

National Archives and Records Administration

NARA 1651
October 19, 2000

SUBJECT: Closure of research facilities on certain Saturdays

TO: Office Heads, Staff Directors, ISOO, NHPRC, OIG,
Division Directors, and Heads of Field Units

What is the purpose of this directive? This directive provides guidance to managers of NARA research facilities that are open to the public on Saturday. When a Federal holiday occurs on a Saturday but the official observance is on the preceding Friday, NARA's policy is to close on the Saturday as well as the Friday.

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Attachment

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1651.1 Purpose of this directive

This directive provides policy and procedural guidance to managers of NARA research facilities that are open to the public on Saturday. When a Federal holiday occurs on a Saturday but the official observance is on the preceding Friday, NARA's policy is to close on the Saturday as well as the Friday.

1651.2 Authority for this directive

Under 36 CFR 1253, NARA determines the hours of operation of its research facilities.

1651.3 Definitions

a. *Federal holidays* – holidays that are listed in 5 USC 6103. This directive applies to those holidays that have a fixed date of observance and can occur on a Saturday. This includes New Year's Day, the Fourth of July, Veterans' Day, and Christmas Day.

b. *Managers of NARA research facilities* – In the Washington, DC, area, this is the Assistant Archivist for Records Services – Washington, DC. In locations outside of the Washington, DC, area, these are the regional administrators, Director of the National Personnel Records Center, and the directors of the Presidential libraries.

1651.4 Who is responsible for implementing this directive?

The managers of NARA research facilities are responsible for implementing this directive.

1651.5 Frequently asked questions

a. **What prompted the issuance of this directive?** Research facilities in the Washington, DC, area are open every Saturday. Some regional archives and Presidential libraries may also be open on Saturday. Previously, closing the research facilities on a Saturday when one of the holidays cited in subpar. 1651.3a occurred on that day, but was observed on the preceding Friday, was done on an ad hoc basis. This directive eliminates the need to request permission to close, and also standardizes the practice throughout NARA.

b. **How much advance notice should the public be given of the closure?** Since these closures are infrequent and are less likely to be anticipated by the public, signs in research rooms must be posted not less than 2 weeks in advance. Notice should be posted on the NARA web site not less than 30 calendar days in advance. The Director of the Customer Services Division (NWCC) must request a change to the NARA home page no less than 5 workdays

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before the notice is to appear. Each facility should change their internal web pages within the same timeframe and modify the voice response system of their telephone not less than 2 weeks in advance.

c. **How is the employee's pay status affected by this directive?** Employees receive holiday pay for the day of the Federal holiday. Managers with implementing authority grant administrative leave to employees who are regularly scheduled to work on Saturday.