2008</u> |
|--|------------------------|--------------------------|--------------------------|-----------------------------|
| As the Nation's record keeper, we will ensure the continuity and effective operations of Federal programs by expanding our leadership and services in managing the Government's records. | -                      | -                        | -                        | \$0                         |
| We will preserve and process records to ensure access by the public as soon as legally possible.   | -                      | -                        | -                        | \$0                         |
| We will address the challenges of electronic records in Government to ensure success in fulfilling NARA's mission in the digital era.  | -                      | -                        | -                        | \$0                         |
| We will provide prompt, easy, and secure access to our holding anywhere, anytime.  | \$200                  | \$200                    | \$200                    | \$0                         |
| We will increase access to our records in ways that further civic literacy in America through our museum, public outreach, and education programs.                                       | \$17,579               | \$18,152                 | \$18,211                 | \$59                        |
| We will equip NARA to meet the changing needs of our customers.  | -                      | -                        | -                        | \$0                         |
| <b>Total Performance Costs</b>   | <b>\$17,779</b>        | <b>\$18,352</b>          | <b>\$18,411</b>          | <b>\$59</b>                 |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
TRUST FUND**

**AUTHORIZING LANGUAGE**

The Archivist of the United States furnishes, for a fee, copies of unrestricted records in the custody of the National Archives (44 U.S.C. 2116). Proceeds from the sale of copies of microfilm publications, reproductions, special works, and other publications, and admission fees to Presidential Library museum rooms are deposited to this fund (44 U.S.C. 2112, 2307).

**SUMMARY EXPLANATION OF CHANGES FROM 2008 TO 2009**  
*(dollars in thousands)*

| Activity  | Sales    |             | Presidential Libraries |             | Total    |             |
|---|----------|-------------|------------------------|-------------|----------|-------------|
|   | FTE      | Amount      | FTE                    | Amount      | FTE      | Amount      |
| Program Changes:  |          |             |                        |             |          |             |
| Increased Cost of Sales / Reproductions and Library Museum Activities | -        | \$24        | -                      | \$102       | -        | \$126       |
| Other Changes:  |          |             |                        |             |          |             |
| One-time Equipment Purchases  | -        | -20         | -                      | -74         | -        | -\$94       |
| Change in Cost of Other Goods and Services                            | -        | 15          | -                      | 12          | -        | \$27        |
| <b>Total Changes, 2008 to 2009</b>                                    | <b>0</b> | <b>\$19</b> | <b>0</b>               | <b>\$40</b> | <b>0</b> | <b>\$59</b> |

**EXPLANATION OF CHANGES, 2008 VERSUS 2009**

Total obligations for 2009 are estimated at \$18,411,000, an increase of \$59,000 from 2008 estimated obligations of \$18,352,000. The \$126,000 increased cost of sales, reproductions and library museum activities results primarily from anticipated fee changes, and implementation of new revenue-producing initiatives to offset emerging competition from the private sector. Other changes include a decrease of \$94,000 for one-time equipment purchases, and an increase of \$27,000 for the cost of other goods and services.

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
TRUST FUND**

**DISTRIBUTION OF ESTIMATES BY OBJECT CLASS**  
*(dollars in thousands)*

| Object Classification   | 2007 Actual     | 2008 Estimate   | 2009 Estimate   |
|---|-----------------|-----------------|-----------------|
| 11.1 Full-time Permanent                                      | \$4,885         | \$4,847         | \$4,981         |
| 11.3 Other than Full-time Permanent                           | 618             | 639             | 658             |
| 11.5 Other Personnel Compensation                             | 169             | 167             | 172             |
| <b>11.9 Total Personnel Compensation</b>                      | <b>5,672</b>    | <b>5,653</b>    | <b>5,811</b>    |
| 12.1 Civilian Personnel Benefits                              | 1,560           | 1,774           | 1,824           |
| 21.0 Travel and Transportation of Persons                     | 271             | 263             | 271             |
| 22.0 Transportation of Things                                 | 45              | 60              | 57              |
| 23.3 Communications, Utilities, and Misc. Charges             | 593             | 667             | 676             |
| 24.0 Printing and Reproduction                                | 325             | 418             | 556             |
| 25.2 Other Services   | 2,390           | 2,481           | 2,557           |
| 25.3 Purchases of Goods and Services from Government Accounts | 3,390           | 3,672           | 4,425           |
| 26.0 Supplies and Materials                                   | 1,790           | 1,960           | 2,024           |
| 31.0 Equipment  | 217             | 304             | 210             |
| 32.0 Land and Structures                                      | 65              | 0               | 0               |
| 33.0 Investments and Loans                                    | 523             | 1,100           | 0               |
| <b>99.0 Total Obligations</b>                                 | <b>\$16,841</b> | <b>\$18,352</b> | <b>\$18,411</b> |

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
TRUST FUND**

**EXPLANATION OF DISTRIBUTION BY OBJECT CLASS FOR 2009**

- |   |  |
|---|--|
| <p><b>11.9 Total Personnel Compensation</b> - \$5,811,000. For 129 FTE.</p> <p><b>12.1 Civilian Personnel Benefits</b> - \$1,824,000. Provides for the government's contribution to the retirement fund; health benefits; group life insurance; and FICA and Medicare hospital insurance.</p> <p><b>21.0 Travel and Transportation of Persons</b> - \$271,000. Provides for travel associated with the National Archives Trust Fund activities.</p> <p><b>22.0 Transportation of Things</b> - \$57,000. Provides for postage used in parcel post and commercial transportation charges.</p> <p><b>23.3 Communications, Utilities, and Miscellaneous Charges</b> - \$676,000. For local and long distance phone communications charges, postage, and overnight delivery service.</p> | <p><b>24.0 Printing and Reproduction</b> - \$556,000. For reproducing reports and microfilm, and printing of forms and publications.</p> <p><b>25.2 Other Services</b> - \$2,557,000. Provides for contractual services including reproduction services and library museum renovations.</p> <p><b>25.3 Purchases of Goods and Services from Government Accounts</b> - \$4,425,000. Provides for payments to operating expenses for services performed for the Trust Fund.</p> <p><b>26.0 Supplies and Materials</b> - \$2,024,000. Provides for program and administrative equipment and office supplies.</p> <p><b>31.0 Equipment</b> - \$210,000. Provides for electrostatic and copying machines, and laboratory and other equipment.</p> |
|---|--|

**NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION**

**CAPITAL IMPROVEMENTS PLAN**

TO ACCOMPANY THE  
FISCAL YEAR 2009 PERFORMANCE BUDGET

# INDEX

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## Introduction

The Capital Improvements Plan (CIP) was required by the 2008 enacted Omnibus appropriation and has been developed by the National Archives and Records Administration (NARA) as a plan to prioritize needs for capital expenditures and / or projects. NARA has defined capital expenditures and / or projects, in general, as the purchase, construction or repairs to NARA owned or operated facilities including designs or studies associated with these projects that exceed \$1,500,000.

A project's inclusion in the CIP does not, in and of itself, commit NARA to funding and accomplishing the project. This is a planning tool. The lack of available funding, emergencies and changes in prioritization may require that some projects ultimately be deferred beyond the timeframe in which they are initially envisioned for accomplishment.

Several abbreviations are used throughout this plan that needs to be explained. They are as follows:

*ADSPL*: Architectural Design Standards for Presidential Libraries - refers to the architectural design standards for Presidential Libraries that were developed by the National Archives and Records Administration in 1997.

*ADA-AG*: Americans with Disabilities Act – Architectural Guidelines - These guidelines were developed and issued in the early 1990s. Older buildings should be in basic compliance with the standard, provided that they were designed for conformance with the Uniform Federal Accessibility Standards (the Federal Government's predecessor to the ADA-AG). When older buildings are renovated, they are expected to be brought into compliance with the more current ADA-AG.

*BCR*: Building Condition Report – Reports compiled by NARA over a five-year cycle on the condition of facilities. Findings are categorized as: Category 1 represents high priority repairs that must be implemented in order to keep the building functional; Category 2 deficiencies should be completed within the next 5 years to maintain building operations; and Category 3 findings are minor repairs that can be planned beyond 5 years.

## **Purpose**

The National Archives and Records Administration (NARA) receives annual funding for normal repairs and restoration of NARA owned and operated facilities. The Capital Improvements Plan (CIP) is a dynamic document that lists and prioritizes major repairs, renovations, improvements and expansions (those in excess of \$1,500,000) of NARA owned facilities that are used in the performance of the agencies mission. The CIP is intended as a planning tool that is to be reviewed and updated on an annual basis and can be modified during the fiscal year as needs, priorities, and resources change.

The annual update process begins with a request for input from the various offices that occupy NARA facilities. NARA staff then compiles the data received from the various offices and update the project list based on this information as well as updated Building Condition Reports (BCRs), when available, and projected completion of projects during the current fiscal year. Projects identified as major projects are then included in a "Capital Plan Strategic Budget Initiative" that is then submitted with the annual NARA budget request to the Office of Management and Budget (OMB).

A separate proposed list of projects, costing \$1,500,000 or less, is prepared at the same time for the upcoming fiscal year based on available funding projections and the total estimated project cost. NARA refers to this list of projects as the annual Repair and Restorations Plan (R&R Plan). After review by the Assistant Archivist for Administration, the R&R Plan is forwarded to the Archivist of the United States for project approval and funded from the NARA R&R appropriation.

## **Methodology**

The Capital Improvements Plan (CIP) provides information on proposed capital improvements over the next five to seven years. A description of the proposed projects, including information on the need and prioritization of the improvements as well as a brief scope of work is included. Efforts are made to bundle together recommendations from the BCRs so as to take advantage of economy of scale by doing similar work at the same time under the same contract.

In developing the CIP, consideration was given to future long term needs of the agency as they relate to special projects, expansions of existing facilities, replacements of existing facilities and major renovations of existing facilities.

R&R funds that are provided to NARA each year in the Federal budget are used to perform the building condition reports on NARA owned facilities (it is their goal to perform building condition reports on facilities on a five year cycle). From these reports, NARA develops a prioritized listing of required repair and restoration projects. In preparing this list, consideration is given to completing the highest priority projects (those projects identified in BCRs as Category 1 which are high priority repairs that must be implemented immediately to keep the building functional) as early as possible. Category 2 deficiencies (those identified as being repairs that should be completed within a 1 to 5 year time period to continue the normal operation of the building) are considered next on the prioritized projects list. In some cases a category 2 repair will be programmed to be performed in connection with category 1 repairs of a similar nature to take advantage of bundling the work into a larger project to attempt to get a better cost for the repairs. The Category 3 deficiencies (those repairs that can be planned to be completed more than five years out) are, for the purposes of the CIP, deferred pending a review in a subsequent building condition report within the next five years.

Efforts have been made to program the required projects in a manner to evenly distribute the required funding over future fiscal years. The required building condition reports have also been distributed in the R&R Plan over several years with the goal that each facility will receive a new building condition report every five years. An effort has also been made to review the scope and nature of each special project to determine if the funding for the project can be distributed over several fiscal years (such as doing the design in one fiscal year and construction in the next year or in multiple phases). In some instances special projects have been specifically deferred in order to accomplish the higher priority special projects.

Finally, energy savings has been considered. If a project is anticipated to yield savings in operational costs, such as utilities through energy saving initiatives, then the project may receive higher prioritization. This reflects an attempt to reduce facility operating expenses in subsequent years.

## **Anticipated Capital Projects**

The following anticipated Capital Projects are sorted into tiers. These tiers represent overall prioritization based upon the building condition reports, impact on agency mission accomplishment, sunk costs and cost avoidance as well as potential future cost savings.

### **First Tier Projects**

Roosevelt Library Renovation (Construction over 3 Phases) – In FY 2005, NARA performed an updated BCR on the facility. It was determined that many of the building systems had reached the end of their anticipated service life and that the building was in need of a major renovation, not only to correct the deficiencies found in the report but also to bring the facility into compliance with the current NARA standards for preservation (NARA Directive 1571) and to improve the fire-safety protection of the facility. As part of this renovation, NARA would mitigate hazardous materials that have been found in the original building construction. In addition to upgrading the facility, the renovation design will incorporate a new permanent exhibit including a visible storage area. Construction would be undertaken over three years.

Eisenhower Renovations and Visitor Center Expansion (Design & Construction over 2 Phases) - The most recent BCR identified numerous deficiencies with major mechanical systems throughout the library and museum buildings. NARA anticipates that the building needs improvements to bring it in compliance with current preservation requirements (NARA Directive 1571), and corrections are needed to remedy fire safety deficiencies.

### **Second Tier Projects**

Kennedy Library Expansion (Construction Phase 2) - NARA has received a tremendous volume of accessioned materials related to the Kennedy family over the years and NARA has reached the limits of storage capacity at the John F. Kennedy Library. The present storage conditions are over-crowded and not in compliance with the NARA standards for the proper storage of archival materials (NARA Directive 1571). To temporarily solve the problem, NARA arranged for off site-storage of some materials of John F. Kennedy's presidency, which is neither desirable nor efficient. NARA is in the process of repackaging the design for a two phase expansion of the Kennedy Library to provide additional and appropriate storage. With funds received in the FY 2008 budget, NARA plans to purchase the land for the addition and to begin the site preparation for the construction of an addition.

Ford Library Electrical, HVAC and Elevator Renovation (Design & Construction) - The BCR that was finished in August 2007, indicated that there were approximately \$3,000,000 of repairs required to the facility. The bulk of the noted repairs were Category 2 type repairs which would require attention within five years of the report. By

fiscal year 2013, NARA plans to make the repairs to previous noted deficiencies and to any additional deficiencies that are noted in subsequent BCRs.

Johnson Library Space Alteration (Design & Construction) - In 2004, NARA performed a comprehensive space planning study for the Johnson Library. During that study it was determined that substantial changes should be made to the building to improve the space utilization of the facility and the efficiency of operations. NARA is currently performing an updated BCR on the library, which will give NARA a clearer picture of the extent of repairs necessary to the building.

### **Third Tier Projects**

Ford Library Roof Replacement - The current roof was installed in (approximately) 1994 and NARA expects the roof will be nearing the end of its anticipated service life within the next five years. NARA plans to replace the roof before it develops leaks that might cause damage to interior finishes and holdings. Based on a recent BCR, NARA has made some minor roof repairs that were required as Category 1 repairs. The BCR also identified approximately \$30,000 worth of Category 2 skylight repairs that need to be completed within five years.

Hoover Library Mechanical Renovations (Design) – NARA performed an updated BCR for the Hoover Library in FY 2007. The draft BCR indicates that many of the current building systems, while well maintained, are reaching the end of their anticipated service life. In approximately five years, NARA anticipates replacement of the building systems following the results of a future BCR (when the scope of the necessary renovations can be identified).

Ford Museum Roof Replacement - The original roof, constructed in 1981, and the perimeter flashings were replaced with a single ply membrane roof in 1991. In 2003, an addition was constructed with a new roof. As part of maintenance, a number of the seams in the 1991 section of roof were repaired in 2005. NARA believes that, with those repairs and continued maintenance, the existing 1991 roof will need to be replaced, approximately 20 years after the original construction.