

PART 5. OFFICE OF RECORDS SERVICES - WASHINGTON, DC

ORGANIZATION

1. Assistant Archivist for Records Services - Washington, DC

- a. Develops, coordinates, and monitors overall plans, programs, and resource allocations for the Office of Records Services - Washington, DC (NW).
- b. Plans and directs programs for the development and recommendation of standards, guidelines, and procedures relating to Federal agency records management programs.
- c. Plans and reviews the program for the evaluation of Federal agency records management programs and directs the program in the Washington, DC, area.
- d. Develops long-range preservation plans for Federal and Presidential records and donated materials and directs the monitoring of preservation activities undertaken in all National Archives and Records Administration (NARA) units. Coordinates with the Office of Presidential Libraries (NL) and the Office of Regional Records Services (NR) as necessary.
- e. Coordinates NARA actions under National Response Framework (NRF) and companion Department of Homeland Security plans for vital records planning, response, and recovery in a declared national emergency. Serves as representative of NARA within the Federal emergency response community for vital and historical records and coordinates with state archives programs on this issue for the records of state and local governments.
- f. Reviews and recommends for signature by the Archivist of the United States all disposition actions on Federal records.
- g. Plans, directs, and coordinates programs for the appraisal, accessioning, storage, preservation, servicing, and disposal of Federal records and donated documentary materials in the Washington, DC, area.
- h. Plans and directs a comprehensive public outreach and exhibit program to promote and publicize the resources of the National Archives of the United States, particularly the Charters of Freedom and the holdings in the Washington, DC, area.
- i. Plans, directs, and coordinates a comprehensive program to review and declassify security-classified materials in the National Archives of the United States, particularly those holdings in the Washington, DC, area, and participates in interagency programs to develop and to promulgate Government-wide regulations for the declassification of security-classified materials.

- j. Develops NW-wide policies, procedures, and plans. Oversees and directs the management of the administrative, training, and support functions of NW.
- k. Performs overall NW level administrative and training support services, including procurements, scheduling of training, and coordination of NW's interests with other NARA offices on facility, space, personnel, and financial matters.
- l. Prepares operating and other budget plans for NW and monitors budget implementation, staffing levels, and personnel actions for NW; prepares special studies and reports on budget and personnel.
- m. Develops, coordinates, and monitors NW's planning activities for the NW operating work plan and for NARA's annual performance plan, and develops procedures for tracking NW's performance.
- n. Coordinates NW's management controls program.
- o. Coordinates and monitors NW's activities in the area of information technology; represents NW on NARA-wide information technology bodies and projects.
- p. Maintains the NARA-wide log of accessioned Federal records. Provides guidance for the physical and intellectual control of accessioned and donated records in NW custody, including establishing standards for the content and control of accession dossiers.

2. Center for Legislative Archives

- a. Serves as the Lifecycle Control (LICON)¹ for the records of the U.S. Congress, including the U.S. Senate, the House of Representatives, and Congressional committees and agencies.
 - (1) Plans and manages the transfer of Congressional records to the center;
 - (2) Negotiates with the Congress and legislative agencies to establish access provisions for records transferred to the center.
 - (3) Establishes physical and intellectual control over the records, including the storage, arrangement, and security of records and the space housing them.

¹LICON means a Lifecycle Control unit with intellectual and physical custodianship of records in a cluster, based on subject or medium. Custodianship consists of participating in all phases of the lifecycle of the records in the cluster and serving as the authorized point of contact for the records.

- (4) Analyzes records 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 the Congress and legislative agencies.
 - (5) Services records by furnishing the records, or information from them, or copies of them, to Federal agencies, the Congress, and the public.
 - (6) Participates in the appraisal of Congressional records.
 - (7) Assists Congress, its committees and agencies with information and copies from Congressional records in the custody of the center and with advice on the management of Congressional records.
- b. In coordination with Museum Programs (NWE), performs outreach activities and services for Congressional records, including publications, education aids, lectures, exhibits, and other methods for the general public, educational institutions, and scholarly audiences.

3. Modern Records Programs

- a. Leads an interoffice team that plans, develops, and oversees NARA's nationwide records management program; reviews and coordinates records management policy recommendations; and identifies agency records management priorities.
- b. Formulates recommendations for Government-wide policies, procedures, regulations and guidance on records creation, management, and disposition of records in all media.
- c. Develops and coordinates, in conjunction with NR and the Policy and Planning Staff (NPOL), the NARA program for the internal and external communication of records management policies, guidance, and procedures through a combination of formal issuances, publications, briefings, newsletters, training, and other means; and serves as the liaison with Federal agencies in the Washington, DC, area ensuring that information about NARA activities that impact agency programs is communicated.
- d. Plans and implements a records management program to improve the lifecycle management of Federal records in all media for agencies in the Washington, DC, area.
- e. Plans and implements (in coordination with NL and NR, as necessary) a program to address the issues raised by electronic records, including:
 - (1) Developing, coordinating, and monitoring programs to ensure that records are created, identified, and preserved for access in the course of current

operations of Federal agencies;

- (2) Conducting, coordinating, and overseeing special studies, analyses, and projects aimed at improving the lifecycle management of electronic records; and
- (3) Conducting special studies to resolve technical problems that impede the accessioning and accessibility of electronic, digital, and other nontraditional electronic records.

f. Coordinates technical assistance to Federal agencies on records creation, management, and disposition and furnishes such assistance on Federal records to agencies in the Washington, DC, area.

g. Coordinates a nationwide program of inspections, evaluations, and surveys of records and records management programs in Federal agencies; develops findings and recommendations for improvement or necessary corrective action; monitors and reports on the progress of agencies in remedying deficiencies. Coordinates with NR and other units as necessary.

h. Coordinates and directs negotiations with agencies to minimize restrictions on access to records, in accordance with applicable laws, to be accessioned into the National Archives of the United States. Coordinates with NR and other units as necessary.

i. Appraises Federal records 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.

j. Directs a program to accession Federal records into the Washington, DC, area repositories of the National Archives of the United States.

k. Reviews and submits through NW to the Archivist, all recommendations for disposition on Federal records.

l. Solicits, negotiates, reviews, and approves offers to donate documents or other historical materials, and determines whether it is in the public interest to accept them for deposit. Recommends appropriate action for approval by the Archivist for those cases in which there are special terms of access or custody outside normal parameters, or which could be considered high profile.

m. In coordination with NR, Staff Development Services (NAO), and other NARA units (as appropriate), develops in-house training for NARA staff in records management, records appraisal, records declassification, and electronic records management.

4. Lifecycle Management Division

Through lifecycle cycle management work groups, the Division

- a. Furnishes technical assistance to Federal agencies in the Washington, DC, area on records creation, management, and disposition. Disseminates NARA records management guidance, policy, and procedures through publications and training.
- b. Appraises Federal records in all media to determine whether they have sufficient value to warrant continued preservation by the U.S. Government, and recommends appropriate disposition action for approval by the Archivist.
- c. Negotiates with agencies to minimize restrictions on access to records, in accordance with applicable laws, to be accessioned into the National Archives of the United States.
- d. Develops general records schedules comprising retention standards for Federal records common to all or several agencies for use in headquarters and field agencies.
- e. Conducts inspections, evaluations and surveys of Federal records and records management programs in Federal agencies, reports on findings, and recommends improvements or necessary corrective actions.
- f. Works with agencies to inventory and schedule previously unscheduled Federal records.

5. Washington National Records Center

Provides records center services in the Washington, DC, area and participates in lifecycle activities pertaining to records creation, maintenance, and disposition of Federal records. The Washington National Records Center stores records from all agencies in the Washington, DC, area and non-U.S. Court records created anywhere in Maryland, Virginia, and West Virginia.

- a. **Records Management Division**
 - (1) Maintains records schedules and ensures that all relevant Standard Forms 115 have been received from NWML and NR. Interprets difficult schedules and provides guidance to other offices of NARA. Prepares cross-walk disposition authorities for NARS-5 and mass data change sheets for NARS-5. Assists NWML in appraisal decisions. Assists NR with disposition instructions for the FRC system.
 - (2) Furnishes guidance and technical assistance to Federal agencies on records creation, management, and disposition; develops and conducts tailored and generic training aimed at improving agency records management and disposition practices.

- (3) Completes various types of records storage and transfer support projects in customer agencies. Activities may include training, arranging, indexing, and packing records, or applying existing records schedules to collections of agency records.

b. Records Center Operations Division

- (1) Transfers and Disposition Branch
 - (a) Receives, for storage, servicing, or processing, records from Federal agencies pending their transfer to the National Archives of the United States or other authorized disposition.
 - (b) Provides courtesy storage for documentary materials of members of Congress.
 - (c) Disposes of records in accordance with approved lists and schedules.
- (2) Reference Service Branch
 - (a) Services records by furnishing the records, or information from them, or copies of them, to Federal agencies and the public.
 - (b) Operates classified or non-classified research rooms in the Washington National Records Center for public or Federal agency use of records or copies thereof.

6. Initial Processing/Declassification Division

Performs the functions listed in sub-paras. a through d for Federal records accessioned in NW.

a. Provides direct guidance, technical support and assistance relating to declassification matters to officials of other Federal agencies; conducts reviews and re-reviews of security-classified materials and determines whether to declassify them in accordance with the provisions of E.O. 12958, implementing directives of the Information Security Oversight Office (ISOO), agency-developed systematic review guidelines, and NARA regulations; provides technical assistance to other NARA offices at their request; provides direct guidance, technical support and assistance relating to declassification matters to officials of other Federal agencies; plans and coordinates agency reviews of selected security-classified files.

b. Prepares for NW the Privacy Act notice of accessioning of Federal records into the National Archives of the United States.

- c. Accessions textual records into the National Archives of the United States from Federal agencies in the Washington, DC, area.
- d. Performs initial processing functions, including core description, and declassification functions for accessioned records:
 - (1) Disposes of temporary records in accordance with approved lists and schedules.
 - (2) Analyzes records to confirm provenance; describes filing systems; and identifies technical processing problems, legal restrictions on access, and potential research or other value.
 - (3) Inspects records to determine the state of their preservation; identifies those requiring immediate attention; and carries out appropriate reboxing or takes other action to address problems.
 - (4) Conducts reviews and re-reviews of security-classified materials and determines whether to declassify them in accordance with the provisions of E.O. 12958, implementing directives of the ISOO, agency-developed systematic review guidelines, and NARA regulations. Provides technical assistance to other NARA offices at their request.

7. Electronic and Special Media Records Services Division

- a. Accessions special media and electronic records into the National Archives of the United States.
- b. Provides accessioning, physical control, preservation, and related analysis and services on electronic records for other components of NARA.
- c. Collaborates with the Lifecycle Management Division and other units of NARA, as necessary, in providing technical assistance to Federal agencies on creation, maintenance, and disposition of electronic records.
- d. Performs the initial processing functions described in sub-paras. 7d(1) - (4) for special media and electronic Federal records.
- e. Serves as the LICON for electronic records:
 - (1) Participates in the appraisal of electronic records.
 - (2) Analyzes requirements for accessioning, preservation, and access to electronic records; evaluates options for satisfying these requirements; and

implements best practices to maintain the integrity and authenticity of electronic records.

- (3) Supplements, as appropriate, descriptive information prepared at the time of accessioning; prepares descriptive information in manual or electronic form, including databases and derivative finding aids; performs research in administrative history.
- (4) Maintains physical control over the records, including the storage, arrangement, and security of electronic records and the space housing them.
- (5) Performs reference service by furnishing the electronic records, or information from them, to Federal agencies and the public in research rooms, through written, oral, and electronic communications, and by other appropriate means; provides copies of records either by performing reproduction services or through contractor or other private reproduction services.
- (6) Plans and performs computer processing and related activities necessary for preservation of electronic records.
- (7) Approves and administers any loans of accessioned electronic records to the originating agencies or for exhibits.
- (8) Responds to Freedom of Information Act (FOIA) requests, except records subject to special access provisions.

8. Access Programs

Performs the functions listed in sub-paras. a through c for Federal records accessioned in NW. Manages the Modern Archives Institute.

a. Program level functions

- (1) Develops, coordinates, and monitors overall NW plans, programs, and resource allocations for archival services and customer services relating to accessioned records, except for electronic and legislative records.
- (2) Provides reference service for archival records accessioned in NW, except for electronic and legislative records.
- (3) Coordinates with the Information Technology Policy and Administration Division (NHP) and NR, the archival descriptive program for all accessioned Federal records, and ensures the quality of publicly available

descriptive information originating in NW.

- (4) Provides for the maintenance of descriptive products originating in NW, including the *Guide to Federal Records in the National Archives of the United States*.
- (5) Participates in appraisal of all Federal records, except electronic and legislative records.
- (6) Coordinates with Preservation Programs (NWT), as appropriate, on the management of agreements and contracts for reproduction and preservation services affecting records in all media.
- (7) Ensures prompt and appropriate response to Congressional inquiries concerning records.
- (8) Coordinates with NWE on the use of records for exhibits, educational packages, and other outreach purposes.
- (9) Serves as the secretariat for the Product Coordinating Committee, which recommends to NW the action to be taken on formal product proposals developed in NW units; maintains a centralized registry of all descriptive products developed and available for use in NW; and monitors the annual review of NW products.
- (10) Coordinates records control, holdings maintenance, and product development and distribution activities.

b. Holdings Management Staff

- (1) Performs NARA functions associated with the intellectual control of records at the record group level, including management of the record group authority file to control the intellectual allocation of records to record groups and provision for and maintenance of the official Change of Holdings file for each record group and documenting transactions (including accessions, remeasurements, intra-NARA transfers, and internal disposals) affecting the record group.
- (2) Establishes for NW physical and management control over the records, including the storage, arrangement, and security of accessioned and donated records and the space housing them.
- (3) Performs holdings maintenance functions for non-electronic records in support of all NW LICONs, following guidelines prepared by and in consultation with NWTD.

- c. **Product Development Staff.** Performs product management functions, including review and provision of editing, graphics, and publications support and as the NARA Printing Officer, provides publication support for all NARA units; marketing of NARA information products available for sale in the Washington, DC, area, and, as appropriate, at national conferences.

9. **Textual Archives Services Division**

Through processing and reference sections identified in subparagraphs a through f, below, performs the functions listed for textual records, except legislative.

- a. **Archives I Processing Section** carries out LICON functions described in paragraph 10g.(1) through (6) for accessioned records of military or civilian agencies that are housed in the National Archives Building in Washington, DC.
- b. **Archives I Reference Section** carries out reference functions described in paragraph 10h.(1) and (2) for accessioned textual records of military and civilian agencies that are housed in the National Archives Building in Washington, DC, except for records that are national security classified or subject to other complex special access provisions, or are subject to form requests.
- c. **Archives 1 Forms Reference Section** carries out reference functions described in paragraph 10h.(1) and (2) for accessioned textual records of military and civilian agencies that are housed in the National Archives Building in Washington, DC, and are subject to form requests.
- d. **Archives II Processing Section** carries out LICON functions described in paragraph 10g.(1) through (6) for accessioned records of civilian and military agencies that are housed in the National Archives at College Park, except for records that are national security classified or subject to other complex special access provisions.
- e. **Archives II Reference Section** carries out reference functions described in paragraph 10h.(1) and (2) for accessioned textual records of military and civilian agencies that are housed in the National Archives at College Park, except for records that are national security classified or subject to other complex special access provisions.
- f. **Special Access/FOIA Section** carries out LICON functions described in paragraph 10g.(1) through (8) and reference functions described in paragraph 10h.(1) and (2) for records of civilian and military agencies that are housed in the National Archives at College Park and are subject to special access provisions.
- g. **LICON functions**

- (1) Accessions records and establishes physical and intellectual control over them, including the storage, arrangement, and security of records and the space housing them.
- (2) Analyzes records to understand the origins, filing systems, content, technical and legal problems, and uses; prepares ARC descriptions and, if necessary, other descriptive guides, lists, inventories, or other finding aids; and performs research in the administrative history of Federal agencies.
- (3) Participates in the appraisal of textual records. Initiates and conducts reappraisal activities affecting previously accessioned records.
- (4) In coordination with NWT, safeguards, identifies, and mitigates risks to records to ensure their preservation; inspects records to determine their condition; identifies those requiring preservation action; determines the appropriate action to take; and carries out appropriate measures on site or from other NARA facilities or by contract.
- (5) Prepares records for reformatting by NARA or partners.
- (6) Approves and administers any loans of accessioned records to the originating agencies or for exhibits.
- (7) Responds to FOIA and mandatory review requests under Executive Order 12958, as amended, for accessioned security classified records. Coordinates responses to FOIA requests and other actions related to access to records subject to legal restrictions. Coordinates the search for responsive accessioned records.
- (8) Provides guidance and advice to NW and other NARA units on FOIA and special access issues involving archival records.

h. Reference functions

- (1) Services records by furnishing them, or information from them, or copies of them, to Federal agencies and the public.
- (2) In coordination with NWT and the sections performing LICON functions, safeguards, identifies, and mitigates risks to records to ensure their preservation; contributes knowledge of records use to determinations of the degree to which records are at risk and assists in planning risk-mitigating preservation actions that take use patterns into account.

10. Special Media Archives Services Division

Serves as the LICON for special media records, including still picture, motion picture, video and audio recording and cartographic records, and performs the functions listed in paragraph 10g.(1) through (6) and 10h.(1) and (2), except for records that are national security-classified or subject to other complex special access provisions. Operates research rooms for public or Federal agency use of special media records or copies thereof.

11. Customer Services Division

Implements a program to improve customer access to records and information about NARA records, particularly those in the custody of NW; develops, coordinates, and monitors programs to ensure that current information about NW's holdings, products, and reference services are readily available to all customers; conducts, coordinates, and oversees special studies, analyses and projects aimed at improving the efficiency of response to recurring requests for records retrieval services. Establishes, coordinates, and monitors implementation of noncontractual agreements for reproduction services, and when appointed, acts as the Contracting Officer's Technical Representative (COTR) for reproduction services contracts.

a. Archives Library Information Center

- (1) Plans and directs a comprehensive library program for NARA offices in the Washington, DC, area.
- (2) Operates the Archives Library Information Center, including selection, acquisition, cataloging, and servicing of materials therein.
- (3) Purchases subscriptions and published materials for Washington, DC units and for field units, as requested.
- (4) Manages the Government documents by-law and depository program for NARA.

b. Archives I Research Support Branch

- (1) Performs functions 12b(2) through 12b(5) as they relate to records housed in the National Archives Building in Washington, DC.
- (2) Operates research rooms for public or Federal agency use of records or copies thereof.
- (3) Establishes physical control and prepares finding aids for microfilm and other self-service materials available to researchers.
- (4) Services records by furnishing the records, or information from them, or copies of them to Federal agencies and the public. Manages and monitors self-service copying of records by researchers in the research rooms.

- (5) Operates a Customer Service Center that welcomes, registers, orients, and provides initial research assistance to new on-site researchers; receives and responds to or routes as appropriate general telephone and written requests for research assistance; and receives and responds to requests for information products.

c. Archives II Research Support Branch

- (1) Performs the functions described in sub-paras. 12b(3) - (5) as they relate to records at the National Archives at College Park. Operates research rooms for public or Federal agency use of records or copies thereof, except for special media records.
- (2) Manages the Inquire Internet system of general inquiries.

12. Preservation Programs

a. Program level functions

- (1) Develops and recommends long-range preservation plans and policy for Federal, Presidential, and donated materials. Coordinates with NL and NR as necessary.
- (2) Monitors preservation activities undertaken by NW. Provides conservation services and technical advice and preservation consultant services to NL and NR units.
- (3) Serves as the Designated Federal Official for the Advisory Committee on Preservation.
- (4) Coordinates and monitors the loan and conditions of original documents from NW for exhibit at NARA facilities or at outside institutions.
- (5) Reviews disaster plans for NARA facilities and reviews draft NARA issuances for their preservation impact.
- (6) Conducts a preservation science program, including writing specifications for and providing quality assurance testing of those materials used to prolong the useful life of records (e.g., folders and boxes) and of materials that will be used in the proximity of records (e.g. paint and cleaning supplies); implementing basic research into preservation issues; evaluating specific preservation approaches; monitoring environmental conditions of archival facilities; administering integrated pest management programs; and operating the Charters of Freedom monitoring system.

b. Document Conservation Division

- (1) Inspects records 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 in other NARA facilities or by contract.
- (2) Provides document conservation services to NW units, to other NARA offices and, under special circumstances, to other Federal agencies.
- (3) Provides technical advice and consultant services on document conservation, reproduction, technical properties, and specialized storage requirements to NW units, other NARA offices, other Federal agencies, and non-Federal institutions.
- (4) Establishes preservation standards for monitoring contracts for procuring preservation services and products.
- (5) Provides for the preservation of material on exhibit in Washington, DC, area facilities, and furnishes technical advice and assistance to ensure the preservation of items loaned for exhibition by NW. Upon request, provides technical advice and assistance to NL and NR regarding the exhibition of items from their holdings.
- (6) Upon request, provides technical advice and assistance to NL and NR regarding the exhibition of items from their holdings.

c. Special Media Preservation Division

- (1) Provides duplication, reproduction, reformatting, and imaging services to NW units, to other NARA offices and, under special circumstances, to other Federal agencies.
- (2) Maintains the off-site storage facility for microforms and other film based records and provides for the inspection of the facility and microforms therein. Maintains the duplicating copies of NARA microfilm and microfiche publications and fills orders for copies of NARA microform publications.
- (3) Inspects records to determine the state of their preservation, identifies those requiring preservation or reproduction, determines the appropriate treatment, and carries out appropriate measures on site or in other NARA facilities or by contract.

- (4) Provides technical advice and consultant services on duplication, reformatting, reproduction, imaging, and specialized storage requirements to other units of NARA, other Federal agencies, and non-Federal institutions.
- (5) Establishes preservation standards for monitoring contracts for procuring reproduction, duplication, or imaging services.

13. Center for the National Archives Experience

The following functional statements do not limit the authority of the Office of the Presidential Libraries (NL) and the Office of Regional Archives (NR) to lead and develop museum and education programs for their organizations nor does it constrain their ability to represent their units or NARA in museum and educational forums. NWE, NL, and NR collaborate on nationwide efforts in these areas.

- a. Responsible for the visitor experience in Washington, DC as well as advice and support for NARA exhibit and education programs across the nation, as requested, including the development of traveling exhibits and the National Archives Experience on the web.
- b. Coordinates with other offices nationwide programs identified by the Public Programs Strategy Group (PPSG) or the Archivist to advance NARA's ability to use its holdings for the support of civic and history education. Develops education services that provide access for teachers, parents, students, and citizens throughout the country. Works collaboratively with other NARA offices that develop educational programs.
- c. Develops and maintains content in the general visitor spaces of the National Archives Building in Washington, DC. Manages the signage program in the public lobbies; ensures the continuing intellectual and physical integrity of the exhibits in the Rotunda for the Charters of Freedom and the Public Vaults; prepares or rents exhibits for the Lawrence F. O'Brien gallery; assists other NARA units in the preparation of exhibits; manages the exhibit loan registration program for NW; and, like NL and NR, develops traveling exhibits available to other NARA units and to outside organizations.
- d. Manages the visitor service operation in the National Archives Building. Establishes normal traffic flow for visitors and works closely with the Security Management Branch (NASS) to effectively manage that flow. Coordinates planning and scheduling of public space and equipment use, and for building services with the Facilities Management Branch (NAFM), and the Security Management Branch (NASS) to avoid conflicts in scheduling and to ensure necessary services are provided.
- e. Manages the programs of the William G. McGowan Theater, including the scheduling of film and author-lecture programs and special events. Develops and maintains the Guggenheim Center for the Documentary Film that uses NARA's film

holdings as well as contemporary documentaries related to NARA's holdings for purposes of educational outreach.

f. Serves as liaison to the Foundation for the National Archives. Works closely with the Foundation on the implementation of the terms of the Memorandum of Understanding between the organizations and represents NW's interests, and coordinates NL and NR interests with these respective offices, to the Foundation. This includes the maintenance of NARA's interests in the operation of the Archives Shop.

g. Coordinates public and special events in the Rotunda and Exhibition galleries, the Archivist's Board Room, the Archivist's Reception Room, the William G. McGowan Theater, and the Washington, Adams, Jefferson, and Madison rooms in the National Archives Building. Performs the following functions for these areas:

- (1) Recommends acceptance or rejection of requests by non-NARA groups to use the areas.
- (2) Serves as the agency liaison with NARA and non-NARA sponsors or co-sponsors.
- (3) Schedules use of the areas by NARA and non-NARA groups.
- (4) Provides, arranges for, or approves all logistical support for events sponsored by non-NARA groups, or sponsored or co-sponsored by NARA.
- (5) Schedules audiovisual equipment and audiovisual services.
- (6) Configures areas to fit sponsors' requirements.
- (7) Develops the cost for staging events and works with the National Archives Trust Fund Division (NAT) and the Foundation for the National Archives to establish the appropriate fee or donation.

h. Plans and stages the Independence Day ceremony, the Constitution Day and the naturalization ceremony, and exhibit-opening receptions in the Washington, DC, area and selected National Archives Foundation events.

i. Manages the NARA volunteer program in the Washington, DC, area, which provides extensive resources in support of NARA's archival work, customer service, and public programs.

j. Develops new museum projects outside Washington, DC as assigned by the Archivist. Works closely with NR on the planning for such projects. Creates partnerships with outside organizations that advance these plans.

- k. Serves as a representative of NARA in the larger museum community and facilitates NARA's cooperative efforts with these institutions.

DELEGATION OF AUTHORITIES

Authorities Delegated by the Archivist to NW

14. General Administration

Delegation	Redelegated To	Limitations
a. Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. § 2105(d))	All unit heads	None
b. 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. §§ 2109, 2901, 3104)	All unit heads	None
c. Charge and collect fees for making or authenticating copies or reproductions of materials transferred to NARA and deposit such fees in the National Archives Trust Fund (44 U.S.C. § 2116(c))	All unit heads	None
d. 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 NARA (44 U.S.C. § 2305)	Retained by NW	NW may redelegate the authority to solicit and accept restricted and unrestricted gifts to program directors or division directors, subject to the requirements of TRUST FUND 1801, ch. 2, part 4, sec. 2
e. Accept orders from other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. § 1535)	Retained by NW	The authority may not be redelegated

15. Appraisal and Disposition

Delegation	Redelegated To	Limitations
a. Determine on behalf of the Archivist that records of a Federal agency, the U.S. Senate,	NWL, NWML	In consultation with NWME and the appropriate sections

U.S. House of Representatives, Joint Committees of Congress, and the Supreme Court have sufficient historical or other value to warrant their continued preservation by the U.S. Government (44 U.S.C. § 2107(1), (2))		performing LICON functions in NWC. The exclusive authority of NWL is limited to records of the legislative branch.
b. Review records included in disposition lists and schedules and approve agency proposals for changes in the retention periods for records previously approved for disposal by the Archivist of the United States (44 U.S.C. § 3303a)	NWM	None
c. Review previously unappraised records included in disposition lists and schedules and recommend to the Archivist disposal of those that do not or will not, after the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the U.S. Government (44 U.S.C. § 3303a(a))	NWL, NWML	In consultation with NWME and the appropriate sections performing LICON functions in NWC. The exclusive authority of NWL is limited to records of the legislative branch.
d. Recommend the disposal of records in the legal custody of the Archivist (44 U.S.C. § 3303a(e))	NWML	None
e. Notify agencies of actions taken by Archivist on disposition lists and schedules (44 U.S.C. § 3303a(a)(2))	NWML	None
f. Develop and promulgate records schedules authorizing the disposal, after the lapse of specified periods of time, of records of a specific form or character common to several or all agencies if such records will not, at the end of the periods specified, have sufficient administrative, legal, research, or other value to warrant their further preservation by the U.S. Government (44 U.S.C. § 3303a(d))	NWML	In coordination with NWME, the appropriate sections performing LICON functions in NWC. Promulgation subject to approval by the Archivist.

16. Records Management

Delegation	Redelegated To	Limitations
a. Provide guidance and assistance to agencies with respect to ensuring adequate and proper documentation of the policies and transactions of the U.S. Government and proper records disposition (44 U.S.C. § 2904(a))	NWM	None

b. Develop and promulgate records management standards, including photographic standards, and guidelines (44 U.S.C. § 2904(c)(1))	NWM	In consultation with NWME, the appropriate sections performing LICON functions in NWC. Promulgation subject to approval by the Archivist.
c. Conduct research with respect to the improvement of records management practices and programs (44 U.S.C. § 2904(c)(2))	NWM	None
d. Collect and disseminate information on training programs, technological developments, and other activities regarding records management (44 U.S.C. § 2904(c)(3))	NWM	None
e. Conduct records management studies and designate the heads of executive agencies to conduct records management studies (44 U.S.C. § 2904(c)(6))	NWM	None
f. Inspect or survey records or records management practices within Federal agencies for the purpose of recommending improvements (44 U.S.C. §§ 2904(c)(7); 2906(a)(1))	NWM	None

17. Records Centers

Delegation	Redelegated To	Limitations
a. Maintain and operate records centers for the storage, processing and servicing of records (44 U.S.C. § 2907)	NWMW	Limited to operating the Washington National Records Center
b. Store, process, and service records in records centers (44 U.S.C. § 2907)	NWMW	None
c. Negotiate memorandums of agreement with Federal agencies in the Washington, DC, area for services beyond those normally provided to Federal agencies	NWMW	Final terms subject to approval by NW

18. Accessioning

Delegation	Redelegated To	Limitations
a. Develop and promulgate accessioning policies (44 U.S.C. § 2107)	NWM	In coordination with NWL, NWME, the sections performing LICON functions in NWC, the Office of Regional Records Services,

		and the Office of Presidential Libraries
b. Accept for deposit with the National Archives of the United States records of a Federal agency, the Congress, the Architect of the Capitol, and the Supreme Court, determined by the Archivist to have sufficient historical value to warrant their continued preservation (44 U.S.C. § 2107(1))	NWL, NWMD, NWME	Limited to records scheduled for deposit with the National Archives of the United States
c. Accept for deposit from private sources documents and other materials, including motion pictures, still pictures, and sound and video recordings, that are appropriate for preservation by the U.S. Government (44 U.S.C. §§ 2107(4) and 2111(2))	NWM	In consultation with NWL, NWME, and the appropriate sections performing LICON functions in NWC, and approval by the Archivist in cases of special terms of access or custody, or high profile cases.

19. Servicing Records

Delegation	Redelegated To	Limitations
a. Utilize the services of officials and personnel of other executive agencies, including the armed services, 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(c))	NWMD and the Special Access/FOIA Section in NWC	None
b. Recommend to the Archivist the disposal of records in the custody of NW (44 U.S.C. §§ 2107(1); 3303a(e))	NWML	In consultation with NWME and the appropriate sections performing LICON functions in NWC. With the concurrence of the head of the creating agency, or the Archivist if no successor in function agency exists.
c. Transfer records deposited or approved for deposit with the National Archives of the United States to public or educational institutions or associations (44 U.S.C. § 2107(3))	Retained by NW	Title to the records to remain vested in the United States unless otherwise authorized by Congress
d. Authorize the withdrawal of records	NWME and the	Limited to loans of records to

<p>transferred to NARA (44 U.S.C. § 2108)</p>	<p>sections performing LICON functions in NWC</p>	<p>the Federal entity of origin</p>
<p>e. Impose restrictions on the use of records, papers, documents, or other historical materials transferred to NARA (44 U.S.C. §§ 2108(a); 2111)</p>	<p>NWME and the sections performing LICON functions in NWC</p>	<p>None</p>
<p>f. Preserve, arrange, repair, rehabilitate, exhibit, describe, and service accessioned records or other documentary materials; and prepare and publish inventories, indexes, catalogs, and other finding aids (44 U.S.C. §§ 2109; 2110)</p>	<p>Preservation, repair and rehabilitation functions redelegated to all NWT and NWME units; preservation, arrangement, description, servicing of records and preparation of finding aids is redelegated to NWL, NWMD, NWME, and the sections performing LICON functions in NWC (for description of records and preparation of finding aids, coordinate with the Information Technology Policy and Administration Division, Office of Information Services); planning for and approval of, publications</p>	<p>None</p>

	redelegated to NWC; exhibit function is redelegated to NWE	
g. Preserve and service duplicate originals of authenticated copies of agreements or compacts between States (44 U.S.C. § 2113)	NWCT1P	None
h. Make and preserve motion pictures, still pictures, 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 pictures, still pictures, and sound recordings (44 U.S.C. § 2114)	NWL, NWE, NWCS	Production of audiovisual materials must be approved as part of the NARA product planning program
i. 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 commissions appointed by the former President, or others acting on behalf of the former President's behalf (E.O. 12958)	NWMD	The review, downgrading, and declassification of White House-originated national security information may be done only by personnel who are recommended by NWMD, approved by NW, and specifically designated by the Archivist. Other national security-classified information may be reviewed, downgraded, and declassified only by personnel who are recommended by NWMD and designated by NW. All individuals must have been granted the necessary clearances by the NARA Personnel Security Officer or another clearance-granting agency.

20. Other

Delegation	Redelegated To	Limitations
a. Provide advice, counsel, and assistance to the heads of executive departments and agencies in the preparation, production, or other creation of exhibits and displays that are found to have future value for exhibit as part of the archival	NWE	None

<p>and cultural heritage of the United States; exhibit records or other documentary materials; 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)</p>		
<p>b. Approve multicolor printing</p>	<p>NWCD</p>	<p>None</p>
<p>c. Implement NARA actions for vital records protection essential for continuity of Federal, state, tribal, and local governments under the National Response Framework (NRF) and companion Department of Homeland Security policies (36 CFR Part 1236; HSPD-20, “National Continuity Policy” or latest versions)</p>	<p>External Coordinator for Disaster Preparedness and Response</p>	<p>In coordination with NWM and NWT, and consultation with NR Regional Administrators</p>
<p>d. Serves as liaison to the Foundation for the National Archives. Works closely with the Foundation on the implementation of the terms of the Memorandum of Understanding between the organizations and represents NARA’s interests to the Foundation on a continuous basis, including the maintenance of NARA’s interest in the operation of the Archives Shop. (44 U.S.C. §§ 2104(c), 2109, 2110)</p>	<p>NWE</p>	<p>In consultation with NL and NR.</p>