

PART 4. OFFICE OF PRESIDENTIAL LIBRARIES

ORGANIZATION

1. Assistant Archivist for Presidential Libraries

- a. Plans, directs, and coordinates comprehensive programs for the acquisition, storage, preservation, review, servicing, and disposal of Presidential records, Federal records, and donated historical materials (including artifacts) in Presidential libraries and Presidential materials projects.
- b. Develops policies and procedures for the management and operation of Presidential libraries and Presidential materials projects.
- c. Develops, coordinates, and monitors overall plans, programs, and resource allocations for Presidential libraries and Presidential materials projects.
- d. Develops and coordinates plans for the establishment of new Presidential libraries and Presidential Materials Projects.
- e. Coordinates system-wide education, museum, and public programs to advance the Presidential libraries' ability to use its holdings for the support of civic education. Coordinates multi-library exhibit and conference programming in support of the Presidential libraries.
- f. Represents the Presidential libraries on agency-wide initiatives involving archives, museum, education, and public programming. Coordinates these efforts with other program offices including, but not limited to, NF, NR, and NW.
- g. Serves as a representative of NARA and Presidential libraries in the larger museum and education community and facilitates the National Archives' Presidential libraries cooperative efforts with these institutions.

2. Presidential Materials Staff

- a. Furnishes technical assistance to White House Staff and officials of former administrations, as necessary, on records creation, management, and disposition and conducts training to improve records management practices.
- b. Receives, for storage, servicing, and processing, as requested by the incumbent administration, records and other historical materials pending their transfer to a Presidential library, Presidential materials project, or other authorized disposition.
- c. Services materials opened and made available at the National Archives and Records Administration (NARA) by the White House by furnishing the records, or information from them, or copies of them, to U.S. Government agencies and the public.

- d. Services records and other historical materials at the request of the incumbent Administration to U.S. Government agencies, the Congress, and the Courts.
- e. Establishes physical and intellectual control over the records, including the storage, arrangement, and security of records and other historical materials.
- f. Disposes of records and other historical materials in accordance with applicable laws and regulations.
- g. Provides courtesy storage for documentary materials of national political party organizations.
- h. Oversees the preparation of Presidential Records Act (PRA) notices to the incumbent President and the representatives of former Presidents and Vice Presidents; oversees requests for special access to Presidential records under the PRA and works with NGC on special access requests requiring legal oversight by NGC; coordinates, frequently among several libraries, the archival search and review of responsive records for all special access requests under the PRA; works in conjunction with NL and NGC in formulating and recommending policy and review guidance to Presidential Libraries staff on PRA issues.
- i. Gives advice and assists in formulating policy to the libraries on Presidential access issues including advice and assistance on complex review and mandatory review issues, implementation of E.O. 12958 to Presidential papers, and appeals for National Security Council (NSC) and White House records.

3. Presidential Libraries

Perform the following functions for the libraries listed in para. 5:

- a. In accordance with applicable laws and regulations, appraises Presidential and Federal records in their custody to determine whether they have or will continue to have sufficient value to warrant preservation by the U.S. Government and recommends appropriate disposition action for approval by the Archivist.
- b. Solicits, negotiates, and reviews offers to donate documents or other historical materials, determines whether it is in the public interest to accept them for deposit, and recommends appropriate action for approval by the Archivist.
- c. Accepts for deposit, or effects the transfer of, records and other historical materials that have been determined by the Archivist to have sufficient value to warrant continued preservation.
- d. Disposes of records and other historical materials in accordance with applicable laws and regulations, and the terms of deeds of gift.

- e. Reviews Presidential records, Federal records, and donated historical materials for national security, statutory, and when applicable, donor's deeds of gift restrictions on access.
- f. Services records and other historical materials by furnishing the records or materials, or information from them, or copies of them, to U.S. Government agencies and the public.
- g. Operates research rooms for public or U.S. Government agency use of records and other historical materials or copies thereof.
- h. Reviews and responds to Freedom of Information Act (FOIA) requests, mandatory review requests and appeals, and appeals for access to records and other historical materials restricted by donor's deeds of gift.
- i. Establishes physical and management control over the records, including the storage, arrangement, and security of records and other historical materials and the space housing them.
- j. Inspects records and other historical materials to determine the state of their preservation; identifies those requiring preservation and repair or reproduction; determines the appropriate treatment; and carries out appropriate measures on site or arranges for appropriate treatment by another NARA unit, or by contract.
- k. Analyzes records and other historical materials to understand the origins, filing systems, content, technical and legal problems, and uses; prepares descriptive guides, lists, inventories, and other finding aids; and performs research in the administrative history of Presidential administrations.
- l. Plans and conducts programs for the documentary publication of records and other historical materials.
- m. Plans and conducts oral history projects relating to the holdings of the library.
- n. Exhibits records and other historical materials and assists other elements of NARA in the preparation of exhibits by recommending and providing records and other historical materials from the holdings.
- o. Develops, provides, and promotes public and educational programs that provide for greater understanding and use of NARA's cultural services and educational resources and services by educational and research institutions and the general public.
- p. Recruits and trains volunteers for in-service and outreach programs.

- q. Operates a museum, a museum shop, and sells publications and historical mementos.
- r. Manages deposits to and expenditures from the library's National Archives Trust Fund account.
- s. Administers the day-to-day facilities management program of the library in coordination with the Office of Presidential Libraries (NL), and major renovation and restoration projects in coordination with NL and the Office of Administration (NA).
- t. Develops and administers the local program for the efficient operation of the library in an emergency, including the self-protection program for civil defense, fire prevention, and building safety.

4. Richard Nixon Library (NLRN)

In addition to the functions listed under paragraph 3, Presidential libraries, the Richard Nixon Library (NLRN) with support by the Richard Nixon Library – College Park (NLRNS), in accordance with Pub. L. 93-526, 88 Stat. 1695, as affected by existing court orders and as implemented by regulations issued by the Archivist:

- a. Inspects Nixon Presidential materials to determine the state of their preservation; identifies those requiring preservation and repair or reproduction; determines the appropriate treatment; and carries out appropriate measures on site or arranges for appropriate treatment by another NARA unit, or by contract.
- b. In accordance with the Presidential Recordings and Materials Preservation Act regulations governing Nixon materials and legal settlement, reviews for national security and statutory restrictions on access and materials to be returned to the Nixon estate.
- c. Disposes of Nixon Presidential materials in accordance with applicable laws and regulations.

5. Existing libraries

- a. Herbert Hoover Library
- b. Franklin D. Roosevelt Library
- c. Harry S. Truman Library
- d. Dwight D. Eisenhower Library
- e. John F. Kennedy Library
- f. Lyndon Baines Johnson Library

- g. Richard Nixon Library
- h. Gerald R. Ford Library
- i. Jimmy Carter Library
- j. Ronald Reagan Library
- k. George Bush Library
- l. William J. Clinton Library
- m. George W. Bush Library

DELEGATION OF AUTHORITIES

Authorities Delegated by the Archivist to NL

6. General Administration

Delegation	Redelegated To	Limitations
a. Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. § 2105(d))	Library, Project, and Staff Directors	None
b. Utilize the services of officials and personnel of other executive agencies, including the armed services, and with the consent of the agency concerned, to review for declassification purposes records and other papers and historical materials that are or may be deposited with NARA (44 U.S.C. § 2105(d))	Library, Project and Staff Directors	None
c. Charge and collect reasonable fees for the privilege of visiting exhibit room or museums (44 U.S.C. § 2112(e))	Library and Project Directors	None
d. Solicit and accept gifts and bequests of money or other property for the benefit of, or in connection with, the national archival and records activities administered by NARA, or for the purpose of maintaining, operating, protecting, or improving a Presidential archival depository (44 U.S.C. §§ 2112 (g)(1); 2305)	Library and Project Directors	Subject to the requirements of Trust Fund Procedures Manual (TRUST FUND 1801), ch. 2, part 4, sec. 4)
e. Expend gifts, bequests, and the proceeds from sales of historical materials, copies or reproductions, catalogs, or other items, that have been paid into the library's account in the National Archives Trust Fund (2112 (g)(1)).	Library and Project Directors	Subject to the requirements of Trust Fund Procedures Manual (TRUST FUND 1801), ch. 2, sec. 2, para. 104, and the concurrence of the National Archives Trust Fund Board for expenditures of more than \$10,000
f. Operate a museum shop and sell publications, historical materials, copies or reproductions, catalogs, and other items having to do with the Presidential library (44 U.S.C. § 2112(g)(1))	Library and Project Directors	None
g. Charge and collect fees for making or authenticating copies or reproductions of materials transferred to NARA and deposit such fees into the National Archives Trust Fund (44 U.S.C. § 2116(c))	Library, Project, and Staff Directors	None

<p>h. Reproduce, authenticate, and certify records or other documentary materials; certify to facts and make administrative determinations on the basis of records transferred from other agencies when authority has been delegated by the transferring agency (44 U.S.C. § 3104)</p>	<p>Library, Project, and Staff Directors</p>	<p>None</p>
<p>i. Maintain, operate, and protect the land, facility and equipment as a Presidential depository</p>	<p>Library and Project Directors</p>	<p>Day-to-day operation of a facility; oversight of approved alterations, additions, improvements, or preservation work on the facility; liaison with the Public Building Service (PBS); and service as the Government technical expert when directed to do so; are delegated to the Director. Approval of alterations, additions, improvements, or preservation work paid for out of the NL allocation is retained by NL. Office-wide renovation, restoration, or facility improvement planning is retained by NL; NL exercises this authority with the aid of the Office of Administration, who manages 117X funds, provides special expertise and liaison with PBS when necessary, and compiles and maintains a prioritized list of facility-related projects that is the basis for fund allocation.</p>
<p>j. Develop and administer the program for the efficient operation of NARA facilities in an emergency, including the self-protection program for civil defense, fire prevention, and building safety (44 U.S.C. § 2112(a)(1)(A)(iii); (B)(ii))</p>	<p>Library Directors</p>	<p>In coordination with, and subject to review by, the Office of Administration</p>
<p>k. Accept orders from other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. § 1535)</p>	<p>Retained by NL</p>	<p>The authority may not be redelegated</p>
<p>l. Approve expenditures for additions, improvements, alterations, or preservation of all</p>	<p>Retained by NL</p>	<p>The authority may not be redelegated. The Office of</p>

NARA-leased, -owned, or -operated facilities (44 U.S.C. § 2903)		Administration may authorize a dollar limit.
m. Solicit and accept gifts or money for the benefit of naming spaces in a Presidential library (44 U.S.C. § 2112 (a)(1); 44 U.S.C. § 2112 (g)(1))	Library and Project Directors	Subject to the concurrence of NL

7. Appraisal

Delegation	Redelegated To	Limitations
a. Review and make a recommendation to the Archivist concerning the proposed disposal of Presidential or Vice-Presidential records by an incumbent (44 U.S.C. §§ 2203 (c), (d), (e); 2207)	Retained by NL	The authority may not be redelegated
b. Recommend to the Archivist the disposal of Presidential and Vice Presidential records in NARA custody that have insufficient administrative, historical, information, or evidentiary value to warrant continued preservation (44 U.S.C. §§ 2203(f)(3); 2207)	Library, Project, and Staff Directors	Subject to the concurrence of NL

8. Accession/Accept Records and Donated Historical Materials

Delegation	Redelegated To	Limitations
a. Solicit, negotiate terms of transfer, assume custody, and transfer personal papers and other historical materials of any President of the United States, of any official or former official of the U.S. Government and other contemporary papers relating to the President or former President of the United States, and from other private sources, and administer any restrictions agreed to upon accession of such papers and materials (44 U.S.C. §§ 2111; 2203(f)(1); 2204)	Library, Project, and Staff Directors	Acceptance subject to the concurrence of NL. Archivist approval is also required in cases of special terms of access or custody, or in high profile cases.
b. Assume custody and control of Presidential and Vice-Presidential records at the conclusion of an incumbent's last consecutive term of office, transfer the records to an appropriate archival depository, provide for their preservation and archival processing, and establish means for public access thereto (44 U.S.C. §§ 2203(f); 2204; 2207)	The authority to preserve, process, and establish means for public access is delegated to Project and Staff Directors	The authority to assume custody and control and to transfer records is retained by NL

9. Access to Records and Donated Historical Materials

Delegation	Redelegated To	Limitations
a. Impose restrictions on the use of records, papers, documents, or other historical materials transferred to NARA when those restrictions have been stated in writing by the transferring agency or donor and concurred in by the Archivist (44 U.S.C. §§ 2108(a); 2111)	Library, Project, and Staff Directors	None
b. Administer restrictions on access to Presidential and Vice-Presidential records based on restrictions imposed by the President or Vice-President in accordance with requirements of the Presidential Records Act of 1978 (44 U.S.C. §§ 2204; 2207).	Library, Project, and Staff Directors	None
c. Downgrade and declassify classified information accessioned into the National Archives of the United States; declassify information in NARA custody that has been classified by a former President, the White House Staff, committees or information commissions appointed by the former President, or others acting on the former President's behalf (E.O. 12958 of April 20, 1995)	Directors of Presidential Libraries and Projects	The review, downgrading, and declassification of White House-originated national security information may be done only by personnel who are recommended by NL, the Director of a Library, Project, or Staff, and specifically designated by the Archivist. Other national security-classified information may be reviewed, downgraded, and declassified only by personnel designated by NL. All individuals must have been granted the necessary clearances by the NARA Personnel Security Officer or another clearance-granting agency.

10. Service Records and Donated Historical Materials

Delegation	Redelegated To	Limitations
a. Preserve, arrange, repair, describe, rehabilitate, exhibit, and service accessioned records and donated materials; prepare and publish inventories, indexes, catalogs, and other finding aids (44 U.S.C. §§ 2109; 2110)	Library, Project, and Staff Directors	None

11. Implementation of Presidential Recordings and Materials Preservation Act

Delegation	Redelegated To	Limitations
Assume custody and exercise control of all tape recordings, papers, documents, memorandums, transcripts, and other objects and materials that constitute the Nixon Presidential materials as defined in the Presidential Recordings and Materials Preservation Act and perform the duties and exercise the authorities of the Archivist as stated in Pub. L. 93-526; 88 Stat. 1695; 44 U.S.C. § 2111 note; 36 CFR Ch. XII, Subchapter F	NLRN	An opening of materials to public access must be approved by NL, the General Counsel, and the Archivist

12. Other

Delegation	Redelegated To	Limitations
a. Provide advice, counsel, and assistance to the heads of executive departments and agencies in the preparation, production, or the creation of exhibits and displays that are found to have future value for exhibition as part of the archival and cultural heritage of the United States; accept exhibits and preserve or dispose of accepted exhibits and displays of executive departments and agencies (44 U.S.C. § 2109; E.O. 11440 of Dec. 11, 1968)	Library, Project, and Staff Directors	In consultation with the Center for the National Archives Experience, Office of Records Services - Washington, DC
b. Cooperate with and assist universities, institutions of higher learning, institutes, foundations, or other organizations or qualified individuals to conduct study or research in any historical materials deposited in a Presidential library (44 U.S.C. §§ 2111(1); 2112(d))	Library and Project Directors	Subject to any limitations imposed by the deed of gift or other transfer document, and the restrictions contained in 36 CFR, Ch. XII, Part 1256--Restrictions on the Use of Records
c. Make and preserve motion-picture films, still pictures, video tapes, and sound recordings, pertaining to and illustrative of the historical development of the U.S. Government and its activities, and release for nonprofit educational purposes motion-picture films, still pictures, video tapes, and sound recordings (44 U.S.C. § 2114)	Library and Project Directors	None