

PART 6. OFFICE OF REGIONAL RECORDS SERVICES

ORGANIZATION

1. Assistant Archivist for Regional Records Services

- a. Develops and manages overall plans, programs and resource allocations for the Office of Regional Records Services (NR).
- b. Plans and directs comprehensive programs for appraising, transferring, accessioning, storing, preserving, servicing, describing, and disposing of Federal records and donated documentary materials outside the Washington, DC, area.
- c. Oversees policies and plans for the reimbursable Federal Records Center Program to provide secure, efficient, and economical operation of facilities for the storage and servicing of Federal agency records on a fee for service basis at facilities nationwide. Coordinates with the Office of Records Services – Washington, D.C. (NW) for records center activities at the Washington National Records Center facility.
- d. Develops and coordinates plans for the maintenance and replacement of regional records center and archival facilities.
- e. In conjunction with other offices, develops and implements Affiliated Archives programs and standards for the deposit of records in NARA's legal custody with public or educational institutions or associations, negotiates agreements with the originating agency and receiving entity or association, and oversees inspections of such records outside of the Washington, DC, area to ensure that they are maintained in accordance with accepted archival principles, standards and NARA policy. Initiates corrective measures, when appropriate.
- f. In coordination with NW and NL, plans and directs educational outreach and exhibit programs designed to promote, publicize, and increase use of NARA programs and services to the public and Federal agencies outside the Washington, DC, area.
- g. In coordination with NW, plans and implements a national records management program to support Federal records management, including a comprehensive records management training and technical assistance program to improve the lifecycle management of Federal records outside the Washington, DC, area.

2. Assistant for Operations

- a. Participates in the development of NR-wide policies, procedures, and plans. Oversees and directs the administrative and support functions of NR.

- b. In coordination with the Financial Services Division (NAB), recommends OE and other budget plans for NR and monitors budget implementation, staffing levels, and personnel actions for NR. Prepares special studies and reports on budget and personnel.
- c. Develops, coordinates, and monitors NR's planning activities for the NR operating plan and for NARA's annual performance plan; develops and monitors procedures for tracking NR's performance.
- d. Coordinates NARA's management controls program within NR and with the Policy and Planning Staff (NPOL). Serves as point of contact with the Office of Inspector General (OIG), on audits and investigations related to NR and is responsible for response and follow-up.
- e. Plans, coordinates, and conducts life-cycle programs and administrative evaluations of regional operations.
- f. Plans, directs, and coordinates the activities of NARA's regional archives system.
- g. Monitors affiliated archives programs outside the Washington, DC, area.
- h. Monitors educational, outreach, and exhibit programs outside the Washington, DC, area.
- i. Coordinates regional records management activities with the Modern Records Program (NWM).

3. Director, Federal Records Centers Program

- a. Plans, directs, and evaluates all aspects of the nationwide reimbursable Federal Records Centers Program (FRCP) and ensures its viability in a competitive environment.
- b. Coordinates and integrates records center operations, marketing, budget, financial and program analysis, and facility use analysis with other NARA offices.
- c. Develops, monitors and, as needed, adjusts implementation of the Federal Records Centers Program long-range business plan.
- d. Negotiates agreements with federal agencies for reimbursable records center services provided by NARA on a nationwide basis or to agency field locations.
- e. In conjunction with Revolving Fund Finance Staff (NAR), reviews relevant financial data, evaluates business strategies and recommends to the Archivist approval, modification, or rejection of changes to fees and fee structures.
- f. Develops FRCP policies and procedures to successfully accomplish program functions including reference service, transfer of records, facilities, equipment, quality

control, financial/budgetary activities, marketing, outreach, inspections, and customer service.

g. Oversees and manages efforts to optimize the efficient use of records storage facilities. Ensures that records centers have adequate space that meets or exceeds records storage standards. Reviews facility plans, specifications, and cost projections for the construction and acquisition of additional facilities. Authorizes plans to construct and lease existing and new facilities. Ensures that plans are coordinated with other NARA units as appropriate.

h. Develops programs and procedures for storing and cycling vital records of agencies for use in a national or local emergency, and coordinates the transfer, storage, and cycling of vital records between agencies and records center storage facilities.

i. Directs a performance analysis system that identifies and recommends programming changes to facilitate program execution and meet customer needs. Provides oversight, supervision and input into the development and implementation of adequate measures to ensure the integrity and quality of services and products.

j. Reviews and analyzes executive, legislative and judicial branch actions that affect FRCP and advises NR on the impact of these actions on the reimbursable program. Participates in drafting legislative proposals related to the financial aspects of the reimbursable program and reviews legislation, regulations, and changes in policy and procedures to determine their financial impact on the FRCP.

k. Develops effective working relationships with other NARA offices that have primary responsibility for, or an interest in, various facets of the reimbursable records center program.

l. With NR Operations Staff oversees and coordinates inspections of records centers. Reviews inspection reports and recommendations and ensures follow-up on action items that impact the reimbursable program.

m. Oversees and directs the use of information technology systems to support the FRCP; ensures the integration of new IT systems within the FRCP.

4. Director, National Personnel Records Center

The Director, National Personnel Records Center (NRP), is responsible for storing, servicing, and disposing of the records described below in sub-paras. b, c and d; and provides Federal agencies with a full range of services and technical advice relating to records disposition, filing and classification schemes, and protection of vital records.

a. **Management Systems Staff.** Provides centralized administrative and management support to the Director, including financial and contracts management, a center-wide directives system and forms management program, program analysis,

emergency operating plans and procedures, technical assistance and application administration for NPRC systems.

b. Assistant Director for Civilian Records. Performs the functions described in para. 5 for personnel, medical, and pay records of former U.S. Civil Service employees, military dependent personnel medical records, postal money orders, records of St. Louis area federal agencies, and military personnel entrance and separation x-rays maintained at 111 Winnebago Street, St. Louis, MO.

- (1) Civilian Operations Branch - Performs the functions specified in sub-paras. 5e. (2 - 4), (7 - 8), (10-12), and (19 - 20) for records described in sub-para. b.
- (2) Reference Service Branch - Performs the functions specified in sub-paras. 5e. (9).

c. Assistant Director for Military Records. Performs the functions described in para. 5 for the personnel and medical records of inactive military personnel, clinical records from military hospitals worldwide, various military organization records from the 1950s to the 1970s, and other designated federal records maintained at 9700 Page Avenue, St. Louis, MO.

- (1) Military Operations Branch - Performs functions specified in sub-paras. 5e. (2 - 3), (7- 8), (10 - 12), and (19) for military personnel and medical records, noncurrent military organization records from the 1950s to the 1970s, and certain records of other Federal agencies.
- (2) Reference Core 1 - Performs the functions specified in sub-para. 5e. (9) for all military records in the holdings of the National Personnel Records Center.
- (3) Reference Core 3 - Performs the functions specified in sub-para. 5e. (9) for all military records in the holdings of the National Personnel Records Center.
- (4) Reference Core 4 - Performs the functions specified in sub-para. 5e. (9) for all military records in the holdings of the National Personnel Records Center.
- (5) Reference Core 5 - Performs the functions specified in sub-paras. 5e. (9) for all military records in the holdings of the National Personnel Records Center.
- (6) Records Retrieval Branch - Provides program support to all cores by retrieving and delivering military records to the cores, and by refiling and interfiling records as required.

d. **Assistant Director for Archival Programs.** Performs the functions described in para. 5 (e) for archival and “at-risk” record holdings of the National Personnel Records Center.

- (1) Preservation Branch – Performs the functions specified in sub-paras. 5e,(12), and (20) for record holdings of the National Personnel Records Center.
- (2) Archival Operations and Facility Planning Branch – Performs the functions specified in sub-paras. 5e (5-6), and (8-18) for record holdings of the National Personnel Records Center. Also,
 - (a) Participates in evaluating contractor-prepared studies and analysis of alternatives relating to National Personnel Records Center facility projects.
 - (b) Participates in evaluating solicitations, bids, and proposals related to the acquisition, construction, and maintenance of space.
 - (c) Participates in reviewing facility designs to ensure they meet NARA requirements.
 - (d) Acts as local liaison between NARA and General Services Administration, Public Buildings Service officials, and co-located federal agencies.
 - (e) Develops and administers project plans for the relocation of records and non-record assets.

5. **Regional Administrator**

- a. Directs and coordinates the performance of all NARA programs and activities in a region.
- b. Maintains and coordinates relationships with U.S Bankruptcy, District and Appeals Courts and with field offices of executive agencies to improve the creation, management, and disposition of federal records.
- c. Regional administrators in coordination with NR, will delegate the day-to-day administration of the maintenance and disposition of defunct agency records (prior to accessioning) in the regions to either the regional records management staff or the regional archives staff.
- d. Monitors records in NARA’s legal custody that are in the physical custody of and administered by another archival repository. Inspects such records to ensure that they are

properly maintained and made available to the public, and recommends corrective action when appropriate.

- e. Oversees the functions in sub-paras. (1) through (18) which are performed in every region, under the direction of an Assistant Regional Administrator and Directors for Records Management, Regional Archives, and Records Center Operations.
- (1) Maintains information about the records management programs of federal agencies in the regions; conducts inspections, evaluations, or surveys of records and records management programs in agencies; reports on findings; and recommends improvements or necessary corrective actions.
 - (2) Furnishes guidance and technical assistance to federal agencies on records creation, management, and disposition; develops and conducts training aimed at improving agency records and management disposition practices.
 - (3) Coordinates and participates with NWM in national records management projects that cross headquarters and regional boundaries such as agency assistance, inspections, evaluations, or surveys of records and records management programs in agencies; reports on findings; and recommends improvements or necessary corrective actions.
 - (4) In consultation with NWM's Life Cycle Management Division (NWML), 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.
 - (5) Solicits, negotiates, reviews, and makes recommendations to NR to approve 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 the normal parameters, or which could be considered high profile.
 - (6) Accepts for deposit with the National Archives of the United States, or effects the accession of, records and other materials that have been determined by the Archivist to have sufficient value to warrant continued preservation.
 - (7) Receives for records center storage, servicing, or processing, records from federal agencies pending their accession to the National Archives of the United States or other authorized disposition.
 - (8) Disposes of records in accordance with approval lists and schedules.

- (9) Services records by furnishing the records, or information from them, or copies of them, to Federal agencies and the public.
- (10) Operates research rooms for public or federal agency use of records or copies thereof.
- (11) Establishes physical and intellectual control over the records, including the storage, arrangement, and security of records and the space housing them.
- (12) In coordination with Preservation Programs (NWT), inspects and assesses records to determine preservation needs and priorities; and implements appropriate measures to address records preservation needs, including holdings maintenance, conservation, reformatting, or duplication.
- (13) Analyzes records to confirm provenance, describes filing systems, and identifies technical processing problems, legal restrictions on access, and potential research or other value; prepares descriptive guides, lists, inventories, and other finding aids; and performs research in the administrative history of federal agencies.
- (14) Plans and conducts programs for the documentary publication of records.
- (15) Exhibits records, manages loans, and assists other elements of NARA in the preparation of exhibits by recommending and providing records and donated materials from the holdings. Ensures that NARA standards are upheld in the exhibition of original records.
- (16) Promotes and publicizes NARA and its educational and cultural services to educational and research institutions and similar organizations through a variety of means including public lectures, scholarly conferences and symposia, open houses and tours, film festivals, presentations at historical archival and genealogical organization meetings, special events and education workshops for teachers, genealogists, and other users of the regional records services facilities.
- (17) Recruits, trains, and supervises work of volunteers for in-service and other programs.
- (18) Provides, as appropriate, centralized reimbursable microfilm services to federal agencies.
- (19) Develops and administers the local program for the efficient operation of the unit in an emergency, including the self –protection program for civil defense, fire prevention, and building safety.

- (20) Participates in ongoing facility and environmental monitoring to ensure the appropriate facility standards and conditions for temporary, permanent, and archival records.

6. Regional Organization/ Responsibility/Functions

Each region has primary responsibility within the geographic area for providing comprehensive records life cycle services to federal agencies and courts, and for operating one or more regional archives to serve federal agencies, courts, and the public. Some regions have responsibility for monitoring the operation of affiliated archives and affiliated relationships within their geographic area. Each region operates one or more records center facilities, which may store and service records from any geographical location based on customer requirements and costs. The names of the regions, their geographic areas of responsibility, and locations of facilities are listed in the chart below.

Organization	Responsibility	Functions
<i>Northeast Region</i>	Standard Federal Regions 1 and 2 U.S. Military Academy	5 a- e
Pittsfield	Records as assigned	5e (7 - 11), (17), (19-20)
Boston	Standard Federal Region 1	5b, 5c, 5e (1-20)
New York	Accessioned records in NY and NJ	5b, 5c, 5d, 5e (2 - 6), (8 – 17), 19 – 20)
<i>Mid-Atlantic Region</i>	Standard Federal Region 3 (except that the Washington National Records Center, Office of Records Services - Washington, DC, stores records center holdings for agencies in the Washington, DC area and for agencies other than the U.S. Courts in MD, VA, and WV) –U.S. Naval Academy Hartranft Affiliated Archives	5 a- e

	HABS/HAER Affiliated Archives	
Philadelphia (Townsend)	Records center holdings of agencies in DE, PA, and of U.S. Courts in MD, VA, and WV	5b, 5c, 5e (1 - 5), (7 - 12), (18 - 20)
Philadelphia (Market)	Accessioned records of agencies in DE, MD, PA, VA, and WV, except for agencies in the Washington, DC area	5c, 5d, 5e (4 - 6), (8 - 17), (19-20)
<i>Southeast Region</i>	Standard Federal Region 4	5 a- e
Morrow	Accessioned records of agencies in Standard Federal Region 4	5c, 5d, 5e(4 - 6), (8 - 17), (19-20)
Ellenwood	Record center holdings of agencies in Standard Federal Region 4	5b, 5e (1 - 5), (7 - 10), (18 - 20)
<i>Great Lakes Region</i>	Standard Federal Region 5	5 a- e
Dayton	IN, MI, and OH, except court records	5b, 5d, 5e (1 - 5), (7 - 10), (18 - 20)
Kingsridge	IN, MI, and OH, except court records	5b, 5e (1 - 5), (7 - 10), (18 - 20)
Chicago	IL, MN, and WI, and court Records from IN, MI, and OH	5b, 5c, 5d, 5e (1-20)
<i>Central Plains Region</i>	Standard Federal Region 7 and other records as assigned	5 a- e
Kansas City	IA, KS, MN, MO, NE, SD, ND	5b, 5c, 5d, 5e (1-20)
Lee's Summit	Records as assigned	5b, 5e (6-10), (19 - 20)

Lenexa	Records as assigned	5b, 5e (6-10), (19 - 20)
<i>Southwest Region</i>	Standard Federal Region 6 Oklahoma Historical Society	5 a- e
Fort Worth	AR, LA, OK, TX	5b, 5c, 5d, 5e (1-20)
<i>Rocky Mountain Region</i>	Standard Federal Region 8 Yellowstone National Park New Mexico State Archives	5 a- e
Denver	CO, MT, NM, ND, SD, UT, WY	5b, 5c, 5d, 5e (1-20)
<i>Pacific Region</i>	Standard Federal Region 9	5 a- e
Laguna Niguel	Accessioned records of agencies in AZ, Southern CA, Clark County, NV	5b, 5c, 5d, 5e (1 - 6), (8 - 17), (19 - 20)
Riverside	Agency records in AZ, Southern CA, Clark County, NV	5b, 5c, 5e (7 - 10) (18 - 20)
San Bruno	Northern CA, NV (except Clark County, NV; HI, Pacific Ocean area)	5b, 5c, 5d, 5e (1-20)
<i>Pacific Alaska Region</i>	Standard Federal Region 10	5 a- e
Seattle	Standard Federal Region 10, except AK	5b, 5c, 5d, 5e (1-20)
Anchorage	AK	5b, 5c, 5d, 5e (1-20)
<i>National Personnel Records Center</i>		4 a- d
Archival Program Development - Archival Operations and Facility Planning		4d

- Preservation		
CPR - Operations - Reference		4b
MPR - Military Operations - Reference Cores 1, 3, 4 - Reference Core 5 - Records Retrieval		4c

DELEGATION OF AUTHORITIES

Authorities Delegated by the Archivist to NR

7. General Administration

Delegation	Redelegated To	Limitations
a. Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. § 2105(d))	All Regional Administrators and the Director, NRP	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 Regional Administrators and the Director, NRP, who may redelegate the authority	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 Regional Administrators and the Director, NRP	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 NR	NR may redelegate authority to Regional Administrators and the Director, NRP, to solicit and accept unrestricted and restricted gifts subject to the requirements of the Trust Fund Procedures Manual (TRUST FUND 1801), ch. 2, part 4, sec. 2

e. 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. § 2903)	All Regional Administrators and the Director, NRP	In coordination with, and subject to review by, the Office of Administration, and in coordination with Preservation Programs (NWT)
f. Accept orders from other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. § 1535)	All Regional Administrators and the Director, NRP	The Regional Administrator/Director, NRP may accept orders as long as the work is provided within the region. The dollar amount is to be worked out between NR and the Regional Administrator or Director, NRP, on a case-by-case basis.
g. Approve expenditures for additions, improvements, alterations, or preservation of all NARA-leased, -owned, or -operated facilities (44 U.S.C. § 2903)	Retained by NR	The authority may not be redelegated. The Office of Administration may authorize a dollar limit.

8. Appraisal and Disposition

Delegation	Redelegated To	Limitations
a. Determine on behalf of the Archivist that records of a Federal agency have sufficient historical or other value to warrant their continued preservation by the U.S. Government (44 U.S.C. § 2107(1), (2))	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services -Washington, DC
b. Review 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))	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services -Washington, DC
c. 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 and held in regional records services facilities, 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.	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services -Washington, DC

Government (44 U.S.C. § 3303a(d))		
d. Recommend the disposal of records in the legal custody of the Archivist (44 U.S.C. § 3303a(e))	All Regional Administrators and the Director, NRP	None

9. 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)).	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services - Washington, DC
b. Conduct research with respect to the improvement of records management practices and programs (44 U.S.C. § 2904(c)(2))	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services - Washington, DC
c. Collect and disseminate information on training programs, technological developments, and other activities regarding records management (44 U.S.C. § 2904(c)(3))	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services - Washington, DC
d. Conduct records management studies (44 U.S.C. § 2904(c)(6))	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services - Washington, DC
e. 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))	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services - Washington, DC

10. 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)	Retained by NR	The authority may not be redelegated
b. Store, process, and service records in records centers (44 U.S.C. § 2907)	All Regional Administrators and the Director, NRP	None
c. Provide centralized record conversion services for Federal agencies (44 U.S.C. § 2907)	All Regional Administrators	None

d. Negotiate nationwide memorandums of agreement with Federal agencies for services beyond those normally provided to Federal agencies by a regional records services facility	Retained by NR	Subject to approval by the Archivist
e. Negotiate local memorandums of agreement with Federal agencies for services beyond those normally provided to Federal agencies by a regional records services facility	All Regional Administrators and the Director, NRP	The Regional Administrator may negotiate agreements with organizations serviced by the region

11. Accessioning

Delegation	Redelegated To	Limitations
a. Accept for deposit with the National Archives of the United States records of a Federal agency determined by the Archivist to have sufficient historical value to warrant their continued preservation (44 U.S.C. § 2107(1))	All Regional Administrators	Limited to records scheduled for deposit with the National Archives of the United States
b. 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))	Retained by NR	In coordination with Modern Records Programs, Office of Records Services -Washington, DC., and approval by the Archivist in cases of special terms of access or custody, or high profile cases.

12. 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))	All Regional Administrators and the Director, NRP	All individuals must have been granted the necessary clearances by the NARA Personnel Security Officer or another clearance-granting agency
b. 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))	All Regional Administrators and the Director, NRP	Title to the records remains vested in the United States unless otherwise authorized by Congress
c. Authorize the withdrawal of records	Directors of	Limited to loans of records to

transferred to NARA (44 U.S.C. § 2108)	Archival Operations	the Federal entity of origin
d. Impose restrictions on the use of records, papers, documents, or other historical materials transferred to NARA (44 U.S.C. §§ 2108(a); 2111)	All Regional Administrators and the Director, NRP	None
e. 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)	All Regional Administrators and the Director, NRP; Exhibit function is redelegated to Directors of Archival Operations	Exhibit function in coordination with Center for the National Archives Experience, Office of Records Services - Washington, DC. Preservation, repair, and rehabilitation of records and documentary materials in coordination with Preservation Programs, Office of Records Services - Washington, DC. Preparation and publication of inventories, indexes, catalogs, and other finding aids in coordination with Access Programs, Office of Records Services - Washington, DC; and the Information Resources Policy and Projects Division, Office of Information Services.
f. 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)	All Regional Administrators and the Director, NRP	Preservation, repair, reformatting and providing appropriate storage in coordination with Preservation Programs (NWT)
g. Recommend to the Archivist the disposal of records in the custody of NR (44 U.S.C. § 3303a(e))	All Regional Administrators and the Director, NRP	Disposal with the concurrence of the head of the creating agency, or the Archivist if no successor-in-function agency exists
h. 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	All Regional Administrators	The review, downgrading, and declassification of White House-originated national security information may be done only by personnel who are recommended by the

<p>appointed by the former President, or others acting on the former President's behalf (E.O. 12958).</p>		<p>Regional Administrator, approved by NR, and specifically designated by the Archivist. Other national security-classified information may be reviewed, downgraded, and declassified only by personnel who are recommended by the Regional Administrator and designated by NR. All individuals must have been granted the necessary clearances by the NARA Personnel Security Officer or another clearance-granting agency.</p>
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13. Other

Delegation	Redelegated To	Limitations
<p>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 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>All Regional Administrators, the Director, NRP, and their designees</p>	<p>In coordination with Center for the National Archives Experience, Office of Records Services - Washington, DC and Preservation Programs (NWT)</p>