

National Archives and Records Administration

NARA 101
October 2, 2005

SUBJECT: NARA Organization and Delegation of Authority

101.1 Purpose of this directive

This directive designates the approved organizational units within the National Archives and Records Administration (NARA), the functional statements of these units, the delegation of program authorities from the Archivist of the United States to NARA officials, the official process units must use to make changes to these functional statements and delegations, and the designated officials to perform in the absence of the Archivist (succession to command).

101.2 Definitions

For the purpose of this directive and when referring to organizational units in other directives or internal correspondence, the following terms mean:

- a. **Office heads** - the assistant archivists for the offices identified in parts 2 - 6 and the Director of the Federal Register.
- b. **Staff directors** - the directors of the Congressional Affairs and Communications Staff (NCON), Equal Employment Opportunity and Diversity Programs (NEEO), the Policy and Planning Staff (NPOL); and the General Counsel (NGC).
- c. **NHPRC** - the Executive Director of the National Historical Publications and Records Commission.
- d. **Secretary** - the Secretary of the National Archives Trust Fund Board, who is also the Director of the National Archives Trust Fund Division.
- e. **OIG** - the head of the Office of the Inspector General.
- f. **ISOO** - the Director of the Information Security Oversight Office.

101.3 Organization of this directive

The basic directive provides the policy for NARA's organization and delegation of authority, and provides procedures for making changes to the organization. Part 1 describes the organization of the Office of the Archivist of the United States, authorities retained by the Archivist, and authorities delegated to officials identified in subpars. 101.2b and c. Parts 2 through 7 describe the internal organization of offices (exclusive of the Office of the Archivist) down to the smallest formally organized unit. Each part includes the organization of the office and the delegation of authorities.

101.4 Succession to command

- a. Whenever the Archivist is unable because of absence or disability to perform his or her duties -- the Deputy Archivist acts as Archivist.

b. In the event of a vacancy in the Office of the Archivist -- the Deputy Archivist acts as Archivist until an Archivist is appointed under 44 U.S.C. 2103(a).

c. In the event the position of Deputy Archivist becomes vacant, or the Deputy Archivist is absent, disabled, or acting as Archivist because of a vacancy or the Archivist's disability -- the officials designated below (in the order indicated) succeed to the position of Deputy Archivist in an acting capacity, unless and until the Archivist or acting Archivist designates or appoints another person to serve as Deputy Archivist or acting Deputy Archivist.

- (1) Assistant Archivist for Administration
- (2) Assistant Archivist for Records Services - Washington, DC
- (3) Assistant Archivist for Regional Records Services
- (4) Assistant Archivist for Presidential Libraries
- (5) Assistant Archivist for Information Services
- (6) Director of the Federal Register
- (7) Director, National Personnel Records Center
- (8) Director, Jimmy Carter Library

d. In the event of a Presidentially declared national emergency, if the Archivist is unable for any reason to perform the duties of the office, this line of succession also applies.

101.5 Delegation of authority

a. **Basic policy.** To the fullest extent practicable, the Archivist delegates authority to officials with operational responsibility.

b. **Authority of the Archivist.** All authority lodged in NARA is vested in the Archivist of the United States. The Archivist may delegate and authorize successive redelegation of any of the functions assigned to him or her, except as otherwise expressly provided by law.

c. **Observance of laws, regulations, program directions, and instructions.** Any authority delegated to an office head, staff director, or the NHPRC is exercised under such applicable laws and regulations and such program directives and instructions as are in effect on the date of the exercise of this authority. In the event of an emergency and their inability to communicate with the Archivist, these officials are authorized, without prior approval of the Archivist, to take actions necessary for the safety and protection of persons and property under NARA control.

d. **Delegation and redelegation**

(1) The Archivist has established specific organization channels for the delegation and redelegation of authorities within NARA. Through these channels the Archivist delegates authorities directly to office heads, staff directors, and the NHPRC. Each of these officials in turn redelegates authority to officials reporting to them except where specifically precluded by the delegation from the Archivist, and each establishes such limitations on the exercise of delegated authority as may be determined to be in the best interest of NARA.

(2) Unless stated otherwise, when an authority is redelegated by an official below the office head or equivalent level, the redelegating official is not listed as a recipient of the initial redelegation of the authority. Only the official exercising the redelegated authority is listed in the "delegation of authorities" portion of parts 1 through 7.

(3) Subordinate units may delegate authority to a division director or equivalent, unless stated otherwise.

(4) Any person authorized to act for an officer or employee delegated authority hereunder, may exercise the authority of the absent or disabled officer or employee, subject to the limitations that may be imposed.

e. **Restrictions.** Delegated authorities may be redelegated within specified limitations. All delegations and redelegations of program authority must appear in NARA 101. Informal communications are not to be used for the dissemination of delegations of authority or limitations thereto. This does not, however, preclude managers from placing temporary limitations on subordinates when directed by management judgment.

101.6 Changes to NARA organization and delegation of authority

a. The Archivist must approve changes to NARA organization and delegation of authority (see par. 101.7). NPOL prepares a transmittal memo to be signed by the Archivist, along with the revised part(s).

b. Intended permanent or temporary changes are announced in a NARA notice. The notice should outline the intended changes and set a date for effecting the change. A temporary change is not incorporated into NARA 101.

101.7 Procedures for proposing changes to the NARA organization

The office head, staff director, ISOO, NHPRC, or OIG must prepare a proposal, as part of a three-step process, for any reorganization. For major reorganizations, this process must begin several months before a proposed effective date.

a. **Step 1** – Submit to the Archivist (through NPOL)

(1) A summary description of the proposed change; and

(2) Identification of the problems addressed by the proposal, an analysis of alternative organizational and managerial solutions, a discussion of how the proposal conforms to NARA's strategic plan, and a summary of anticipated benefits of the proposed change.

b. **Step 2** – Upon the Archivist's preliminary approval of the proposal, NPOL notifies the office head, staff director, ISOO, NHPRC, or OIG who must compile the following for further review by the Archivist and Archivist's staff:

- (1) Proposed functional statements and changes to delegations of authority;
- (2) The current and proposed staffing patterns, including the number of positions by grade, series, title, and salary for each affected organizational element before and after the proposed change, and any new position descriptions. (If staff additions are contemplated, a plan must be included detailing any necessary budgetary adjustments within the funding area. If there are any staff reductions, include a plan to show how this will be accomplished);
- (3) Proposed organization codes;
- (4) A summary of any changes in budget requirements;
- (5) Anticipated effect on the public;
- (6) Anticipated impact on equal employment opportunity (EEO); and
- (7) A proposed implementation plan, including responsible officials, intermediate objectives, and a timetable for accomplishment.

c. **Step 3** – If the Archivist approves (see par. 101.8), submit the following to NPOL within 10 workdays:

- (1) A draft change to NARA 101, if changes in functional statements or delegations of authority are necessary;
- (2) Proposed relocation of employees;
- (3) Office, work, and storage space required;
- (4) Equipment to be moved, acquired or excessed;
- (5) Office automation and telephone changes;
- (6) A revised operating budget and allowance, if appropriate, an estimate of dollars and FTEs to be transferred from existing organizations, and dollar and FTE estimates for the following fiscal year;
- (7) A list of directives (including regulations) required to be changed; and

(8) A final implementation plan (including responsible officials), objectives, and a timetable for accomplishment.

101.8 Analysis and approval of proposal

a. NPOL coordinates analysis of the proposal among the appropriate units. The Archivist makes the final decision. The analysis considers, as appropriate:

- (1) The proposed reorganization and alternatives considered as solutions to the problems cited.
- (2) The comparability of the proposed reorganization with NARA's strategic plan.
- (3) The budgetary effects of the proposed reorganization.
- (4) The position management and classification problems created or resolved and the time needed to complete classification changes.
- (5) The cost and time needed for staff relocation, acquisition or relocation of equipment, and telephone changes.
- (6) The cost, time, and effect of changes in accounting and/or automated reporting systems.
- (7) The effect on the public.
- (8) Any anticipated areas of concern for labor relations.
- (9) Anticipated impact on EEO.
- (10) The feasibility of the implementation plan.

b. NPOL prepares the final documents for the Archivist's signature, and includes the organizing office's implementation plan.

101.9 Implementation phase

Upon approval of an organizational change, the head of the reorganizing office ensures that all implementation goals are met within 120 days of approval of the reorganization. Office heads, staff directors, ISOO, NHPRC, or OIG may request an extension from the Archivist. For reorganizations initiated by the Archivist, NPOL coordinates the implementation. During this phase

- a. The Office of Administration consults or negotiates with labor organizations.

b. The reorganizing office must complete the tasks as specified in the implementation plan, approved by NPOL.

101.10 Publication in the *Federal Register*

NPOL and NGC jointly determine if changes to NARA 101 are of interest to the public. NPOL provides instructions for publication in the *Federal Register*.

PART 1. OFFICE OF THE ARCHIVIST OF THE UNITED STATES

ORGANIZATION

1. The Archivist of the United States

The Archivist plans, develops, and administers all programs and functions of the National Archives and Records Administration (NARA), in accordance with the National Archives and Records Administration Act of 1984 (44 U.S.C.), as amended, and other applicable statutes, Executive orders, and departmental regulations. The Archivist supervises office heads and staff directors and provides general supervision to the Office of the Inspector General (OIG); the Executive Director, National Historical Publications and Records Commission (NHPRC); and the Director, Information Security Oversight Office (ISOO). The Archivist serves as chair/member of such bodies as required by statute or as the Archivist determines to be in the best interests of NARA.

2. Deputy Archivist of the United States/Chief of Staff

The Deputy Archivist of the United States/Chief of Staff

a. Acts as the Archivist if the position of Archivist becomes vacant until an Archivist is appointed as provided for in 44 U.S.C. 2103(a), or when the Archivist is unable to perform his or her duties because of absence or disability.

b. In support of the Archivist, carries out the following activities:

(1) Establishes priorities, direction, required resources, staffing and schedule to accomplish the strategic vision and goals of the Archivist of the United States.

(2) Ensures that proposed new initiatives support the agency's strategic goals and are fully analyzed to determine the agency's ability to accomplish projects without moving staff and funding support from higher priority efforts.

(3) Directs the secretariat functions in the Office of the Archivist, assigning projects, coordinating requests for meeting for and with the Archivist, coordinating the staffing for meetings and proposed travel by the Archivist, and ensuring appropriate records management practices are carried out.

c. Directs the staffs in the Office of the Archivist.

d. Serves as NARA's Regulatory Policy Officer.

e. Renders final agency decision on equal employment opportunity discrimination complaints.

f. Serves as the appeal official for determinations made in response to Freedom of Information Act (FOIA) requests for records in the National Archives of the United States and NARA administrative/operational records (except for OIG records), and determinations made in

response to mandatory review requests for records in the National Archives of the United States or in Presidential libraries.

- g. Serves as the NARA Audit Follow-up Official and Audit Resolution Officer.

3. Policy and Planning Staff

a. Policy and Planning

Provides staff support to the Archivist and the Deputy Archivist and other senior management officials, as required, in the following areas:

(1) Coordinates the development, implementation, and review of NARA's Strategic Plan and NARA's implementation of the Government Performance and Results (GPRA) Act of 1993.

(2) Participates with the Office of Administrative Service's Financial Services Division (NAB) in developing budget statements and justifications. Coordinates drafts of all budget statements and justifications with program offices, when appropriate, and with NAB for approval by the Archivist and submission to OMB and the Congress.

(3) Formulates, analyzes, and reviews NARA policies and procedures, including internal directives, NARA regulations, and external policies and communications with agencies; implements the Regulatory Negotiation Act; and serves as NARA's regulatory docket office.

(4) Prepares draft documents for the Archivist's approval to establish and terminate NARA committees, and tracks their existence as the recordkeeping body for their records. As NARA's Committee Management Officer, ensures NARA compliance with the Federal Advisory Committee Act (Pub. L. 92-463); and implements the Government in the Sunshine Act.

(5) Coordinates NARA international representational activities and maintains liaison with allied international organizations.

(6) Coordinates NARA's implementation of OMB Circular A-123, the NARA internal management control review system, and the Federal Managers' Financial Integrity Act.

(7) Coordinates audit resolution, and reviews and monitors progress on corrective action plans. Serves as point of contact for GAO and other auditing entities to provide coordinated NARA response.

(8) Develops or reviews NARA organization, staffing, and delegations of authority proposals and coordinates clearance of comments.

(9) Provides oversight, guidance, and technical assistance to all offices in implementing NARA's customer service program, in compliance with GPRA and Executive Order 12862. Guides agency customer survey process, coordinates the approval of information collections with the Information Resources Policy and Projects Division (NHP), and the Office

of Management and Budget (OMB), as appropriate; monitors the operations of customer service teams; and monitors progress on NARA's customer service goals.

(10) Manages the NARA reports control program and develops or reviews special reports to other U.S. Government entities.

(11) Serves as the NARA Senior Standards Officer. Plans, directs, coordinates and administers NARA standards programs and processes. Coordinates and reports NARA standards activity with standards-setting organizations.

(12) Coordinates NARA-wide analyses of NARA processes, programs, and activities.

(13) Serves as NARA's Competition Sourcing Official. Coordinates NARA implementation of the Federal Activities Inventory Reform Act (FAIR) and provides assistance to NARA units conducting cost comparison studies.

(14) Coordinates tours and visits of international professionals in archives management and related fields.

b. Lifecycle Coordination

(1) Provides support to the Deputy Archivist in the following areas:

(a) Plans, directs, and administers NARA's lifecycle programs, projects, and services.

(b) Monitors and analyzes proposed and existing records lifecycle projects to identify dependencies and issues.

(c) Develops, maintains, and advocates lifecycle data architecture and data content and value standards, and provides appropriate guidance and training.

(d) Develops and maintains NARA's shared lifecycle and authority files.

(2) Represents the Deputy Archivist in the following areas:

(a) Establishes, monitors, and maintains policies relating to records lifecycle processes and data. Coordinates and reviews records lifecycle process flows, work flows, data models, and business rules.

(b) Monitors and coordinates with NARA-wide projects and programs, such as the Electronic Records Archives (ERA) and the Enterprise Architecture, to ensure appropriate implementation of records lifecycle policy and to identify new policy, process, and data needs.

4. Congressional Affairs and Communications Staff

a. **Congressional Affairs**, with the exception of matters concerning the official records of Congress, plans, directs, and coordinates the legislative and congressional relations activities of NARA including:

(1) Coordinates relations and interactions between NARA officials and Members of Congress and their personal and committee staffs.

(2) Coordinates the presentation of the NARA legislative program to Congress.

(3) Coordinates reports on bills of interest to NARA and screens bills for NARA program offices.

(4) Participates with other Federal agencies on reports submitted to congressional committees.

(5) Coordinates the preparation of NARA recommendations regarding Presidential approval of bills.

(6) Arranges for witnesses, coordinates preparation of testimony, and consults with committee staff members before congressional hearings to ensure compliance with committee requests.

b. **Public Affairs and Communications**

Plans, directs, and coordinates a comprehensive communications program for NARA including:

(1) Coordinates NARA contacts with the media.

(2) Prepares press releases and other information to be disseminated to the media.

(3) Coordinates media appearances by NARA staff.

(4) Develops national media campaigns regarding exhibitions, public programs, and policy initiatives.

(5) Arranges press conferences and major record openings for the media.

(6) Produces or reviews oral and written communications from the Archivist or for the Office of the Archivist to NARA and external audiences. This does not include policy directives and external regulations coordinated by NPOL.

(7) Produces NARA's periodical publications, including *Prologue*, the monthly Calendar of Events, and the NARA Staff Bulletin.

c. **Web Management**

(1) Plans, directs, administers, and coordinates NARA's Internet presence for NARA's World Wide Web sites, except file management of Presidential library web sites supported by

Office of Presidential Library staff. Provides guidance to NL staff regarding compliance with Federal web mandates.

(2) Plans, directs, administers, and coordinates NARA's internal web sites.

(3) Coordinates with the Office of Human Resources and Information Services on the technical operations of NARA's Internet and intranet web sites.

d. External Affairs Liaison

Plans and executes with the Archivist, Deputy Archivist, and Senior Staff a continuous program of liaison and partnering with allied national professional, scientific, and technical organizations, including:

(1) Assures that NARA mission, goals, services, and policies are clearly communicated with professional audiences and that all partnering opportunities are appropriately explored and executed.

(2) Develops an annual plan for contact, coordination, communication, and partnering with key professional, scientific, and technical allied national organizations.

(3) Establishes working relationships with senior leadership of allied national organizations and maintains regular contact to carry out the goals of the annual liaison plan.

(4) Conveys the positions, opinions, trends, and direction of the professional allied national organizations to the Archivist, Deputy Archivist, and Senior Staff through both informal and formal means.

(5) Working with the General Counsel's office (NGC), coordinates NARA's national representational activities.

(6) In coordination with NPOL, seeks innovative methods and opportunities to bring external input to NARA's strategic planning, customer relations, and annual regulatory agenda.

5. General Counsel

a. Provides legal counsel and advice to, and serves as attorney for, NARA and all NARA officials in all NARA legal and related matters. Provides written legal opinions as appropriate and prepares legal documents, including for filing in judicial proceedings.

b. Represents NARA in proceedings before administrative tribunals such as the Equal Employment Opportunity Commission, the Merit Systems Protection Board, the General Accounting Office (GAO), and the General Services Board of Contract Appeals. The staff either represents NARA or coordinates with the Department of Justice to represent NARA in other litigation.

c. Administers NARA's ethics program, including ethics training and education programs, and serves as liaison with the Office of Government Ethics (OGE). In administering the ethics program, grants waivers of disqualification to employees (other than the Archivist), makes conflict-of-interest determinations on official travel paid for by non-Federal sources, and makes other determinations required by the Standards of Ethical Conduct for Employees of the Executive Branch. The Senior Counsel for Trust Fund/Foundation Policy serves as the Designated Agency Ethics Official.

d. Processes, decides, and settles administrative claims against NARA under the Federal Tort Claims Act, and claims filed by NARA employees for on-the-job loss or damage to their personal property.

e. Processes garnishment orders entered by Federal and state courts and tribunals against NARA employees.

f. Serves as NARA's Alternate Advocate for Competition.

g. Serves as NARA's Chief FOIA Officer and the Senior Agency Official for Privacy.

h. Coordinates with the OIG on legal issues related to NARA.

i. Reviews and concurs on certain procurement actions, including all justifications and awards (J&As) for procurements exceeding \$100,000; all sealed bid solicitations exceeding \$100,000; and all solicitations for negotiated procurements exceeding \$100,000. Reviews all other contract awards (including contract option exercises) or modifications exceeding \$100,000, or changes exceeding 20 percent of the total contract value, with the exception of the following:

(1) Funding actions without other changes;

(2) Competitive supply item orders placed against indefinite delivery contracts when price is the other factor;

(3) Blanket purchase agreements; and

(4) Unilateral exercise of pre-priced options (including options that required adjustments for Wage Determinations and Collective Bargaining Agreements) that were reviewed and approved at the time of award of the basic contract.

j. The General Counsel access staff:

(1) Formulates and recommends policy and provides advice to NARA staff on access matters arising under the FOIA, the Privacy Act of 1974, the Executive order on national security information, the Presidential Records Act (PRA) and the Presidential Recordings and Materials Preservation Act, and other access laws (in coordination with the Office of Presidential Libraries on access matters involving Presidential records and materials).

(2) Provides NARA components with advice and guidance on proposed responses to requests for records and with sample/model language for response letters and monitors (for legal adequacy) NARA responses to requests.

(3) Responds to inquiries from other Federal agencies and the public concerning NARA access policies and procedures. Handles directly or coordinates responses to particularly difficult requests, especially those involving more than one component. Prepares responses to FOIA or Privacy Act requests of a general or broad nature that have been incorrectly directed or that need to be narrowed. Coordinates with the Presidential libraries on notification and special access procedures required under the PRA.

(4) On behalf of the Deputy Archivist, coordinates the staffing of administrative appeals of FOIA and Privacy Act denials from any of the NARA components. Tracks all NARA administrative/operational appeals and ensures timely responses.

(5) Provides training to NARA staff on legal and archival issues related to access matters. In coordination with NARA's records management and professional training programs, participates in external training programs aimed at access and recordkeeping issues.

(6) Formulates reviews and, as appropriate, recommends revisions to, NARA regulations governing access to records under NARA's jurisdiction.

(7) Responds to initial FOIA and Privacy Act requests for NARA administrative/operational records, except for OIG records.

(8) Oversees non-routine requests for special access to Presidential records under the PRA (in consultation with NL), such as court orders, subpoenas, and congressional investigations.

k. Serves as Dispute Resolution Specialist and administers RESOLVE, NARA's alternative dispute resolution program.

6. Equal Employment Opportunity and Diversity Programs

a. Provides counseling for complainants and receives and processes all discrimination complaints except those containing allegations against the Director of Equal Employment Opportunity and Diversity Programs.

b. Reviews and accepts investigative reports; analyzes findings against applicable law, Executive orders, and departmental regulations; and submits analysis, conclusions, and recommendations to the Deputy Archivist for review and issuance of the final NARA decision.

c. Provides effective leadership in implementing special emphasis programs including the Federal Women's Program, Hispanic Employment Program, People with Disabilities, and Selective Placement programs. Appoints NARA's special emphasis program managers.

d. Prepares the NARA Affirmative Employment Program Plan for Minorities and Women, and the Affirmative Action Program Plan for Individuals with Disabilities and forwards the plans to the Archivist for transmittal to the Equal Employment Opportunity Commission.

e. Prepares NARA's Disabled Veterans Affirmative Action Program Plan and the Federal Equal Employment Opportunity Recruitment Program Plan and forwards the plans to the Archivist for transmittal to the Office of Personnel Management.

f. Recommends changes to programs and procedures to eliminate practices that act as barriers to the hiring and advancement of women, minorities, and persons with disabilities.

g. Confers with the Office of Administrative Services concerning the status of physical and program accessibility to individuals with disabilities.

h. Develops programs for the observance of special events designed to promote a better understanding of Equal Employment Opportunity (EEO) issues.

i. Evaluates the sufficiency of NARA's total EEO program and reports to the Archivist with recommendations for improvements or corrective actions.

j. Develops and implements an EEO and affirmative action education, training, and information dissemination program.

7. Office of the Inspector General

a. Carries out such audits, investigations, inspections, management assistance, and reports relating to the administration of NARA's programs and operations as are, in the judgment of the Inspector General, necessary or desirable, or required by law, including the following:

(1) Informs the Archivist regarding the extent to which NARA has complied with the requirements of the Federal Managers Financial Integrity Act, OMB Circulars A-123 and A-127, and related NARA policies.

(2) Conducts and reports on audits, and works with the NARA Audit Follow-up Official, under provisions of OMB Circular A-50 and the NARA Administrative Procedures Manual (ADMIN. 201), ch. 11, in resolving and monitoring the implementation of audit recommendations to ensure corrective actions are taken.

(3) Investigates complaints or information from employees and others concerning possible violations of law, rules, or regulations, or mismanagement, gross waste of funds, abuse of authority, or substantial and specific dangers to the public health and safety.

(4) Provides consultative management assistance to NARA managers in improving the economy, efficiency, and effectiveness of their programs and administrative activities. Conducts crime prevention surveys to identify and address crime conducive conditions.

(5) Immediately reports to the Archivist particularly serious or flagrant problems, abuses, or deficiencies relating to the administration of NARA's programs and operations, and expeditiously reports to the Attorney General suspected violations of Federal criminal law.

(6) Semiannually prepares reports summarizing the activities of the OIG for transmittal to the Archivist and the appropriate committees or subcommittees of the Congress.

(7) Recommends policies for, and conducts, supervises or coordinates other activities and relationships between NARA and other Government and non-Government entities to promote the economy, efficiency and effectiveness of NARA activities, to prevent and detect fraud and abuse, and to identify and prosecute participants in such fraud and abuse. These entities include the GAO and Federal, State, and local law enforcement agencies.

(8) Manages the OIG hotline.

(9) Responds to FOIA and Privacy Act requests for OIG records.

b. The Inspector General selects, appoints, and employs such officers and employees as are necessary to carry out the functions, powers, and duties of the OIG, as provided by the Inspector General Act of 1978, as amended, including the Assistant Inspector General for Audits, the Assistant Inspector General for Investigations, and the Counsel to the Inspector General.

c. The Inspector General carries out the duties and responsibilities of the OIG. Under provisions of the Inspector General Act of 1978, as amended, the Inspector General:

(1) Establishes guidelines for determining when it is appropriate for the OIG and NARA to use non-Federal auditors, contracts for the auditors, and monitors their performance to ensure compliance with generally accepted Government auditing standards.

(2) Enters into contracts and other arrangements for audits, studies, and other services with public and private individuals and organizations, and makes such payments as are necessary to carry out the provisions of the Act.

8. Executive Director, National Historical Publications and Records Commission

Under 44 U.S.C. 2503, provides staff assistance to the National Historical Publications and Records Commission.

9. Information Security Oversight Office

a. Director

(1) Administers the security classification programs in both U.S. Government and industry.

(2) Serves as the Designated Agency Official for the Industrial Security Program Policy Advisory Committee.

b. Policy Staff

(1) Plans and develops the annual report to the President on the status of the security classification program in the U.S. Government and industry.

(2) Develops and issues implementing directives and instructions concerning the program.

(3) Develops interpretations of security classification policy for internal and external audiences.

(4) Develops and recommends policy changes to the security classification system to the President through the National Security Council.

(5) Plans and develops ISOO publications and security education materials for use in Government and industry, including newsletter, videos and other web based products related to security classification topics.

(6) Supports advisory committees, boards, or panels established by Executive order or statute including the National Industrial Security Program Policy Advisory Committee and the Public Interest Declassification Board.

(7) Supports the Director in responding to congressional and media inquiries and to complaints about the security classification program.

(8) Plans, develops and supports security education activities such as, symposia, workshops, and speaking engagements.

(9) Conducts special studies to support policy development or change.

(10) Develops and issues standard security forms.

c. Operations Staff

(1) Develops and implements liaison system for the security classification program in the executive branch.

(2) Maintains liaison with agency primary contacts and stays abreast of issues concerning each agency's security classification program under E.O. 12958.

(3) Plans and develops security classification oversight program under E.O. 12958 for the executive branch that includes, classification, safeguarding, and declassification.

(4) Conducts compliance and classified document reviews of 75 agencies that create or handle classified information.

(5) Reviews, in coordination with the Policy Staff, agency implementing regulations and declassification guidelines.

(6) Plans and develops the national industrial security oversight program under E.O. 12829 for the executive branch and industry.

(7) Conducts compliance reviews and classified document reviews of contractors and Government agencies participating in the National Industrial Security Program (NISP).

(8) Plans and develops, in coordination with the Policy Staff, special studies on issues of concern or potential problem areas.

(9) Supports the Executive Secretariat of the Interagency Security Classification Appeals Panel (ISCAP).

(10) Serves as the staff, program, and administrative support for the ISCAP.

DELEGATION OF AUTHORITIES

Authorities Retained by the Archivist

10. General Administration

- a. Promulgate such regulations as are necessary to effectuate the functions of NARA (44 U.S.C. 2104(a)).
- b. Organize NARA as is necessary and appropriate at and above the division level (44 U.S.C. 2104(c)).
- c. Establish, alter, or discontinue regional, local, or field units (44 U.S.C. 2104(d)).
- d. Establish and abolish advisory committees that provide advice with respect to any function of NARA (44 U.S.C. 2104(f)).
- e. Obtain the services of experts and consultants (44 U.S.C. 2105(b); 2706(b)).
- f. Issue all reports about NARA activities (44 U.S.C. 2106; 2504(a); 2904(c)(8); 3303a(f)).
- g. Establish fees for making reproductions of materials transferred to NARA (44 U.S.C. 2116(c)).
- h. Establish such interagency committees and boards as may be necessary to provide an exchange of information among Federal agencies with respect to records management (44 U.S.C. 2904(c)(4)).
- i. Authorize other than full and open competition if the contract value is over \$10,000,000 (48 CFR 6.304).
- j. Designate a certifying official to disburse all NARA funds through the Department of the Treasury (I TFM 4-1135).

11. Records Management

- a. Approve records schedules, except those changing retention periods of records previously approved for disposal, authorizing the disposal of Federal agency records that after the lapse of the time period specified will not have sufficient administrative, legal, research, or other value to warrant continued preservation by the U.S. Government (44 U.S.C. 2107(1); 3303a(a), (e)).
- b. Accept for deposit with the National Archives of the United States the records of Congress, the Architect of the Capitol and the Supreme Court determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the U.S. Government (44 U.S.C. 2107(1); 2118).

c. Direct and effect the transfer to the National Archives of the United States of records of a Federal agency that have been in existence for more than thirty years and determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the U.S. Government (44 U.S.C. 2107(2)).

d. Accept by deed of gift from private sources, papers, documents, and such historical materials as are described in 44 U.S.C. 2101(2) and 2111 that are appropriate for preservation by the U.S. Government (44 U.S.C. 2107(4); 2111).

e. Inform the head of an agency that a provision of chapters 21, 25, 29, 31, or 33 of title 44 of the U.S. Code has been, or is being violated, and make recommendations for correction, and unless satisfactory corrective measures are inaugurated within a reasonable time, submit a written report of the matter to the President and Congress (44 U.S.C. 2115(b)).

f. Determine that the Presidential records of a sitting President no longer have administrative, historical, informational, or evidentiary value, and may be disposed of (44 U.S.C. 2203(c)).

g. Determine whether the Presidential records in NARA custody, have sufficient administrative, historical, informational, or evidentiary value to warrant continued preservation by the U.S. Government (44 U.S.C. 2203(c), (d), (f)(3)).

h. When a sitting President proposes Presidential records for disposal, the Archivist (considering that the records may be of special interest to the Congress or that it is in the public interest) requests the advice and counsel from the Committee on Rules of the Senate and the Subcommittee on Rules and Organization of the House of Representatives (44 U.S.C. 2203(d), (e)).

i. Notify agency heads of any actual, impending, or threatened unlawful removal, defacement, alteration, or destruction of records in the custody of their agency and assist the agency to initiate action through the Attorney General for the recovery of records. If the agency head fails to act, independently request the Attorney General to initiate such action (44 U.S.C. 2905; 3106).

j. Withdraw disposal authorities for records listed in disposal schedules (44 U.S.C. 2909).

k. Promulgate schedules authorizing the disposal, after specified periods of time, of records common to several or all agencies (44 U.S.C. 3303a(a), (d)).

l. When Federal records are proposed for disposal, the Archivist (considering that the records may be of special interest to the Congress or that it is in the public interest), may request the advice and counsel from the Committee on Rules of the Senate and the Subcommittee on Rules and Organization of the House of Representatives (44 U.S.C. 3303a(c)).

m. Approve the disposal of records in the legal custody of the Archivist, provided that records that had been in the custody of another existing agency may be not disposed of without the consent of the head of the agency (44 U.S.C. 3303a(e)).

12. Facilities

a. Accept and take title, for and in the name of the United States, land, a facility, and equipment offered as a gift to the United States for the purpose of creating a Presidential archival depository (44 U.S.C. 2112(a)(1)(A)(i and ii)).

b. Enter into an agreement with a State, political subdivision, university, institution of higher learning, institute, or foundation to use as a Presidential archival depository land, a facility, and equipment of the State, subdivision, university, or other organization to be made available by it without transfer of title to the United States (44 U.S.C. 2112(a)(1)(B)(i)).

c. Accept for, and in the name of the United States, gifts offered for the purpose of making any physical or material change or addition to a Presidential archival depository (44 U.S.C. 2112(a)(1)(C)).

d. Promulgate architectural and design standards applicable to Presidential archival depositories (44 U.S.C. 2112(a)(2)).

e. Submit the report required by 44 U.S.C. 2112(a)(3) before accepting and taking title to or entering into an agreement for a Presidential archival depository.

f. Submit the report required by 44 U.S.C. 2112(a)(4) before accepting and taking title to or entering into an agreement for a Presidential archival depository.

g. Determine that sufficient endowment is available to maintain the land, facility, and equipment of a proposed Presidential archival depository, or that sufficient endowment as defined in 44 U.S.C. 2112(g)(4)(A) and (B) is available to maintain the land, facility, and equipment, when a physical or material change or addition to a Presidential archival depository is proposed (44 U.S.C. 2112(g)(3) and (4)).

h. Enter into an agreement for the deposit of Vice-Presidential records in a non-Federal archival depository (44 U.S.C. 2207).

13. Other

a. Certify that an amendment proposed to the Constitution of the United States has been adopted, and has become valid, to all intents and purposes, as a part of the Constitution of the United States, and cause the adopted amendment and his certification to be published (1 U.S.C. 106b).

b. Transmit to the two Houses of Congress copies in full of each and every certificate of ascertainment of electors that is received at NARA (3 U.S.C. 6).

c. When the conditions set forth in 3 U.S.C. 12 or 13 occur, the Archivist sends a special messenger to the district judge in whose custody one certificate of votes from that State has been lodged.

d. Upon recommendation of the NHPRC, makes grants to State and local agencies and to nonprofit organizations, institutions, and individuals, for the collecting, describing, preserving, compiling, and publishing (including microfilming and other forms of reproduction) of documentary sources significant to the history of the United States (44 U.S.C. 2504; Pub. L. 100-365).

DELEGATION OF AUTHORITIES

Authorities Delegated to Officials in the Office of the Archivist

14. Deputy Archivist of the United States/Chief of Staff

Delegation	Limitations
Render the final NARA decision on formal complaints of discrimination because of race, color, national origin, religion, sex, age, or physical or mental handicap	May not exercise this function when the Deputy Archivist is the alleged discriminating official
Serve as the appeal official for determinations made in response to Freedom of Information Act (FOIA) requests for records in the National Archives of the United States and NARA administrative/operational records (except OIG records) and determinations made in response to mandatory review requests for records in the National Archives of the United States or in Presidential libraries. (5 U.S.C. 552)	None

15. Executive Director, NHPRC

Delegation	Limitations
a. Advance or defer the starting and ending dates of grant periods and authorize changes relating to budget items as set forth in grant applications, provided the total amount of the grant is not increased (44 U.S.C. 2504).	None
b. Accept gifts for NHPRC programs or activities (44 U.S.C. 2504(d))	Acceptance of a gift is subject to the requirements of the Trust Fund Procedures Manual (TRUST FUND 1801) ch.2, part 4, sec. 3; 44 U.S.C. 2504 (a) thru (d); and the Bylaws of the National Archives Trust Fund Board, Article V, sec. 4.a(1)
c. Have access (for the purposes of audit and examination) to the books, documents, papers, and records of the recipients that are pertinent to the grants received under section 44 U.S.C. 2504 (44 U.S.C. 2506(b))	None
d. Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. 2105(d))	None

16. General Counsel

Delegation	Limitations
a. Consider, compromise, and settle Federal Tort Claims Act claims for damage, injury, or death; and	Any Federal Tort Claims Act claim award, compromise, or settlement of more than

claims of NARA employees for loss or damage to their personal property incident to their service (28 U.S.C. 2672; 28 CFR Part 14; 31 U.S.C. 3721 and 3723)	\$15,000 requires the prior written approval of the Attorney General or a designee
b. Empower officers and employees having investigative functions, while engaged in performing an investigation, to administer oaths (44 U.S.C. 2104(h))	Empowerment of an officer or employee is on a case-by-case basis. This authority does not extend to officers or employees of the OIG, who have an independent authority based on 5 U.S.C. Appendix, Pub. L. 95-452, as amended, sec. (6)(a)(5)).
c. Authenticate and attest copies of records created by NARA, furnish authenticated copies of these records, and charge fees therefore (44 U.S.C. 2116)	None
d. Furnish properly authenticated copies of records in response to <i>subpoenas duces tecum</i> or other legal demands in appropriate cases	None
e. Determine that a Presidential record or a reasonably segregable portion thereof, or any significant element or aspect of the information contained in such record or reasonably segregable portion thereof, has been placed in the public domain through publication by the former President, or his agents (44 U.S.C. 2204 (b)(1)(B))	None
f. Serve as Designated Agency Ethics Official (DAEO) (Senior Counsel for Trust Fund/Foundation Policy); administer NARA's ethics program, including ethics training, granting of waivers of disqualification, making conflict of interest determinations on NARA employee travel paid for by non-Federal sources, and making other determinations required by the Standards of Conduct (5 U.S.C. App.; 18 U.S.C. 208(b)(1); 31 U.S.C. 1353; 5 CFR Parts 2635-38; 41 CFR Part 304-1)	None
g. Serve as Dispute Resolution Specialist and administer RESOLVE, NARA's alternative dispute resolution program (5 U.S.C. 571 note)	None

17. Director, Policy and Planning Staff

Delegation	Limitations
a. Designate a certifying officer and alternate to certify the copies required to be filed in the Office of the Federal Register and notify the Director of the Federal Register of designations so made and changes thereto (44 U.S.C. 1503; 1 CFR 16.1)	None
b. Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. 2105(d))	None

18. Director, Congressional Affairs and Communications Staff

Delegation	Limitations
Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. 2105(d))	None

19. Director, Equal Employment Opportunity and Diversity Programs

Delegation	Limitations
Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. 2105(d))	None

PART 2. OFFICE OF ADMINISTRATION

ORGANIZATION

1. Assistant Archivist for Administration

- a. Serves as the NARA Chief Financial Officer and principal advisor to the Archivist and Deputy Archivist for all aspects of the financial management of NARA resources.
- b. Manages the development and execution of all financial planning and management; coordinates the NARA financial management program with the Office of Management and Budget (OMB), other Federal agencies and congressional appropriations committees; and promulgates related NARA implementing procedures.
- c. Maintains liaison with OMB and appropriations committees and the staffs thereof on all matters having a budgetary effect.
- d. Assists or represents the Archivist or Deputy Archivist on budget matters before OMB and appropriations committees.
- e. Establishes, reviews, and enforces internal control policies, standards, and compliance guidelines involving financial management including requiring and ensuring timely corrective actions to address deficiencies disclosed through audit findings and reports.
- f. Manages preparation of the NARA consolidated financial statements consistent with the statutory requirements and OMB and Federal Accounting Standards Advisory Board (FASAB) guidelines, and coordinates with the Office of the Inspector General (OIG) and other auditors to facilitate the statement's independent review and enhance its audibility.
- g. Provides general oversight of the operations of the National Archives Trust Fund Board Division based on Board decisions and policies, direction from the Archivist of the United States, and applicable Federal Government and NARA policies.
- h. In coordination with the Assistant Archivist for Regional Records Services, manages the NARA Records Center Revolving Fund.
- i. Manages: the appropriation for facility repairs and restoration; all aspects of buildings management in the National Archives Building and the National Archives at College Park, including operations, maintenance, repair, improvement, preservation, and restoration; and restoration, improvement, and preservation of Presidential libraries and other NARA-owned facilities.
- j. Manages the acquisition of land and space planning and utilization; acquisition and consolidation of NARA-leased and owned space, and GSA-owned/leased space; and requirements development, and design and construction of NARA facilities.

k. Manages the NARA nationwide acquisitions program, and serves as the NARA Senior Procurement Executive.

l. Administers the NARA human resources program and staff development services, training programs, and organization development initiatives.

m. Serves as the Director of Small and Disadvantaged Business Utilization.

n. Serves as the Designated Agency Safety and Health Official.

o. Serves as the NARA Chief Security Officer (CSO) and manages the NARA information, industrial, personnel, and physical security programs.

p. Serves as the Senior Preservation Policy Official for Historic Properties.

2. Revolving Fund Finance Staff

a. Prepares the NARA Records Center Revolving Fund portions of the OMB and congressional budget estimates.

b. Develops Fund budget, accounting, and financial policy, including the call for Revolving Fund operating budgets; prepares or concurs in allowances and related funding documents; and maintains records of budgetary and financial controls.

c. Reviews Fund resource requirements for adherence to approved planning assumptions and adequacy of justification, and develops short- and long-term financial plans. Works closely with, and provides assistance to, the NARA program organizations financed by the Fund in developing Revolving Fund Business Plan(s).

d. Analyzes and evaluates accounting reports and other data to verify its accuracy. Prepares all required Fund regulatory reports and financial statements.

e. Ensures that cash management practices and procedures are followed to ensure that sufficient operating funds are available for program operations. Serves as billing liaison with the accounting service provider for Fund activities.

f. In conjunction with the Office of Regional Records Services (NR), reviews requests and relevant data and recommends to the Archivist approval, modification, or rejection of changes to rates and rate structures.

g. Coordinates all Fund accounting functions with the accounting services provider.

h. Participates in external audits, subject to OIG concurrence, of the Fund for compliance with OMB, Treasury, Government Accountability Office (GAO), and FASAB rules and regulations, such as OMB circulars A-123, A-127 and A-76, and reviews audit reports for deficiencies in Fund financial management procedures and recommends or initiates corrective actions.

- i. Evaluates financial systems and procedures, and revises Fund financial processes.
- j. Coordinates with the Office of Information Services the development, maintenance, and operation of information technology systems that support the financial operations of the Staff and the Fund.

3. Financial Reports Staff

- a. Plans for and prepares the NARA audited financial statements and reports as required by the Chief Financial Officers Act (CFO Act), as amended by the Reports Consolidation Act of 2000, and the Accountability of Tax Dollars Act of 2002, and related OMB and FASAB guidance.
- b. Reviews financial and other reports submitted by NARA reporting entities for conformance with reporting requirements and for accuracy, and resolves discrepancies.
- c. Determines required adjustments to accounting records and advises the appropriate reporting entities to incorporate the adjustment in the official accounting records. Ensures that necessary corrective action is taken to prevent repetition of errors disclosed by reconciliation.
- d. Maintains effective working relationships with NARA program offices and reporting entities and the accounting services provider to ensure needed financial data is generated and reported in a timely manner.
- e. Participates in agency information technology initiatives and projects that will affect the data required to prepare audited financial statements.
- f. Maintains liaison and effective day-to-day working relationships with OMB, GAO, Treasury Department officials and other central control agencies concerning the reporting requirements of the CFO Act, as amended.
- g. Serves as the point of contact to the NARA Inspector General, who is required by law to conduct annual audits of the NARA financial statement.

4. Acquisition Services Division

- a. Develops and disseminates internal contracting policy and procedures, and ensures compliance by NARA contracting officers and contract specialists. Provides acquisition advice, strategy, and planning to NARA organizations when requested.
- b. Prepares and administers the NARA interagency agreements for procurement requests outsourced to other Federal agencies.
- c. Administers the NARA contracting officer certification program, appoints acquisition officials, and serves as the Acquisition Career Management Program Officer.

d. Prepares solicitations, complex contracts, delivery/task orders, and purchase orders to obtain services, IT equipment, services, and utilities for the Washington, DC, area, and units outside the Washington, DC, area.

e. Performs contract administration for all complex contracts (excluding architectural and engineering services and construction). Monitors the performance of contractors and responds to requests for information about acquisition requests and contracts by NARA officials.

f. Ratifies unauthorized commitments of funds when needed.

g. Serves as NARA's focal point for implementation of all acquisition-related E-Gov initiatives.

h. Communicates with manufacturers, suppliers, contractors' representatives, and other private and public organizations to obtain information about products, services, and market conditions.

5. **Space and Security Management Division**

a. **Division Director**

(1) Serves as the Advocate for Competition, and provides assistance and advice in procurement matters.

(2) Serves as the Senior Safety and Health Official for all NARA-occupied facilities.

(3) Serves as the NARA Federal Preservation Officer for Historic Properties.

(4) Acts on requests to approve facilities for the storage of Federal records made in accordance with 36 CFR 1228.236 and 1228.240, Subpart K,.

(5) Serves as the delegated Emergency Management Officer.

(6) Manages the activities of the division.

b. **Administrative Support Team**

(1) Coordinates and prepares NA comments on draft NARA directives, regulations proposed by other Federal agencies, and pending legislation.

(2) Assists NAS branches prepare and coordinate NARA internal directives and regulations establishing NARA-wide physical, personnel, and information security, and workplace safety standards, and assists other NARA units preparing local implementing directives and procedures.

(3) Coordinates the NARA directives program for NA.

(4) Coordinates responses to internal-NARA and external requests for information about NAS programs, and as directed, responses to requests for information about NA programs.

(5) Coordinates response to audit recommendations of the NARA OIG, GAO, and other audit entities concerning NA functions. Monitors resolution activities by NA units, and reports status to the NARA audit resolution official.

(6) Monitors status of remedial actions of other NARA units in response to recommendations concerning security, building condition, access, and workplace safety made by NAS inspectors.

(7) Assists the director in administering the functions of the division.

c. Security Management Branch

(1) Develops NARA personnel security policies; oversees position risk designations for sensitivity and access requirements; collects information for background investigations, makes suitability and security clearance determinations; grants security clearances and maintains records of clearances granted by NARA and other Federal agencies.

(2) Develops and administers NARA internal procedures and guidelines implementing the information security requirements of Executive orders, agencies' regulations, and law.

(3) Develops and administers policies and procedures for the physical security of NARA-occupied facilities. Serves as the Contracting Officer's Representative for all NARA physical security contracts.

(4) In conjunction with the Real Property Management Branch, inspects NARA-occupied facilities, or reviews contractor-prepared inspection reports, to assess compliance with NARA security and facility standards regulations, the regulations of the Occupational Safety and Health Administration (OSHA), the Architectural Barriers Act of 1968, as amended, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. Prepares or evaluates reports of findings, and recommends and negotiates appropriate remedial measures.

(5) In conjunction with the Administrative Support Team, assists other NARA units prepare local directives implementing physical, information, and personnel security, and workplace safety and access requirements. Recommends NA concurrence of final directives.

(6) Establishes and maintains agreements and cooperative relationships with Federal, state, and local law enforcement and investigative agencies nationwide to enhance the security of NARA-owned and -occupied facilities.

(7) Advises other NARA offices concerning the security of materials on exhibit or loan, establishes security measures for NARA materials in transit, and coordinates security arrangements with carriers, at transfer sites, and with Federal, state, and local law enforcement.

(8) Coordinates development and administration of plans for the continued performance of essential functions at all NARA facilities during agency or national emergencies that disrupt normal operations, including regularly scheduled testing, training, and exercising of NARA personnel, equipment, systems, processes and procedures used to support NARA during extended periods of emergency operations. Prepares periodic reports to and ensures NARA's participation with the Department of Homeland Security and other entities concerning NARA policies and performance. Serves as the Designated Agency Safety and Health Official's (DASHO) OSHA technical advisor.

(9) Develops and administers agency-wide policies to ensure healthy and safe working conditions as a permanent member of the NARA Occupational Safety and Health Committee. Inspects NARA worksites for compliance with OSHA and other standards governing workplace health and safety. Prepares periodic reports to the Department of Labor and other entities concerning NARA policies and performance.

(10) Manages the intrusion detection, access control, closed-circuit television, and security communications systems in the National Archives Building and in the National Archives at College Park. Issues and controls access credentials/keys for NARA employees, volunteers, visitors, and contractors at the National Archives Building and the National Archives at College Park. Manages the NARA-wide implementation of Homeland Security Presidential Directive (HSPD-12).

(11) Administers the parking program at the National Archives at College Park.

(12) Controls official passports issued to NARA employees.

d. Real Property Management Branch

(1) Administers the NARA nationwide space-planning program. Conducts or evaluates contractor-prepared, facility condition reports and other studies and analysis of alternatives to advise NARA officials concerning possible consolidation, release, or acquisition of space.

(2) Evaluates and makes recommendations concerning requests for new space and as Contracting Officer, prepares or approves contractor-prepared acquisition documents, solicits bids and proposals, and awards contracts, or prepares and recommends approval of Standard Forms 81, Request for Space, and associated statements of work and reimbursable work authorizations. Negotiates leases of facilities to store Federal records or to meet other NARA requirements.

(3) Contracts for architectural and engineering and construction services for all construction, renovation, and restoration projects at NARA-owned facilities. Prepares or approves contractor-prepared acquisition documents, solicits bids and proposals, and awards contracts. Inspects, or arranges for contractor inspection of all projects, except those at the National Archives Building and National Archives at College Park, unless otherwise directed by the Assistant Archivist for Administration.

(4) In conjunction with the Security Management Branch, inspects NARA-occupied facilities, or reviews contractor-prepared reports of inspections, to assess compliance with the facility-related regulations of OSHA, the Architectural Barriers Act of 1968, as amended, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and with NARA security and facility regulations. Prepares reports of findings and recommends, and negotiates appropriate remedial measures.

(5) Inspects, or arranges for contractor inspection of facilities for the storage of Federal records as required by NARA 1310, Review of Agency Records Storage Facilities, and makes recommendations on agency requests.

(6) Maintains central registry of facilities approved for storing Federal records.

(7) Acts as liaison between NARA and Public Building Service officials to coordinate projects and to assist local NARA officials resolve facility-related problems.

(8) In coordination with other NARA offices and standards-setting organizations, establishes design standards for storage facilities for Federal records, Presidential records, and artifacts.

(9) Upon request, furnishes professional and technical advice on the design and construction of record storage facilities.

6. Facilities and Personal Property Management Division

a. **Division Director.** The director administers the facilities management programs for the National Archives Building and the National Archives at College Park, the NARA nationwide personal property management program, manages the day-to-day operations of the two facilities, and administers the local continuity of operations plan.. Staffs within the office of the director perform the following functions.

(1) Personal Property Management

(a) Directs the nationwide personal property management program through oversight of accountable officers; develops, implements, and enforces all necessary policies and procedures to properly manage, safeguard, and account for Government personal property.

(b) Maintains a warehouse management and control system, including a store of personal property, supplies, and other materiel on hand for distribution to NARA units in the Washington, DC, area.

(c) Provides local transportation and hauling services in the Washington, DC, area.

(d) Administers the nationwide mail management program and distributes forms and other printed material intended for staff use.

(2) Events and Support

- (a) Administers the nationwide mail management program.
- (b) Acts as the Contracting Officers Representative Assistant for assigned contracts, (e.g., Child Care Center, the Cafeteria, and convenience store at the National Archives at College Park, and has oversight of the fitness centers under the consolidated facilities management contract.
- (c) Administers the NARA nationwide public transit subsidy program.
- (d) Oversees arrangements for food services provided at the National Archives Building under the Randolph-Sheppard Act.
- (e) Prepares and administers the NAF representational budget.
- (f) Coordinates planning and scheduling of space and equipment use, and building services with the Office of Records Services—Washington, DC, Center for the National Archives Experience, to avoid conflicts in scheduling.
- (g) For the lecture rooms, all public-use areas and rooms 4340 and 5220 of the National Archives at College Park, and rooms 500/501, 504, 506, 507, 507A, and 509 in the National Archives Building, performs the following functions:
 - (i) Recommends acceptance or rejection of requests by non-NARA groups to use the rooms.
 - (ii) Schedules use of the rooms by NARA and non-NARA groups.
 - (iii) Serves as the agency liaison, and provides, arranges for, or approves all logistical support for events sponsored or cosponsored by NARA and non-NARA groups.
 - (iv) Maintains and schedules use of audiovisual equipment, and provides audiovisual services.
 - (v) Configures rooms to fit sponsors' requirements.
 - (vi) Develops the cost for staging events and works with the National Archives Trust Fund Division (NAT) to establish the appropriate fee or donation.
- (h) Administers and coordinates the activities of the National Archives Recreation Association.

b. Facilities Management Branch. The branch chief administers the facilities management programs for the National Archives Building and the National Archives at College Park, and oversees the day-to-day operations of the facilities through staffs at each facility.

(1) National Archives Building Facilities Management (a) Administers the National Archives Building facilities management contract; maintains space assignment records; develops contract specifications, oversees all repairs, renovations, and alterations to the building, and oversees the day-to-day operations of the building to include the occupant emergency plans.

(2) National Archives at College Park Facilities Management. Administers the National Archives at College Park facilities management contract; maintains space assignment records; develops contract specifications, oversees all repairs, renovations, and alterations at the facility, and oversees the day-to-day operations of the facility to include the occupant emergency plans.

7. Financial Services Division

a. **Division Director.** The Director administers the NARA appropriated funds financial management programs.

(1) Prepares plans for, and monitors implementing of NARA financial and operating programs to ensure compliance with the requirements of the CFO Act, OMB Circular A-11, Preparation, Submission and Execution of the Budget, and other related laws, and provides NARA-wide coordination and participation in various Government-wide financial management improvement projects. Works closely with the Financial Reports Staff on reporting requirements associated with the CFO Act.

(2) Analyzes the financial implications of proposed policies, procedures, and practices to assist NARA leadership to determine the short- and long-range business implications or costs and benefits to be derived from proposed NARA investments of FTE and funds.

(3) Serves as the NARA representative to OMB for budgetary policies and procedures; promulgates NARA procedures to implement U.S. Government budget and financial policies and regulations.

(4) Reviews communications with OMB, Treasury, and congressional entities for all matters with financial management impact.

b. Budget Branch

(1) Coordinates with the OMB budget examiner on budgetary reports, policies, and procedures.

(2) Prepares and reviews external reports as required by Congress, OMB, and OPM.

(3) Develops NARA budget policy and guidelines to implement legislation or OMB regulations that affect the budget process.

(4) Prepares the call for NARA operating budgets and programmatic increases; reviews resource requirements for adherence to approved planning assumptions and for adequacy of justification.

(5) Oversees execution of appropriated funds, develops short- and long-range financial plans; and prepares or concurs in allowances and related funding documents for approval by the Assistant Archivist for Administration.

(6) Formulates the NARA budget estimates for submission to OMB and the Congress, including summaries, opening statements, financial schedules, justifications, and backup material.

(7) Reviews and corrects NARA budget-related congressional testimony, including all galley and page proofs, and true folios of the President's budget.

(8) Maintains the NARA system for administrative control of appropriations and other funds, and implements funds control and employment ceiling procedures.

c. Finance Branch

(1) Serves as liaison with the accounting services provider concerning accounting, financial, and payroll services and associated reporting requirements.

(2) Prepares and reviews financial statements and supporting documentation for the appropriated funds.

(3) Reviews internal and external audit reports for deficiencies in appropriated funds financial management procedures and recommends or initiates corrective actions.

(4) Evaluates financial systems and processes and provides guidance concerning financial, accounting, and travel policies and procedures.

(5) Manages financial review processes for grants, travel, and purchase card programs.

(6) Analyzes and evaluates accounting data for accuracy. Establishes and maintains financial controls for accounting processes.

(7) Prepares and reviews external financial reports as required by the Department of the Treasury, Office of Government Ethics, and OMB.

(8) Works closely with NARA offices to ensure timely and accurate reporting and processing of obligation documents, acknowledgment of receipts for, and acceptance of, goods and services, for payment of invoices, and travel authorizations and expenditures.

8. National Archives Trust Fund Division

a. Provides input to the preparation of the Trust Fund and Gift Fund portions of the OMB and congressional budget estimates.

b. Develops the Trust Fund and Gift Fund budget, accounting, and financial policy,

including the call for Trust Fund and Gift Fund operating budgets; prepares or concurs in allowances and related funding documents, and maintains records of budgetary and financial controls.

c. Reviews National Archives Trust Fund resource requirements for adherence to approved planning assumptions and for adequacy of justification, and develops short- and long-range financial plans.

d. Manages the National Archives Trust Fund and Gift Fund investment portfolios.

e. Exercises the procurement authority of the National Archives Trust Fund Board and processes all Trust Fund and Gift Fund expenditures by Washington, DC, area units, including obligating documents, acknowledgment of receipt for, and acceptance of, goods or services, for payment of invoices, and travel authorizations and expenditures.

f. Conducts background analyses and negotiates and implements the National Archives Trust Fund-NARA reimbursable agreement; reviews and approves requests for new fees and changes to existing fees; reviews and approves all requests for overtime work to be reimbursed from the National Archives Trust Fund; and reviews and approves all requests for Trust Fund reimbursement and monitors status of payments.

g. Evaluates accounting reports and data; verifies accuracy of input; and prepares analysis thereof. Prepares all required financial statements for Trust Fund and Gift Funds monthly, and prepares required regulatory reports.

h. Prepares periodic reports of Trust Fund activities to the Board members, prepares the National Archives Trust Fund annual report to the Board, and edits the report for inclusion in the NARA Annual Audited Financial Statement.

i. Sets the agenda for the National Archives Trust Fund Board meetings, briefs the Chairman and members of the Board, and maintains all records of Board meetings and actions.

j. Coordinates all Trust Fund and Gift Fund accounting functions with the accounting services provider and manages the Trust Fund and Gift Fund subsidiary accounting and order processing system.

k. Reviews internal and external audit reports for deficiencies in Trust Fund and Gift Fund financial management procedures and recommends corrective actions.

l. Evaluates existing systems and procedures and implements revised and improved processes for Trust Fund and Gift Fund activities.

m. Manages the copier equipment program in the Washington, DC, area.

n. Processes orders and payments for reproductions of records in the National Archives of the United States, donated historical materials in NARA custody in the Washington, DC, area, and products sold by NARA to the public in the Washington, DC, area. Performs all customer

service functions related to Trust Fund activities, and operates cashier offices in the National Archives Building and the National Archives at College Park.

o. Exercises other authorities delegated by the Chairman of the National Archives Trust Fund Board.

p. Plans for, develops, maintains, and operates IT systems that support Trust Fund and Gift Fund programs.

9. Human Resources Services Division

a. **Division Director.** The following functions are performed in the office of the Director.

(1) *Plans, directs, and provides human resources management services.*

(2) Develops and administers NARA human resource policies and procedures.

(3) Administers personnel authorities delegated by statute, regulation, or agreement with the Office of Personnel Management.

(4) Performs executive personnel management functions.

(5) Ensures NA meets NARA human resources Strategic Plan and Annual Performance Plan goals and targets. Manages office resources and oversees process and organizational improvement initiatives to facilitate target achievement.

(6) Manages human resources data systems to facilitate transaction processing, workforce analysis, and statistical reporting.

b. Human Resources Operations Branch

(1) Develops policies and procedures and administers the classification, position management, and compensation programs.

(2) Develops policies and procedures and provides a full range of recruitment and staffing services.

(3) Operates and maintains human resource information records and systems and uses systems to provide management reports and information.

(4) Processes and controls all personnel actions and maintains official personnel folders for NARA employees.

c. Employee Relations and Benefits Branch

(1) Develops policies and procedures and provides advice and assistance on labor and employee relations matters, including performance management, retirement and benefits, awards and suggestion programs, leave, disciplinary and adverse action, and work schedules.

(2) Represents NARA in dealing with the Federal Labor Relations Authority, Merit Systems Protection Board and other third parties. Negotiates agreements with the American Federation of Government Employees on behalf of NARA.

d. Workforce Strategy and Staffing Services Branch

(1) Assesses, designs, and implements human capital and workforce planning initiatives.

(2) Plans, develops, and administers agency-wide recruitment strategies and programs.

(3) Provides classification, staffing, and recruitment services to designated NARA organizations.

(4) Develops comprehensive human resources policies and procedures.

10. Organization and Staff Development Services Staff

a. Assesses, designs, and implements initiatives to strengthen individual, group, and organization performance.

b. Consults with offices on organization development initiatives and gives technical support to offices and units for organization development initiatives.

c. Develops and delivers common needs training programs that do not otherwise have program office ownership. Consults with offices on technical training program initiatives.

d. Administers the Individual Development Plan (IDP) program.

e. Ensures NA meets NARA organization and staff development Strategic Plan and Annual Performance Plan goals and targets.

f. Acts as the NARA lead for e-Training initiatives, including history data reporting.

DELEGATION OF AUTHORITIES

Authorities Delegated by the Archivist to NA

11. Budget, accounting, records center revolving fund, NARA National Archives Trust and Gift Funds, and NARA financial statements

Delegation	Redelegated To	Limitations
a. Serves as the NARA Chief Financial Officer (31 U.S.C. 901, 902, 3501, and 3515)	Retained by NA	The authority may not be redelegated
b. Formulate NARA policies and principles governing establishment of budgetary, accounting, and financial management systems within NARA; exercise necessary controls to ensure compliance with NARA financial policies, plans, and principles; and coordinate NARA's financial programs with OMB, congressional committees, and other Federal agencies (31 U.S.C. 3512; OMB Circular A-127)	NAB	None
c. Approve financial transactions, including disbursement of funds for Washington, DC, area accounts from current funds, and nationwide for prior year funds, rendered by appropriate financial officials, and approval of other financial and accounting documents involving NARA appropriated funds.	NABF through NAB	None
d. Certify to GAO any charge against any officer of an agency entrusted with public property, arising from any loss or accruing as their fault to the U.S. Government concerning the property so entrusted to them	Retained by NA	The authority may not be redelegated
e. Approve apportionment and reapportionment requests for each budget allocation (OMB Circular A-11, part 4)	Retained by NA	The authority may not be redelegated
f. Approve reports on budget execution on an obligation basis and accrual basis, as required by the Anti-Deficiency Act (31 U.S.C. 1341)	Retained by NA	The authority may not be redelegated
g. Determine the rate and cycle of installment deductions for indebtedness of employees resulting from erroneous payment to or on behalf of the employees by NARA. (5 U.S.C. 5514)	NAHO through NAH	None
h. Notify the Chief Disbursing Officer, Division of Disbursement, Department of the Treasury, of the certifying officer designations (I TFM 4-1135)	Retained by NA	None
i. Initiate action to obtain reimbursement by	NAB, NAR	None

lawful transfer documents of delinquent amounts due from requisitioning agencies (40 U.S.C. 756(b))		
j. Certify that obligations are valid (31 U.S.C. 3528)	NAB, NAR, NAT	None
k. Administer the NARA system of administrative controls of appropriations and other funds	NAB	None
l. Review requests for relief from cash errors of less than \$3,000 (GAO Policy and Procedures Manual for Guidance of Federal Agencies, ch. 8, sec. 8.9c, and Cashier's Manual)	NA through NAT	None
m. Solicit and receive gifts or bequests of money, securities, or other personal property, for the benefit of, or in connection with, the national archival and records administration activities administered by NARA (44 U.S.C. 2305)	NAT	Subject to provisions of the Trust Fund Procedures Manual ((TRUST FUND 1801), ch. 2, part 4, sec. 2)
n. Receive money or securities given or bequeathed to the National Archives Trust Fund Board and invest, reinvest, or retain the money or securities as the Board determines (44 U.S.C. 2305; NATFB Resolution of 3/15/84)	NAT	Subject to provisions of the Trust Fund Procedures Manual ((TRUST FUND 1801), ch. 2, part 4)
o. Recommend a reproduction price schedule for fees or for sales of copies or reproductions of historical materials, catalogs, or other items, and determine the expenses to be paid therefrom	NAT	Promulgation subject to the approval of the Archivist
p. Approve deviations from the Federal Acquisition Regulations to procure goods or services with money from Gift or Trust Funds	NAT	None
q. Deposit the proceeds from fees or from sales of copies or reproductions of historical materials, catalogs, or other items, and determine expenses to be paid therefrom (44 U.S.C. 2307)	NAT	None
r. Support all aspects of records center operations through the financial management of the NARA Records Center Revolving Fund (Pub. L. 106-58)	NAR	The Records Center Revolving Fund is managed in close coordination with the NARA program organizations it finances. The Archivist must approve promulgation of fee schedules.

12. Acquisition and contracting

Delegation	Redelegated To	Limitations
a. Determine and place orders with, and accept orders from, other departments,	NAA	None

establishments, bureaus, or offices for materials, supplies, equipment, work, or service, and make agreements as to cost adjustments in connection therewith (31 U.S.C. 1535)		
b. Serve as the NARA Senior Procurement Executive (41 U.S.C. 414(3))	Retained by NA	The authority may not be redelegated
c. Serve as the Director of Small and Disadvantaged Business Utilization (15 U.S.C. 644(k))	Retained by NA	The authority may not be redelegated
d. Serve as the advocate for competition (41 U.S.C. 418)	NAS	Decisions subject to concurrence of NGC. NGC acts as the advocate for competition when NASR is the contracting officer or when NASS or NASR administers the contract.
e. Accept orders from other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. 1535)	NAA, NAB, NAF, NAR, NAS, NAT, NAX	None
f. Act as agency head for purposes of carrying out the provisions of the Contract Work Hours and Safety Standards Act. Upon appeal of an initial administrative determination to assess liquidated damages, either affirm the assessment or recommend to the Secretary of Labor to waive or adjust the assessment (40 U.S.C. 330 (c)).	Retained by NA	The authority may not be redelegated
g. Make purchases and contracts for personal property and nonpersonal services by advertising (41 U.S.C. 252(c))	Warranted contracting officers	Subject to warrant limit
h. Determine the type of negotiated contract that will promote the best interests of the U.S. Government and make the determination required in connection with cost, cost-plus fixed, fee, and incentive-type contracts (41 U.S.C. 252(c))	Warranted contracting officers	Subject to warrant limit
i. Determine that rejection of all bids is in the public interest (41 U.S.C. 253(b))	Warranted contracting officers	Subject to warrant limit
j. Make partial, progress, or other payments (41 U.S.C. 255 (b))	Warranted contracting officers	Subject to warrant limit
k. Negotiate purchases and contracts for property and services without advertising under certain conditions (41 U.S.C. 302(c)(1), (3) thru	Warranted contracting officers	Subject to warrant limit

(5), (10), and (15))		
l. Contract for services and personal property required for the operation, protection, maintenance, (including repairs and alterations) and improvement of the National Archives Building and the National Archives at College Park, the Presidential libraries, and any other buildings used by NARA for records storage (44 U.S. C. 2903)	Warranted contracting officers	Subject to warrant limit
m. Approve individual and class deviations to the Federal Acquisition Regulations (48 CFR 1.403, 1.404)	Retained by NA	The authority may not be redelegated. May not approve FAR deviations pertaining to treaties or executive agreements.
n. Ratify unauthorized commitments (Federal Acquisition Regulations, § 1.602-3 (b)(3))	NAA	Subject to the restrictions in Federal Acquisition Regulations, § 1.602-3
o. Appoint procurement officials (Federal Acquisition Regulation, § 1.603)	NAA	Purchase cardholders authority limited to \$2,500 per purchase and \$25,000 per month. Contracting officers' authority limited to \$100,000 per purchase. Appoint all approving officials.

13. Facilities management

Delegation	Redelegated To	Limitations
a. Develop architectural and design standards applicable to all NARA-owned or -leased space, or to a facility and equipment offered as a gift to the United States or made available without transfer of title for the purpose of creating a Presidential archival depository (44 U.S.C. 2112(a)(2), and 2903)	Retained by NA	The authority may not be redelegated. Promulgation subject to approval by the Archivist.
b. Determine that a facility and equipment offered as a gift to the United States for the purpose of creating a Presidential archival depository or that a physical or material change or addition to a Presidential archival depository complies with the architectural and design standards promulgated by NARA (44 U.S.C. 2112(a)(3)(G), (4)(F))	Retained by NA	The authority may not be redelegated. Certification of findings is retained by the Archivist.
c. Design, construct, purchase, and lease land and buildings for storage of Federal records (44 U.S.C. 2903, 41 U.S.C. 14)	Retained by NA	Limited to situations where Congress has authorized the purchase of real property
d. Recommend a decision to design, construct,	NAS	Limited to situations where

purchase, and lease land and buildings for storage of Federal records (44 U.S.C. 2903, 41 U.S.C. 14)		Congress has authorized the purchase of real property
e. Approve expenditures for additions, improvements, alterations, or preservation of all NARA-leased, -owned, or -operated facilities (44 U.S.C. 2903)	Approval of projects retained by NA	Implementing contracts subject to contracting officer's warrant limit
f. Serve as the Senior Preservation Policy Official (EO 13287 [March 3, 2003] Preserve America; and Federal Preservation Officer [16 U.S.C. 470(h)-2(c)])	NAS acting as the Federal Preservation Officer for Historic Properties	Limited to preparing and making recommendations concerning facilities
g. Decide on requests made by Federal agencies concerning approval of facilities for the storage of Federal records (44 U.S.C. 3103, 36 CFR 1228.236 and 1228.240, Subpart K, and NARA 1310)	NAS	None
h. Serves as the Designated Senior Safety and Health Official (29 U.S.C. 668, E.O. 12196 and 29 CFR 1960.6)	NAS acting as the NARA Senior Safety and Health Official	None

14. Security Management

Delegation	Redelegated To	Limitations
a. Establish and maintain an effective program to ensure that access to classified information by each employee is clearly consistent with the interests of the national security (E.O. 12958 of April 17, 1995, sec. 4.2, and E.O. 12968 of August 2, 1995, sec. 6.1(a))	NASS through NAS	None
b. Establish and maintain an effective program to ensure that classified national security information is properly safeguarded and declassified in accordance with Executive order and law (E.O. 12958, sec. 1.1(j) and 5.6(c))	NASS through NAS	None
c. Develop and administer the program for the efficient operation of all NARA-occupied facilities in an emergency, including the self-protection program for civil defense, fire prevention, and building safety (44 U.S.C. 2903; E.O. 12656 [November 18, 1988], Assignment of Emergency Preparedness Responsibilities; Federal Preparedness Circular 65 (June 15, 2004), Federal Executive Branch Continuity of Operations; and PDD 67 [October	NASS through NAS	None

21, 1998], Enduring Constitutional Government and Continuity of Government Operations).		
d. Establish and administer an effective Operations Security and Industrial Security Program (National Security Decision Directive 298, OPSEC Program EO 12829, National Industrial Security Program)	NASS through NAS	None

15. Human Resources

Delegation	Redelegated To	Limitations
a. Appoint selected applicants for employment and promote, demote, reassign, and separate employees (44 U. S.C. 2105(a))	NAHO, NAHW	All actions are subject to management approval. This includes all placement actions including appointments, promotions, reassignments, and details.
b. Administer the oath to be taken by officers and employees incident to entrance on duty in NARA or any other oath required by law in connection with employment (5 U.S.C. 2903)	NAHO, NAHW, the Washington National Records Center, and administrative officers outside the Washington, DC, area	None
c. Grant exceptions to permit part-time employees in tenure Group I or II to perform regularly scheduled work from 1 to 15 hours per week (5 U.S.C. 3402(a)(3); 5 CFR 340.202(b))	NAH	None
d. Establish and classify positions under the General Schedule (5 U.S.C. 5101 et. seq.) and grade jobs under the Federal Wage System (5 U.S.C. 5346)	NAHO, NAHW	None
e. Waive or deny claims of the United States against NARA employees for erroneous payment of pay and allowances up to \$20,000 (5 U.S.C. 5584; Public Law 104-316, General Accounting Act of 1996 (110 Stat. 3826), Section 101; OMB Directive, "Determination with Respect to Transfer of Functions Pursuant to Public Law 104-316," December 17, 1996.)	NAH	NAH limited to granting a waiver of claims or \$5,000 or less
f. Determine whether to grant discretionary grade and pay retention to eligible employees (5 CFR 536.202, 302)	NAH	None

16. Other

a. Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. 2105(d))	Division and Staff directors	None
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PART 3. OFFICE OF INFORMATION SERVICES

ORGANIZATION

1. Assistant Archivist for Information Services

a. Serves as the National Archives and Records Administration (NARA) Chief Information Officer (CIO) and leads a NARA-wide information technology (IT) program to carry out the provisions of the Information Technology Management Reform Act of 1996 and the E-Government Act of 2002.

b. Serves as the NARA representative to the CIO Council and related committees and establishes partnerships with other Federal agencies to implement IT initiatives.

c. Administers NARA information resources management (IRM) programs, projects, processes and infrastructure, in accordance with the Federal Paperwork Reduction Act, 44 U.S.C. ch. 35.

d. Administers NARA's internal records management program.

e. Administers NARA's product management, workflow redesign, program analysis, and project management programs.

f. Ensures that the NARA IT program conforms to all NARA and Federal standards, policies, and guidelines for interconnectivity and interoperability, computer system efficiency, and computer security.

2. Deputy Chief Information Officer

a. Assists the CIO in leading the agency-wide IT program and carrying out the provisions of enacted IT legislation.

b. In coordination with the CIO, manages all day-to-day functions of the IT and IRM program divisions and staffs.

c. Directs NARA's product management, workflow redesign, program analysis, and project management programs.

d. In coordination with the Chief Technology Officer (CTO), leads a team of IT subject area specialists, program office experts, and technical experts to resolve problems and issues with NARA IT projects, infrastructure, systems, and networks.

e. Ensures that NH meets NARA Strategic Plan and Annual Performance Plan IT goals and targets. Manages office resources and oversees process and organizational improvement initiatives to facilitate target achievement.

f. Ensures that NH implements NARA Inspector General and General Accounting Office

and other oversight body recommendations for the IT and IRM program.

- g. Administers the NH IT and IRM budget, personnel, and contracts.
- h. Ensures that privacy impact assessments are conducted and reviewed for applicable IT systems.

3. Chief Technology Officer

- a. Serves as advisor to the CIO and Deputy CIO, office heads and high-level managers within NARA, and senior officials throughout the Government on NARA-related IT initiatives and issues and on setting NARA's overall IT direction.
- b. Directs the planning, architecture, design, and configuration management of all agency-wide hardware, software, telecommunications, data and LAN/WAN networks and related equipment and approves systems development methodologies and configuration changes to NARA's technology infrastructure.
- c. Directs and establishes NARA-wide enterprise architectures and oversees adoption of appropriate technologies into the architectures.
- d. Provides guidance and technical leadership to NARA IT managers and staff involved in the design, development, implementation, modification, maintenance and integration of intra- and inter-agency and public access systems through which NARA administers its programs.
- e. In coordination with NARA offices, leads, plans, and coordinates organizational re-engineering from the IT perspective. Recommends strategies for IT managers in addressing NARA's IT needs. Evaluates new information technologies for adoption by NARA and reviews existing technologies to determine continued operational capability.

4. IT Security Staff

- a. Implements the NARA computer security training program for all NARA staff and contractors.
- b. Ensures compliance, including the preparation of required reports and documentation, with Government-wide computer security policy, procedures, laws, and regulations.
- c. Ensures computer security is an integral component of new system design for all NARA IT applications and services.
- d. Responds to NARA Inspector General and General Accounting Office and other oversight bodies on inquiries pertaining to computer security.
- e. Develops and implements the IT Security Program Plan and the Computer Security Response Program.

- f. Manages the Certification and Accreditation program for all IT systems.
- g. In conjunction with the CTO, develops the NARA-wide IT security architecture.
- h. Provides guidance, training, and support to the Information System Security Officers (ISSOs) and assistant ISSOs.

5. NARA Records Management Staff

- a. Plans, directs and provides records management services.
- b. Develops policy and guidance for managing NARA's operational records. Ensures NARA staff are aware of this guidance through directives, training programs, publications, and NARA's intranet.
- c. Assists NARA units in implementing records management policy, procedures, guidance and techniques.
- d. Develops disposition and retention standards for NARA records.
- e. Maintains and publishes the NARA Records Schedule.
- f. For Washington, DC, area units, arranges for the transfer and retrieval of non-current NARA records to and from the Washington National Records Center; recommends to the Archivist disposal of NARA records stored nationwide in the NARA records center system.
- g. For Washington, DC, area units, manages the storage and retrieval of non-current NARA records in the Archives II storage area.
- h. Arranges for historically valuable NARA records to be accessioned into the holdings of the National Archives of the United States nationwide.
- i. Manages the NARA vital records program.
- j. Manages special records management projects for NARA operational records, particularly for electronic records.
- k. Ensures that records management functionality is an integral component of new systems design for all NARA IT applications and services.

6. Information Technology Policy and Administration Division

a. Capital Planning and Administration Branch

- (1) Develops policies, standards, guidance, and processes for the selection, control, and evaluation of NARA IT investments, programs, systems, and services. Manages the IT capital planning process and reviews and analyzes proposed projects.

- (2) In coordination with the Deputy CIO:
 - (a) Develops and monitors progress on NH operating plans and budgets.
 - (b) Tracks and implements the NH IT and IRM budget and staffing and reviews NH contract documentation.
 - (c) Monitors progress on NARA IT Annual Performance Plan objectives and targets.
 - (d) Coordinates responses and action plans for NARA Inspector General and General Accounting Office and other oversight body audits and investigations.
- (3) In coordination with NHT, the CTO , and other NHP teams, plans and develops NARA's IT policies related to data and voice communications, user interfaces, databases, hardware, and systems and applications software.
- (4) Manages administrative functions for NH such as recurring procurements, correspondence tracking, scheduling of training, coordination of comments on agency proposals, and administration of the NH management controls program.
- (5) In consultation with NCON as appropriate, implements NARA's Section 508 Program.

b. Data and Database Administration Branch

- (1) For records lifecycle data, in coordination with the Lifecycle Coordination staff (NPOL) works with appropriate offices to develop, maintain, and advocate NARA data architecture and data content and value standards and provides appropriate guidance and training to NARA staff.
- (2) For non-records lifecycle data, works with appropriate NARA offices to develop, maintain, and advocate NARA data architecture and data content and value standards and provides appropriate guidance and training to NARA staff.
- (3) Coordinates the clearance of information collections under the Paperwork Reduction Act.
- (4) Implements the NARA forms management program.
- (5) In coordination with the CTO, establishes standards for all activities related to the selection and use of database management systems.
- (6) Implements NARA's Information Quality Program.

c. Software and Business Process Engineering Branch

- (1) In coordination with NPOL, guides the development of user interfaces as part of the systems development process.
- (2) In coordination with the CTO, manages the selection and the approval process for all software acquisitions and supports the development of the applications architecture.
- (3) In coordination with the CTO, develops guidance and processes for the acquisition and development of IT systems.
- (4) Provides guidance for business process reengineering efforts.
- (5) Implements NARA's IT Testing Program.

7. Information Technology Services Division

a. Division Director

- (1) Administers the operation of NARA's IT infrastructure, including voice and data communications systems, by NARA staff and contractors.
- (2) In coordination with the Deputy CIO, develops the NHT operating plan and budget.

b. Applications Support Branch

- (1) In coordination with the Systems Development Division, monitors and supports IT applications throughout their lifecycle, to provide operations and maintenance perspectives for the development of new IT applications and systems.
- (2) Assists the Web Management staff (NCON) with the technical development and maintenance of NARA's web sites and with improvements to NARA's web architecture.
- (3) For in-house or outsourced operational systems, manages routine systems modifications, enhancements, and upgrades.
- (4) Monitors operations of each application and makes recommendations regarding modifications and enhancement to application processes, interfaces, hardware, and software.

c. Washington Operations Branch

- (1) Operates NARA's IT infrastructure in Washington, DC, area.
- (2) Operates and maintains NARA's voice and data communications systems.
- (3) Monitors network utilization, status of all network devices, as well as the desktop environment to ensure performance requirements are met.

1. IT Security Operations Staff

(a) Implement, operate, and maintain IT security requirements for NARA's IT infrastructure.

(b) In conjunction with the IT Security Staff, implements the Computer Security Response Program.

d. Regional Operations Branch

(1) Provides applications and operations support services for NARA organizations in St. Louis, MO.

(2) Manages the Field Office System Administrator (FOSA) program.

8. Product Management Staff

a. Serves as product owner for non-records lifecycle, cross-office IT applications. As product owner, represents the user community to plan and manage applications from concept development through requirements definition, system development, implementation, operations and maintenance, and retirement.

b. Assists product owners in other NARA offices with developing product plans for new IT systems, defining requirements, arranging development support for the enhancement of existing systems, and managing the transition between the retirement of legacy systems and the development of replacement systems.

9. Systems Development Division

a. In coordination with product owners, provides project management services for the development of IT applications and systems, including records lifecycle, multi-office, single office, and stand-alone applications.

b. In coordination with the Deputy CIO and product owners, manages NARA workflow redesign and program analysis projects.

c. In coordination with NAA develops the acquisition strategy and manages the integration, scope; schedule, cost, and quality control; communications, and risk management for NARA IT projects.

d. Manages project milestones and system development deliverables from concept development through requirements definition, system development, implementation, and transition to operations.

e. Oversees all aspects of IT system development services, either by NARA staff or contractors.

f. In coordination with the NHP, NPOL and product owners, coordinates review of data and usability issues.

g. Manages the technical aspects of the IT project portfolio to identify and track dependencies and to identify and implement repeatable processes and reusable components among projects.

10. Electronic Records Archives Program

a. Program Director

(1) Oversees creation of an Electronic Records Archives (ERA) system that enables NARA to preserve and make accessible any type of electronic record in a format that frees it from the computer system in which it was created.

(2) Oversees activities of the Program Support, Systems Engineering, and Customer Support and Logistics Divisions, and the Research Staff.

(3) Collaborates with Modern Records Programs (NWM) and other NARA units to provide technical assistance to Federal agencies on the management, preservation, and accessibility of electronic records.

(4) Ensures coordination with internal and external stakeholders in the design, development and deployment of the ERA system.

(5) Establishes and maintains objective and independent Risk Management and Quality Assurance programs for ERA.

b. Deputy Program Director

(1) Assists the Program Director in leading the ERA program.

(2) In coordination with the Program Director, manages all day-to-day functions of the ERA program divisions and staffs.

(3) Assists the Program Director in collaborating with the Modern Records Programs (NWM) and other NARA units to provide technical assistance to Federal agencies on the management, preservation, and accessibility of electronic records.

(4) In coordination with the Program Director, ensures coordination with internal and external stakeholders in the design, development and deployment of the ERA system.

(5) Assists the Program Director in establishing and maintaining an objective and independent Risk Management and Quality Assurance programs for ERA.

c. Principal Technologist

(1) Interacts as a peer with senior managers of Networking and Information Technology Research & Development (NITR&D) in other agencies and interagency activities such as those sponsored by the National Coordinating Office (NCO) for NITR&D in the Office of Science and Technology Policy, as well as with prominent leaders and groups outside of government, such as the President's Information Technology Advisory Committee, the Institute of Electrical and Electronics Engineers, and the Object Management Group.

(2) Serves as senior advisor to the management of the ERA Program and other NARA executives on the need for and acquisition of knowledge in areas such as high performance computing, information assurance, and the scalability, sustainability and evolvability of emerging technologies.

(3) Interacts as a professional peer with computer scientists and engineers prominent in NITR&D areas relevant to NARA's responsibilities

d. Program Support Division

(1) Directs the day-to-day management of the administrative and support functions of the ERA program.

(2) Establishes and implements program-wide policies, procedures, and plans.

(3) Performs program-level administrative and support services, including procurement and management controls.

(4) Develops and monitors ERA-specific contracts and reimbursable agreements for all aspects of ERA technology services.

(5) Prepares operating and other budget plans for the program and monitors budget implementation, staffing levels, and personnel actions for the program.

(6) Manages the ERA Configuration Management activities.

(7) Coordinates all external oversight activities related to the development of the system.

e. Systems Engineering Division

(1) Oversees the design and development of the ERA system and related applications.

(2) Deploys ERA systems to NARA units and to Federal agencies for their implementation.

(3) Reviews recommendations from Independent Verification and Validation contractors on the work of the ERA development contractor(s) and determines appropriate action.

f. Customer Support and Logistics Division

(1) Plans for and oversees deployment of the ERA system and related activities, including site preparation, connection of end user equipment, provision of facilities and other support for training, etc.

(2) Manages the transition from development to operation in each ERA increment.

(3) Administers the ERA communications activities, coordinating with NPOL and NCON, to create and implement ERA communications for a variety of audiences.

(4) Conducts and coordinates organizational change management activities to facilitate successful implementation of the ERA system in coordination with NAO.

(5) Coordinates the internal and external ERA training activities.

(6) Provides administrative support to the Advisory Committee on ERA (ACERA).

(7) Ensures that NARA and other stakeholders' system requirements are collected, processed and incorporated into the ERA requirements document.

(8) Works closely with NARA personnel to ensure NARA's business practices are understood and shared with the ERA development and support contractors. Provides assistance and leadership in NARA's business process re-engineering efforts related to ERA. Ensures that new NARA business practices, when developed, are incorporated in the ERA system.

g. ERA Research Staff

(1) Develops and oversees research into electronic records issues for the ERA program.

(2) Promotes knowledge transfer from research into relevant NARA activities in coordination with the Principal Technologist.

(3) Establishes and maintains partnerships and collaborations with Federal agencies and the private sector to identify and explore research issues related to the lifecycle management of electronic records.

(4) Advises the Systems Engineering Division on aspects of ERA requirements or development which are beyond the state of the art information technology or the state of the science of computer science.

DELEGATION OF AUTHORITIES

Authorities Delegated by the Archivist to NH

7. General Administration

Delegation	Redelegated To	Limitations
a. 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 NH	NH may redelegate the authority to solicit and accept gifts to NHE, NHI, NHM, NHP, NHR, NHT, and NHV, subject to the requirements of TRUST FUND 1801, ch. 2, part 4, sec. 2
b. Accept orders from other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. 1535)	Retained by NH	The authority may not be redelegated

8. Internal NARA Records Management

Delegation	Redelegated To	Limitations
a. Exercise responsibility for making and preserving records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of NARA and designed to furnish the information necessary to protect the legal and financial rights of the U.S. Government and of persons directly affected by NARA's activities (44 U.S.C. 3101)	NARA Records Officer	None
b. Establish and maintain an active, continuing program for the economical and efficient management of NARA's records (44 U.S.C. 3102)	NARA Records Officer	None
c. Certify to the Archivist by preparing and signing Standard Form 115, Request for Records Disposition Authority, that the listed records will cease to have sufficient administrative value to warrant further retention after the time periods specified (44 U.S.C. 3303)	NARA Records Officer	None
d. Obtain approval of the Comptroller General of the United States for the disposal of certain classes of records relating to claims and demands by or against the U.S. Government or to accounts in which the U.S. Government is	NARA Records Officer	None

concerned (44 U.S.C. 3309)		
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9. Information Resources Management

Delegation	Redelegated To	Limitations
a. Serve as the Designated Senior Official pursuant to the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 759, sec. 111(a)) and the Designated Senior IRM Official as required by 44 U.S.C. 3506 (c) (4) and is responsible for implementing the provisions of the Paperwork Reduction Act of 1995	Retained by NH	The authority may not be redelegated
b. Responsible for management activities, including planning, budgeting, organizing, directing, training, promoting, controlling, and other managerial activities involving the collection, use, and dissemination of information (44 U.S.C. 3506 (c)(6))	Retained by NH	The authority may not be redelegated
c. Develop and submit to OMB an annual comprehensive budget for all NARA-conducted collections of information from the public (5 CFR 1320.17)	NHP	None
d. Request emergency processing of submissions of information requests (5 CFR 1320.13)	NHP	None
e. Responsible for quality, objectivity, utility, and integrity of information (Pub. L. 106-554, sec. 515)	NHP	None
f. Approve waivers for the Federal Information Processing Standards (FIPS) for computers when compliance would adversely affect NARA's mission or cause a major financial impact (Pub. L. 104-106)	NHT	None

10. Information Security Management

Delegation	Redelegated To	Limitations
Establish policies and procedures relating to, and be responsible for, the development, implementation, and operation of the NARA IRM and telecommunication security program (Pub. L. 104-106)	NHP	None

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.

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. Nixon Presidential Materials Staff

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. Establishes physical and intellectual control over the records, including the storage, arrangement, and security of Nixon Presidential materials and the space housing them.

b. 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.

c. Analyzes Nixon Presidential 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 the Nixon administration.

d. 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.

e. Services Nixon Presidential materials by furnishing the materials, or information from them, or copies of them, to U.S. Government agencies and the public.

f. Exhibits Nixon Presidential materials and assists other elements of NARA in the preparation of exhibits by recommending and providing materials from the holdings.

g. Disposes of Nixon Presidential materials in accordance with applicable laws and regulations.

4. **Presidential libraries**

Perform the following functions for the libraries listed in par. 6:

- 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, 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.
- 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 Administrative Services.
- 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.

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. Gerald R. Ford Library
- h. Jimmy Carter Library
- i. Ronald Reagan Library
- j. George Bush Library
- k. William J. Clinton Library

DELEGATION OF AUTHORITIES**Authorities Delegated by the Archivist to NL****7. 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, par. 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

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)	Library, Project, and Staff Directors	None
i. Maintain, operate, and protect the land, facility and equipment as a Presidential depository	Library and Project Directors	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 Administrative Services, 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.
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))	Library Directors	In coordination with, and subject to review by, the Office of Administrative Services
k. Accept orders from other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. 1535)	Retained by NL	The authority may not be redelegated

l. Approve expenditures for additions, improvements, alterations, or preservation of all NARA-leased, -owned, or -operated facilities (44 U.S.C. 2903)	Retained by NL	The authority may not be redelegated. The Office of Administrative Services 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

8. 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

9. 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

10. 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 originated 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.

11. 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

12. Nixon Presidential Materials

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	NLNS	An opening of materials to public access must be approved by NL, the General Counsel, and the Archivist

13. 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 Public Programs, 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

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. Reviews and recommends for signature by the Archivist of the United States all disposition actions on Federal records.

f. 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.

g. 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.

h. 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.

2. Operations Staff

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

b. 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.

c. 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.

d. 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.

e. Coordinates NW's management controls program.

f. Coordinates and monitors NW's activities in the area of information technology; represents NW on NARA-wide information technology bodies and projects.

g. 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.

3. 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.

(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.

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.

(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.

4. 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 Communications 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. Recommends to the Archivist through NW, if appropriate, the acceptance of gift offers for deposit in NW.

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

5. 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.

6. Washington National Records Center

Provides records center services in the Washington, DC, area and participates in lifecycle cycle 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. Accession and Disposal Branch.

(1) Furnishes guidance and technical assistance to Federal agencies on records creation, management, and disposition; develops and conducts training aimed at improving agency records management and disposition practices.

(2) 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.

(3) Provides courtesy storage for documentary materials of members of Congress.

(4) Disposes of records in accordance with approved lists and schedules.

b. Reference Service Branch

(1) Services records by furnishing the records, or information from them, or copies of them, to Federal agencies and the public.

(2) Operates research rooms in the Washington National Records Center for public or Federal agency use of records or copies thereof.

(3) Provides centralized reimbursable microfilm services to Federal agencies.

7. Initial Processing/Declassification Division

Performs the functions listed in subpars. 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.

8. 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 subpars. 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.

9. Access Programs

Performs the functions listed in subpars. a through c for Federal records accessioned in NW.

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 Resources Policy and Projects 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.

10. Textual Archives Services Division

Through LICONs identified in subpar. a, performs the functions listed in subpar. b for textual records, except legislative and electronic records. Manages the Modern Archives Institute.

a. LICONs

(1) Civilian Records LICON carries out lifecycle cycle control activities described in subpars. b(1) through (8) for those accessioned records of 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.

(2) Modern Military Records LICON carries out lifecycle cycle control activities described in subpars. b(1) through (8) for those accessioned records of 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.

(3) Special Access/FOIA LICON carries out lifecycle cycle control activities described in subpars. b(1) through (9) for those accessioned records of military or civilian agencies that are housed in the National Archives at College Park and are subject to special access provisions.

(4) Old Military and Civil Records LICON carries out lifecycle cycle control activities described in subpars. b(1) through (8) for those accessioned records of military or civilian agencies that are housed in the National Archives Building in Washington, DC.

b. LICON functions

(1) Establishes physical and intellectual control over the records, 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 descriptive guides, lists, inventories, and other finding aids; and performs research in the administrative history of Federal agencies.

(3) Services records by furnishing the records, or information from them, or copies of them, to Federal agencies and the public.

(4) Participates in the appraisal of textual records. Initiates and conducts reappraisal activities affecting previously accessioned records.

(5) In coordination with NWT, 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 from other NARA facilities or by contract.

(6) Approves and administers any loans of accessioned records to the originating agencies or for exhibits.

(7) Prepares records for digitizing or for filming as National Archives microfilm publications and drafts related editorial materials.

(8) Responds to FOIA and mandatory review requests under E.O. 12958 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.

(9) Provides guidance and advice to NW and other NARA units on FOIA and special access issues involving archival records.

11. 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 subpars. 10b(1) through (8), 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.

12. 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 subpars. 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.

13. 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 Laboratory

(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 Laboratory

(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.

14. 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****15. 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

16. Appraisal and Disposition

Delegation	Redelegated To	Limitations
a. Determine on behalf of the Archivist that records of a Federal agency, the U.S. Senate, 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.	NWL, NWML	In consultation with NWME and the appropriate LICON in NWC. The exclusive authority of NWL is limited to records of the legislative branch.

Government (44 U.S.C. 2107(1), (2))		
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 LICON 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 LICON in NWC. Promulgation subject to approval by the Archivist.

17. 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 LICON 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

18. 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. Provide centralized microfilming services for Federal agencies (44 U.S.C. 2907)	NWM	None
d. 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

19. Accessioning

Delegation	Redelegated To	Limitations
a. Develop and promulgate accessioning policies (44 U.S.C. 2107)	NWM	In coordination with NWL, NWME, the LICONs in NWC, the Office of Regional Records Services, and the Office of Presidential Libraries
b. Accept for deposit with the National	NWL, NWMD,	Limited to records scheduled

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))	NWME	for deposit with the National Archives of the United States
c. Recommend to the Archivist the acceptance 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 LICONs in NWC

20. 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 LICON 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 LICON 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 transferred to NARA (44 U.S.C. 2108)	NWME and the LICONs in NWC	Limited to loans of records to the Federal entity of origin
e. Impose restrictions on the use of records, papers, documents, or other historical materials transferred to NARA (44 U.S.C. 2108(a); 2111)	NWME and the LICONs in NWC	None
f. Preserve, arrange, repair, rehabilitate, exhibit, describe, and service accessioned records or other documentary materials; and prepare and	Preservation, repair and rehabilitation	None

<p>publish inventories, indexes, catalogs, and other finding aids (44 U.S.C. 2109; 2110)</p>	<p>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 LICONs in NWC (for description of records and preparation of finding aids, coordinate with the Information Resources Policy and Projects Division, Office of Human Resources and Information Services); planning for and approval of, publications redelegated to NWC; exhibit function is redelegated to NWE</p>	
<p>g. Preserve and service duplicate originals of authenticated copies of agreements or compacts between States (44 U.S.C. 2113)</p>	<p>NWCTB</p>	<p>None</p>
<p>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</p>	<p>NWL, NWE, NWCS</p>	<p>Production of audiovisual materials must be approved as part of the NARA product planning program</p>

U.S.C. 2114)		
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.

21. 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 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)	NWE	None
b. Approve multicolor printing	NWCD	None
c. 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	NWE	In consultation with NL and NR.

November 26, 2006

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interest in the operation of the Archives Shop. (44 U.S.C. 2104(c), 2109, 2110)		
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PART 6. OFFICE OF REGIONAL RECORDS SERVICES

ORGANIZATION

1. Assistant Archivist for Regional Records Services

a. Plans, directs, and coordinates comprehensive programs for the appraisal, accessioning, storage, servicing, and disposal of Federal records of agencies outside the Washington, DC area.

b. Develops policies and procedures for the efficient and economical operation of facilities for the storage and servicing of records, including nationwide allocation and management of records storage space, except for Presidential libraries, the National Archives Building, the National Archives at College Park, and the Washington National Records Center.

c. Negotiates agreements with Federal agencies for services, particularly reimbursable services, provided by the National Archives and Records Administration (NARA) on a nationwide basis or to multiple field locations of agencies.

d. 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 NARA field storage facilities.

e. Develops and implements programs and standards for the deposit of records in the legal custody of NARA with public or educational institutions or associations, negotiates agreements with the originating agency and receiving institution or association, and oversees inspections of such records to ensure that they are maintained in accordance with accepted archival principles and standards and NARA policy, and initiates corrective measures, when appropriate.

f. Plans and directs outreach and exhibit programs designed to promote and publicize the resources and services provided by the Office of Regional Records Services (NR) to the public and Federal agencies outside the Washington, DC area.

2. Regional Administrator

a. Directs and coordinates the performance of all NARA programs and activities assigned to regional records services facilities.

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. Monitors records in the legal custody of NARA that are 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.

3. **Regional Records Services facilities operating functions**

For Federal records of most agencies outside the Washington, DC area, see par. 5 for a list of organizations and records, agencies, or other institutions for which each organization is responsible. The functions in subpars. a through r are performed in every region, under the direction of an Assistant Regional Administrator and Directors for Records Management, Archival Operations, and Records Center Operations. In the Pacific Alaska Region, performance of the functions in the regional records services facility in Anchorage, AK is under the direction of a Regional Facility Director.

- a. Maintains information about the records management programs of Federal agencies in the region; conducts inspections, evaluations, or surveys of records and records management programs in agencies; reports on findings; and recommends improvements or necessary corrective actions.
- b. Furnishes guidance and technical assistance to Federal agencies on records creation, management, and disposition; develops and conducts training aimed at improving agency records management and disposition practices.
- c. 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.
- d. 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 normal parameters, or which could be considered high profile.
- e. Accepts for deposit with the National Archives of the United States, or effects the transfer of, records and other materials that have been determined by the Archivist to have sufficient value to warrant continued preservation.
- f. 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.
- g. Disposes of records in accordance with approved lists and schedules.
- h. Services records by furnishing the records, or information from them, or copies of them, to Federal agencies and the public.
- i. Operates research rooms for public or Federal agency use of records or copies thereof.
- j. Establishes physical and intellectual control over the records, including the storage, arrangement, and security of records and the space housing them.

k. 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, from other NARA facilities, or by contract.

l. 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.

m. Plans and conducts programs for the documentary publication of records.

n. Exhibits records and assists other elements of NARA in the preparation of exhibits by recommending and providing records and donated materials from the holdings.

o. 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.

p. Recruits, trains, and supervises the work of volunteers for in-service and other programs.

q. Provides, as appropriate, centralized reimbursable microfilm services to Federal agencies.

r. 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.

4. **National Personnel Records Center Director**

Directs National Personnel Records Center (NRP) activities for storing, servicing, and disposing of the records described below in subpars. b and c; 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, and technical assistance.

b. **Assistant Director for Civilian Records.** Performs the functions described in par. 3 for personnel, medical, and pay records of former U.S. Civil Service employees, military dependent personnel medical records, Internal Revenue Service (IRS) tax records from the Memphis Service Center, 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 subpars. 3b, c, f, g, j-l, and r for records described in subpar. b.

(2) Reference Service Branch - Performs the functions specified in subpars. 3b, h, and i.

c. **Assistant Director for Military Records.** Performs the functions described in par. 3 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 subpars. 3b, c, f, g, j, l, n, and r 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 subpar. 3h for all military records in the holdings of the National Personnel Records Center.

(3) Reference Core 2 - Performs the functions specified in subpar. 3h for all military records in the holdings of the National Personnel Records Center.

(4) Reference Core 3 - Performs the functions specified in subpar. 3h for all military records in the holdings of the National Personnel Records Center.

(5) Reference Core 4 - Performs the functions specified in subpar. 3h for all military records in the holdings of the National Personnel Records Center.

(6) Reference Core 5 - Performs the functions specified in subpars. 3h and 3i for all military records in the holdings of the National Personnel Records Center.

(7) 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. Also performs the functions specified in subpar. 3h for all military records in the holdings of the National Personnel Records Center.

d. **Project Director for Archival Program Development.** Performs the functions described in par. 3 for archival and “at-risk” record holdings of the National Personnel Records Center.

(1) Preservation Branch – Performs the functions specified in subpars. 3h, j, k, and n for record holdings of the National Personnel Records Center.

(2) Archival Operations and Facility Planning Branch – Performs the functions specified in subpars. 3a-f, h-j, l-p, and r 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) Supports NAS in evaluating solicitations, bids, and proposals related to the acquisition, construction, and maintenance of space.
- (c) Supports NAS 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.
- (e) Develops and administers project plans for the relocation of records and non-record assets.

5. Regional Organization/Responsibility/Functions

Organization	Responsibility	Functions
<i>Northeast Region</i>	Standard Federal Regions 1 and 2 U.S. Military Academy	2a, b 2c
Pittsfield	Records as assigned	3a-c, f-l, o-p, r
Boston	Standard Federal Region 1	3a-r
New York	Standard Federal Region 2	3a-e, g-r
<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 HABS/HAER Affiliated Archives	2a-c
Philadelphia (Townsend)	Records center holdings of agencies in DE, PA, and of U.S. Courts in MD, VA, and WV	3a-c, f-l, p, r
Philadelphia (Market)	Accessioned records of agencies in DE, MD, PA, VA, and WV, except for agencies in the Washington, DC area	3a-e, g-r
<i>Southeast Region</i>	Standard Federal Region 4	2a, b
Atlanta		3a-r
<i>Great Lakes Region</i>	Standard Federal Region 5	2a, b
Dayton	IN, MI, and OH, except court	3a-d, f, g-r

	records	
Chicago	IL, MN, and WI, and court Records from IN, MI, and OH	3a-r
<i>Central Plains Region</i>	Standard Federal Region 7 and other records as assigned	2a, b
Kansas City		3a-r
Lee's Summit		3a-r
Lenexa		3a-r
<i>Southwest Region</i>	Standard Federal Region 6 Oklahoma Historical Society	2a, b 2c
Fort Worth		3a-r
<i>Rocky Mountain Region</i>	Standard Federal Region 8 Yellowstone National Park New Mexico State Archives	2a, b 2c
Denver		3a-r
<i>Pacific Region</i>	Standard Federal Region 9	2a, b
Laguna Niguel	AZ, Southern CA, Clark County, NV	3a-r
Perris	AZ, Southern CA, Clark County, NV	3a-b, f-j, p-q
San Bruno	Northern CA, NV (except Clark County, NV; HI, Pacific Ocean area)	3a-r
<i>Pacific Alaska Region</i>	Standard Federal Region 10	2a, b, o
Seattle	Standard Federal Region 10, except AK	3a-r
Anchorage	AK	3a-r
<i>National Personnel Records Center</i>		2a, b
Archival Program Development - Archival Operations and Facility Planning - Preservation		3a-f, h-j, l-p, r 3h, j, k, n
CPR - Operations		3b, c, f, g, j-l, r

- Reference		3b, h, i
MPR - Military Operations - Reference Cores 1-4 - Reference Core 5 - Records Retrieval		3b, c, f, g, j, l, n, r 3h 3h, i 3h

DELEGATION OF AUTHORITIES**Authorities Delegated by the Archivist to NR****6. 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 Administrative Services
f. Accept orders from other departments,	All Regional	The Regional

establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. 1535)	Administrators and the Director, NRP	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 Administrative Services may authorize a dollar limit.

7. 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. Government (44 U.S.C. 3303a(d))	All Regional Administrators and the Director, NRP	In coordination with Modern Records Programs, Office of Records Services -Washington, DC
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

8. 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

9. 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 microfilming services for Federal agencies (44 U.S.C. 2907)	All Regional Administrators	None
d. Negotiate nationwide memorandums of agreement with Federal agencies for services	Retained by NR	Subject to approval by the Archivist

beyond those normally provided to Federal agencies by a regional records services facility		
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

10. 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.

11. 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 transferred to NARA (44 U.S.C. 2108)	All Regional Administrators	Limited to loans of records to the Federal entity of origin
d. Impose restrictions on the use of records, papers, documents, or other historical materials	All Regional Administrators	None

transferred to NARA (44 U.S.C. 2108(a); 2111)	and the Director, NRP	
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 in coordination with Public Programs, 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 Human Resources and 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	None
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 appointed by the former President, or others acting on the former President's behalf (E.O.	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 Regional Administrator, approved by NR, and

12958).		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.
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12. Other

Delegation	Redelegated To	Limitations
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)	All Regional Administrators and the Director, NRP	In coordination with Public Programs, Office of Records Services - Washington, DC

PART 7. OFFICE OF THE FEDERAL REGISTER

ORGANIZATION

1. Director of the Federal Register

Plans, directs, and coordinates the Archivist's and Director's responsibilities to promulgate and publish Federal documents under the Federal Register Act, the Administrative Procedure Act, and under acts governing the *Statutes at Large* and slip laws; directs research into rule making and rule drafting procedures and provides technical assistance to executive agencies to improve their rules and procedures; directs development and application of current technology to meet the demand for more timely and accessible publications and information; develops alternative systems to publish Federal laws and regulations in a national emergency; performs duties relating to incorporation by reference as required by the Freedom of Information Act; and fulfills the responsibilities of the Archivist concerning Constitutional amendments, the Electoral College, and interstate compacts.

2. Legal Affairs and Policy Staff

a. Provides legal advice to the Director and other members of the Office of the Federal Register (NF) concerning functions vested by law in the office or its Director.

b. Conducts research and analysis of legal issues referred by the staff of NF, or by other Federal agencies, involving NF publications or responsibilities.

c. Analyzes and makes recommendations on the acceptance of material submitted for incorporation by reference in the *Code of Federal Regulations* (CFR).

d. Provides liaison with counsel of other agencies on legal matters relating to publication of documents in the Federal Register system.

e. Manages the NF legal affairs and policy and planning program on behalf of the Director.

3. Technical Support Staff

a. Operates the NF computer systems and coordinates their use by NF staffs and units.

b. Provides support to NF staff in the use of computer systems.

c. Plans, develops, implements, and maintains the NF electronic publications and information systems.

d. Serves as the central contact point with the U.S. Government Printing Office (GPO) technical staff in maintaining production on NF computer systems and in developing and expanding their uses.

e. Provides technical assistance to Federal agencies in the development and implementation of their submission of documents for publication in electronic format.

f. Coordinates the procedures for making available to requesting agencies their electronic files in the CFR database of NF publications.

4. **Publications and Services Group**

a. Compiles, analyzes, edits, and publishes Presidential documents and documents of Federal agencies in the daily *Federal Register*; determines whether documents received comply with statutes and regulations governing publication; and establishes dates for filing official documents and for publishing them in the *Federal Register*.

b. Compiles, edits, annotates, and publishes in the CFR the general rules of Federal agencies; determines the CFR assignments for these rules, codification patterns, and the division of the CFR into units that will be most effective for publication purposes; compiles, edits, annotates, and publishes Presidential legal documents in the CFR.

c. Prepares and publishes analytical subject indexes, tables of relationships between current and past rules, and analytical finding aids.

d. Assists agencies in reorganizing, recodifying, and republishing their regulations to conform to new or revised programs; and assists new agencies in developing regulations for their programs.

e. Assists agencies in preparing documents for publication in and reprinting from the *Federal Register* and the CFR; and arranges special publication formats.

f. Develops and conducts educational workshops for users of the Federal Register system.

g. When submitted, reviews draft Presidential proclamations and Executive orders for correct format and accuracy before the President signs them.

h. Compiles, edits, and publishes the *Public Papers of the Presidents of the United States* (the official record of the President's speeches, messages to the Congress, press conferences, and other public papers); and the *Weekly Compilation of Presidential Documents*, published to keep U.S. Government officials and the public informed of the President's policies and statements.

i. Prepares and publishes analytical indexes, tables of documentary relationships, and numerical finding aids for Presidential documents and other papers.

j. Provides information services on Presidential papers, legal documents, executive branch organization, legal authority citations, publication contents, and the status of laws and Presidential issuances.

- k. Provides access to *Federal Register* documents on file for public inspection and maintains reference material in a research room for public use.
- l. Analyzes, annotates, prepares the legislative history of, and publishes Acts of Congress in slip law form; determines whether laws are public or private; and assigns law numbers.
- m. Compiles, edits, annotates, and publishes the *Statutes at Large*.
- n. Prepares and publishes analytical indexes of laws, concurrent resolutions, reorganization plans, and constitutional amendments.
- o. Researches, compiles, and publishes tabular finding aids for laws, guides to the legislative history of public laws, and tables of relationships between laws and executive documents, such as Presidential orders and Federal agency rules.
- p. Analyzes, edits, and publishes documents required by the Privacy Act.
- q. Edits and publishes the *U.S. Government Manual*; and prepares and publishes related indexes, lists, and other finding aids.

DELEGATION OF AUTHORITIES

5. Authorities Delegated by the Archivist to NF

Delegation	Redelegated To	Limitations
a. Receive and publish the Acts of Congress in accordance with the procedures prescribed by law and furnish to the Public Printer a copy of every act and joint resolution (1 U.S.C. 106a; 112; 44 U.S.C. 710, 711, 729)	Retained by NF	The authority may not be redelegated
b. Publish amendments to the Constitution in accordance with the procedures prescribed by law (1 U.S.C. 106b)	Retained by NF	The authority may not be redelegated
c. Receive and file for public inspection the Presidential electoral vote and the credentials of electors (3 U.S.C. 6, 11)	Retained by NF	The authority may not be redelegated
d. Receive, file for public inspection, and publish documents prescribed by law or directed by the President to be published in the <i>Federal Register</i> ; and publish the <i>Code of Federal Regulations</i> , <i>U.S. Government Manual</i> , <i>Public Papers of the Presidents</i> , <i>Weekly Compilation of Presidential Documents</i> , and special editions of the <i>Federal Register</i> (44 U.S.C. 1502, 1504-1511)	Retained by NF	The authority may not be redelegated
e. During a national security emergency, as directed by the President, receive, file for public inspection, and publish in the <i>Federal Register</i> information concerning Acts of Congress, Presidential Proclamations, Executive orders, regulations, and notices of other actions (44 U.S.C. 1505; E.O. 12656; 3 CFR 585 (1988))	Retained by NF	The authority may not be redelegated
f. Accept and utilize voluntary and uncompensated personal services (44 U.S.C. 2105(d))	Retained by NF	The authority may not be redelegated
g. Receive duplicate originals of authenticated copies of agreements or compacts between States (44 U.S.C. 2113)	Retained by NF	The authority may not be redelegated
h. Reproduce and certify materials received in the office; charge fees and collect reimbursements for these services and deposit fees in the National Archives Trust Fund (44 U.S.C. 2116(c) and 2109)	Retained by NF	The authority may not be redelegated
i. Accept orders from other departments, establishments, bureaus, or offices for materials,	Retained by NF	The authority may not be redelegated

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supplies, equipment, work, or service (31 U.S.C. 1535)		
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Appendix A. Designated Agency Officials - by Keyword or Phrase

KEYWORD OR PHRASE	OFFICE CODE
Acquisition	
Advocate for Competition	NAS
-Alternate Advocate for Competition	NGC
Procurement Career Management Program Officer	NAA
Procurement debarment (see "Debarment Official")	
"Procurement executive" under the Competition in Contracting Act of 1984	NA
Senior Acquisition Official (to work with the Small Business Administration to identify and promote contracting opportunities for women-owned small business firms)	NA
Senior Procurement Executive	NA
Small and Disadvantaged Business Utilization, Director of	NA
Small Business Compliance Assistance (Small Business Paperwork Relief Act of 2002)	NPOL
Affirmative Action, Equal Employment Opportunity	
Affirmative Employment Program for women and minorities; Disabled Veterans Affirmative Action Program Plan; the Federal Equal Employment Opportunity Recruitment Program Plan; and the Affirmative Action Program Plan for Individuals with Disabilities	NEEO
AFGE Council 260	
Represents management as a negotiator with the American Federation of Government Employees (AFGE)	NAH
Audits	
Audit Resolution Officer	ND
Audit Follow-up Official	ND

Appendix A. Designated Agency Officials - by Keyword or Phrase

KEYWORD OR PHRASE	OFFICE CODE
Chief Financial Officer (CFO)	NA
Chief Information Officer (CIO)	
Chief Information Officer (CIO) under the provisions of the Information Technology Management Reform Act of 1996	NH
Chief Operating Officer	ND
Chief Security Officer	NA
Debarment Official	
Non-Procurement	N
Procurement	NAA
Emergency Management Officer	NAS
Ethics	
Designated Agency Ethics Official (DAEO)	Senior Counsel for Trust Fund/ Foundation Policy (NGC)
--Alternate Designated Agency Ethics Official (ADAEO)	NGC attorney
Federal Advisory Committee Act (FACA)	
Federal Advisory Committee Management Officer	NPOL
Federal Register Liaison	NPOL
Forms	
Standard and Optional Forms Representative	NHP

Appendix A. Designated Agency Officials - by Keyword or Phrase

KEYWORD OR PHRASE	OFFICE CODE
Freedom of Information Act (FOIA)/Privacy Act (PA)	
Chief FOIA Officer	NGC
Senior Agency Official for Privacy	NGC
NARA FOIA Officer (administrative/operational and accessioned records)	NGC
Privacy Act Officer	NGC
FOIA, Mandatory Review, and Privacy Act Appeal Official (except OIG records)	ND
FOIA and Privacy Act Appeal Official for OIG records	N
Grants	
Debarring/suspending official for grants	N
Program Director	NHPRC
Human Resources	NAH
Industrial Security Program	
Designated Agency Official for the Industrial Security Program Policy Advisory Committee	ISOO
Information Resources Management (IRM)	
Senior IRM Official	NH
Information Security	
Senior Agency Official (liaison with ISOO)	NA
Information Technology Security	NHI
Internal Controls, Management Controls	NPOL
Legislation	

Appendix A. Designated Agency Officials - by Keyword or Phrase

KEYWORD OR PHRASE	OFFICE CODE
Designated Legislative Liaison Officer	NCON
Personnel Security Officer	NASS
Preservation	
Senior Preservation Policy Official (Facilities)	NA
Federal Preservation Officer (Facilities)	NAS
Designated Federal Official for the Advisory Committee on Preservation	NWT
Press/public inquiries/media relations (see "Public Affairs Officer")	
Printing Officer	NWCD
Procurement (see "Acquisition")	
Public Affairs Officer	NCON
Records Officer	NHR
Regulations	
Senior Regulatory Official (E.O. 12866)	ND
Reports Control	NPOL
RESOLVE	
Dispute Resolution Specialist	NGC
Safety and Health	
Designated Agency Safety and Health Official	NA
Employee Medical File System Manager	NAH
Senior Safety and Health Official	NAS

Appendix A. Designated Agency Officials - by Keyword or Phrase

KEYWORD OR PHRASE	OFFICE CODE
Security (Physical)	
Physical Security Officer	NASS
Small Business (see "Acquisition")	
Standards	
Senior Standards Officer	NPOL
Telecommunications Emergency Point of Contact	NH
Trust Fund/Gift Fund	
Secretary, National Archives Trust Fund Board	NAT
Union	
Negotiator (management) with the American Federation of Government Employees (AFGE)	NAH
Web Management	NCON

Appendix B. NARA Organization Codes

Code	Organization
N	ARCHIVIST OF THE UNITED STATES
ND	DEPUTY ARCHIVIST OF THE UNITED STATES/CHIEF OF STAFF
NCON	Congressional Affairs and Communications Staff
NEDO	Equal Employment Opportunity and Diversity Programs
NGC	General Counsel
NPOL	Policy and Planning Staff
ISOO	INFORMATION SECURITY OVERSIGHT OFFICE
NHPRC	NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION
OIG	OFFICE OF THE INSPECTOR GENERAL
NA	OFFICE OF ADMINISTRATION
NAA	Acquisitions Services Division
NAB	Financial Services Division
NABB	Budget Branch
NABF	Finance Branch
NAF	Facilities and Personal Property Management Division
NAFM	Facilities Management Branch
NAH	Human Resources Services Division
NAHO	Human Resources Operations Branch
NAHR	Employee Relations and Benefits Branch
NAHW	Workforce Strategy and Staffing Services Branch
NAO	Organizational and Staff Development Services Staff
NAR	Revolving Fund Finance Staff
NAS	Space and Security Management Division
NASR	Real Property Management Branch
NASS	Security Management Branch
NAT	National Archives Trust Fund Division
NAX	Financial Reports Staff
NF	OFFICE OF THE FEDERAL REGISTER
NFL	Legal Affairs and Policy Staff
NFS	Publications and Services Group
NFT	Technical Support Staff
NH	OFFICE OF INFORMATION SERVICES
NHE	Electronic Records Archives Program
NHEC	Customer Support and Logistics Division
NHEP	Program Support Division
NHER	ERA Research Staff
NHES	Systems Engineering Division

Appendix B. NARA Organization Codes

Code	Organization
NHI	IT Security Staff
NHM	Product Management Staff
NHP	Information Technology Policy and Administration Division
NHPC	Capital Planning and Administration Branch
NHPD	Data and Database Administration Branch
NHPS	Software and Business Process Engineering Branch
NHR	NARA Records Management Staff
NHT	Information Technology Services Division
NHTA	Applications Support Branch
NHTR	Regional Operations Branch
NHTW	Washington Operations Branch
NHTWS	IT Security Operations Staff
NHV	Systems Development Division
NL	OFFICE OF PRESIDENTIAL LIBRARIES
NLDDE	Dwight D. Eisenhower Library
NLFDR	Franklin D. Roosevelt Library
NLGB	George Bush Library
NLGRF	Gerald R. Ford Library
NLGRFM	Gerald R. Ford Museum
NLHH	Herbert Hoover Library
NLHST	Harry S. Truman Library
NLJC	Jimmy Carter Library
NLJFK	John F. Kennedy Library
NLLBJ	Lyndon Baines Johnson Library
NLMS	Presidential Materials Staff
NLNS	Nixon Presidential Materials Staff
NLRR	Ronald Reagan Library
NLWJC	William J. Clinton Library
NR	OFFICE OF REGIONAL RECORDS SERVICES
NRA	Northeast Region
NRABA	Boston, Archival Operations
NRABC	Boston, Records Center Operations
NRABR	Boston, Records Management Program
NRAN	New York
NRANA	New York, Archival Operations
NRANR	New York, Records Management Program
NRAP	Pittsfield
NRAPA	Pittsfield, Archival Operations
NRAPC	Pittsfield, Records Center Operations
NRAPR	Pittsfield, Records Management Program
NRB	Mid-Atlantic Region

Appendix B. NARA Organization Codes

Code	Organization
NRBPA	Philadelphia, Archival Operations
NRBPC	Philadelphia, Records Center Operations
NRBPR	Philadelphia, Records Management Program
NRC	Southeast Region
NRCAA	Atlanta, Archival Operations
NRCAC	Atlanta, Records Center Operations
NRCAR	Atlanta, Records Management Program
NRD	Great Lakes Region
NRDCA	Chicago, Archival Operations
NRDCC	Chicago, Records Center Operations
NRDCR	Chicago, Records Management Program
NRDDC	Dayton, Records Center Operations
NRDDR	Dayton, Records Management Program
NRE	Central Plains Region
NREKA	Kansas City, Archival Operations
NREKC	Kansas City, Records Center Operations
NREKR	Kansas City, Records Management Program
NREL	Lee's Summit
NREX	Lenexa
NRF	Southwest Region
NRFFA	Fort Worth, Archival Operations
NRFFC	Fort Worth, Records Center Operations
NRFFR	Fort Worth, Records Management Program
NRG	Rocky Mountain Region
NRGDA	Denver, Archival Operations
NRGDC	Denver, Records Center Operations
NRGDR	Denver, Records Management Program
NRH	Pacific Region
NRHL	Laguna Niguel
NRHLA	Laguna Niguel, Archival Operations
NRHLC	Laguna Niguel, Records Center Operations
NRHLR	Laguna Niguel, Records Management Program
NRHP	Perris
NRHPC	Perris, Records Center Operations
NRHS	San Bruno
NRHSA	San Bruno, Archival Operations
NRHSC	San Bruno, Records Center Operations
NRHSR	San Bruno, Records Management Program
NRI	Pacific Alaska Region
NRIA	Anchorage
NRISA	Seattle, Archival Operations
NRISC	Seattle, Records Center Operations
NRISR	Seattle, Records Management Program

Appendix B. NARA Organization Codes

Code	Organization
NRP	National Personnel Records Center
NRPA	Archival Programs Division
NRPAO	Archival Operations and Facility Planning Branch
NRPAW	Preservation Branch
NRPC	Office of the Assistant Director for Civilian Records
NRPCO	Civilian Operations Branch
NRPCR	Reference Service Branch
NRPM	Office of the Assistant Director for Military Records
NRPMO	Military Operations Branch
NRPM1	Reference Core 1
NRPM2	Reference Core 2
NRPM3	Reference Core 3
NRPM4	Reference Core 4
NRPM5	Reference Core 5
NRPMZ	Records Retrieval Branch
NRPS	Management Systems Staff
NW	OFFICE OF RECORDS SERVICES - WASHINGTON, DC
NWA	Operations Staff
NWC	Access Programs
NWCC	Customer Services Division
NWCCA	Archives Library Information Center
NWCC1	Archives I Research Support Branch
NWCC2	Archives II Research Support Branch
NWCD	Product Development Staff
NWCM	Holdings Management Staff
NWCS	Special Media Archives Services Division
NWCT	Textual Archives Services Division
NWCTB	Old Military and Civil Records LICON
NWCTC	Civilian Records LICON
NWCTF	Special Access/FOIA LICON
NWCTM	Modern Military Records LICON
NWE	Center for the National Archives Experience
NWL	Center for Legislative Archives
NWM	Modern Records Programs
NWMD	Initial Processing/Declassification Division
NWME	Electronic and Special Media Records Services Division
NWML	Lifecycle Management Division
NWMW	Washington National Records Center
NWMWN	Records Management Division
NWMWO	Records Center Operations Division
NWMWOR	Reference Service Branch
NWMWOT	Transfers and Disposition Branch

Appendix B. NARA Organization Codes

Code	Organization
NWT	Preservation Programs
NWTD	Document Conservation Laboratory
NWTS	Special Media Preservation Laboratory

Appendix C. Affiliated Archives

Code	Organization
ALOC	Library of Congress
ANM	New Mexico State Records Center and Archives
AOHS	Oklahoma Historical Society
APSA	Pennsylvania State Archives
AUSMA	United States Military Academy
AUSNA	United States Naval Academy
AYELL	National Park Service, Yellowstone National Park Archives
AGPO	Government Printing Office
AHABS	Historic American Building Survey (Library of Congress)
AHAER	Historic American Engineering Record (Library of Congress)