

**PART 1:GENERAL INFORMATION..... 2**

**Section A. Introduction ..... 2**

1.1 Historical practice regarding construction and operation of Presidential libraries..... 2

1.2 Archivist's authority to establish and operate Presidential libraries .....2

1.3 Purpose..... 3

1.4 Definitions..... 4

1.5 Limitations on the use of these standards ..... 6

1.6 Applicability of standards ..... 7

**Section B. Organization of the Standard ..... 8**

1.7 Overview of Part 1 ..... 8

1.8 Overview of Part 2 ..... 8

1.9 Overview of Part 3 ..... 8

1.10 Overview of Part 4..... 8

1.11 Overview of Part 5 ..... 8

**Section C. General Information..... 9**

1.12 General information on Presidential library facilities..... 9

1.13 Endowment Formula..... 10

1.14 NARA definition of building size.....14

1.15 “Equipment” scored for the purposes of the endowment. ....16

1.16 Estimating capacity of holdings storage equipment for a new Presidential library..... 17

1.17 NARA review in the design phase..... 18

1.18 Required NARA reviews during design and construction of a new library ..... 19

1.19 Certifications and requirements ..... 21

1.20 Information required for submission to Congress ..... 22

**Figure 1-1: Exclusions to usable square footage ..... 15**

## Part I: General Information

### Section A. Introduction

- 1.1 Historical practice regarding construction and operation of Presidential libraries.

Presidential libraries are built by private, nonprofit charitable foundations that raise money from non-federal sources for that purpose. State and local governments and universities may help with construction by providing land, money, and infrastructure improvements for the library. Upon completion of the library, the land, facility, and equipment comprising the library are either donated or made available for use in perpetuity as part of the National Archives and Records Administration (NARA).
- 1.2 Archivist's authority to establish and operate Presidential libraries.
  - 1.2.1 New libraries. The Presidential Libraries Act (PLA), which is codified at 44 U.S.C. § 2112(a)(1), authorizes the Archivist of the United States to establish Presidential libraries (referred to in the PLA as “Presidential archival depositories”) when he “considers it to be in the public interest” and “to maintain, operate, and protect” them as part of “the national archives system.” The Archivist’s authority under § 2112 includes the ability to “accept, for and in the name of the United States, [title to] land, a facility, and equipment offered as a gift to the United States for the purpose of creating” a Presidential library (44 U.S.C. § 2112(a)(1)(A)(i), (ii)), or to “make agreements, upon terms and conditions the Archivist considers proper, with a State, political subdivision, university, institution of higher learning, institute, or foundation to use as a [Presidential library] land, a facility, and equipment of the State, political 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)].”
  - 1.2.2. Existing libraries. The PLA authorizes the Archivist to “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 an existing Presidential library (44 U.S.C. § 2112(a)(1)(C).
  - 1.2.3. Architectural and design standards. The PLA (44 U.S.C. § 2112(a)(2)) requires the Archivist to promulgate architectural and design standards that apply to new and existing Presidential libraries “in order to ensure that such depositories (A) preserve Presidential records subject to Chapter 22 of 44 U.S.C. and papers and other historical materials accepted for deposit under section 2111 of 44 U.S.C. (B) contain adequate research facilities.” The Archivist must certify that the facility and equipment comprising a new library comply with these standards before he can accept title to or enter into an agreement regarding the use of the library. With respect to an existing library, the Archivist must certify compliance with the standards before accepting any gift of an addition or physical or material change to the library.
  - 1.2.4 Report to Congress. The PLA (44 U.S.C. § 2112(a)(3)) requires the Archivist to

make a report to Congress prior to accepting a new Presidential library, regardless of whether title to the library is being transferred to the United States or the Archivist is entering into an agreement to use land, a facility, and equipment as a library. A similar report must be made before the Archivist can accept any gift for the purpose of making any physical or material change or addition to an existing library (44 U.S.C. § 2112(a)(4)). The reports required by (a)(3) and (a)(4) must lay before Congress for a “period of 60 days of continuous session” before the Archivist can act to accept a new library or an addition or physical or material change to an existing library. Section 1.20 of this Part I describes the kinds of information to be included in the report to Congress.

- 1.2.5. Endowment. The Presidential Libraries Act requires the Archivist to establish endowments in the National Archives Trust Fund for the purpose of defraying the cost to the Government of maintaining all new Presidential libraries (44 U.S.C. § 2112(g)(2)). The formula to be used in calculating the endowment for the George H.W. Bush Library, the Clinton Library, and the George W. Bush Library is set forth in § 2112(g)(3) and (4), while the formula to be used for the libraries of all future presidents is set forth in § 2112(g)(5). With the exception of the Nixon Library, the Archivist is barred from accepting a new library (or an addition or physical or material change or addition to a library built and transferred since 1992) until he determines that an endowment of at least the required amount has been transferred to and deposited in the Trust Fund. Section 1.13 of this Part I provides information on how to calculate the endowment for new libraries.

### 1.3 Purpose.

- 1.3.1 These standards have been promulgated to fulfill the requirements of 44 U.S.C. 2112(a)(2), Presidential Libraries Act of 1986 and to ensure that Presidential libraries are safe and efficient to operate and that they provide adequate and secure research and museum facilities. They are intended to address the architectural, design, and structural requirements of a new Presidential library and additions or renovations to existing Presidential libraries. Further documentation of the programmatic functions of a Presidential library is available from the NARA Office of Presidential Libraries.
- 1.3.2 The Architectural and Design Standards for Presidential Libraries are a supplement to NARA 1571, Archival Storage Standards. The requirements identified in NARA 1571 must be followed in addition to the requirements contained in this document.
- 1.3.3 Mandatory requirements. Designers must meet the mandatory requirements in order for the Archivist to certify that the facility meets these standards. Mandatory requirements are either specifically noted as mandatory or use phrasing such as “must” or “required.” Mandatory requirements must be met for any new addition or renovation to an existing facility. When a requirement cannot be met at an existing facility, the designers must submit a written explanation, and the

Archivist or a designated delegate must issue a written waiver.

- 1.3.4 **Recommendations.** Recommendations are not mandatory, and non-compliance with a recommendation should not affect the required certification of compliance. However, the recommendations are based on extensive experience in the design, construction, and operation of similar facilities and should be seriously considered by designers. Recommendations should be incorporated into new facilities and the renovation or addition to any existing library to every extent possible. Recommendations are either specifically noted as such or with words such as “should,” “may,” or “can.”

- 1.4 **Definitions.** Definitions for selected terms used in this document follow.

**Adjacencies:** The physical relationship of functional spaces within a building. Adjacencies are often presented through a concept diagram of a building type. An adjacency diagram reflects mandatory and recommended functional and spatial relationships within a building type, but is not intended as an actual floor plan for a building.

**Archives or Archival Holdings:** The documents created or received and accumulated by a person or organization in the course of the conduct of affairs and preserved because of their continuing value. Archives may be created in textual and nontextual formats.

**Artifacts or Artifact Holdings:** Three-dimensional objects and two-dimensional framed gifts, most of which were acquired as domestic and foreign gifts to the President. Artifacts include paintings, prints, drawings, framed photographs, statues, jewelry, textiles, china, carpets, furniture, coins, currency and stamps, parchment, glass, and objects made of wood, leather, wool, cotton, paper, and fibers of all kinds.

**Cold Storage Room:** A holdings storage room used for certain nontextual holdings including film, color media, and modern digitally produced photographic prints. Cold storage maximum set temperature and allowable relative humidity in cold storage are specified in Figure 3-2 [add link].

**Construction Quality Manager (CQM):** An independent position (person or firm), engaged by the Foundation, who will, prior to acceptance by NARA of the completed library project, provide a certification that the project was built in accordance with the NARA design specifications.

**Critical Areas or Spaces:** Holdings storage, processing, and research rooms and exhibit galleries that have special environmental, security, and preservation requirements. These areas or spaces are sometimes referred to as Records Areas.

**Designer(s):** The person(s) or firm responsible for the conceptual development, design development, and construction documents for a project. The term includes both architects and engineers.

**Exhibit galleries:** This term refers to the permanent and the temporary exhibit galleries at a Presidential library. Galleries provide a space for, among other things, the exhibit of original holdings of all varieties for viewing by the general public.

**Foundation:** A private support organization organized primarily to support the construction and establishment of a new library. Foundations may also provide ongoing support and services to and for a library after its dedication. These private support organizations are sometimes referred to as institutes or centers.

**Holdings:** Archives and artifacts which have a subject matter or physical relationship to the President, his public or private life, his family, and associates or for which the library maintains physical custody. Holdings have special environmental, security, and handling requirements. There are three major types of holdings: textual, nontextual, and artifacts.

**Holdings storage:** Any storage area housing holdings, including textual, nontextual, and artifact.

**Library:** The entire building or buildings that will be turned over to NARA or are already administered by NARA, including the storage and processing areas for the holdings, staff offices, research and public facilities, exhibit galleries, and other essential support or service areas.

**Museum area:** Visitor services and other public areas of the library, including the public entrance and lobby, exhibit galleries, orientation theatre, restrooms, public food service areas, auditorium, classrooms, or conference rooms.

**Nontextual:** Audio-visual archives including sound recordings, video tape, film, microfilm, microfiche, black and white photographs and negatives, color photographs and negatives, computer disks and tapes, compact disks, digital images and files, and other similar types of media.

**Office-quality:** The quality of materials used throughout a library that are not in direct or regular contact with the holdings. When office-quality is not appropriate (e.g., for shelving in holdings storage), “preservation-quality” will be specified.

**Operating equipment:** Items that are essential to the operation of the library and are normally built into the facility, or at least permanently mounted to the structure. The cost of these items must be included in the calculations of the endowment provided by the Foundation under the terms of the 1986 Presidential Libraries Act. Examples include the HVAC system, fire safety and security systems, and preservation quality shelving.

**Preservation-quality:** Special requirements that must be met when choosing materials that will be in direct or regular contact with holdings, such as shelving and other storage furniture. The specific requirements for “preservation-quality” are discussed as applicable to the material under discussion. When preservation-quality is not required (e.g., for shelving in the exhibit production room), “office-quality” will be specified.

**Processing rooms:** All rooms in which holdings are processed, including the Textual and Nontextual Processing Rooms and the Artifact Processing Room.

**Program equipment:** Movable items that, if connected to the building, are connected only by outlets or quick disconnects. Although these items must be provided by the Foundation, they are not counted in determining the endowment formula. Examples include telephone handsets, computers, cash registers, admission desk equipment, general office furniture and furnishings, retail equipment, and multi-media equipment for the orientation theater and other public use spaces.

**Project:** The new construction of a Library or any renovation or construction activity at a Library. A project may be comprised of numerous sub-projects relating to different aspects of the construction or renovation activities at a Library or concerning new Library construction.

**Research room:** A room or rooms separate from storage and processing rooms, in which the general public and scholars review textual and nontextual archival holdings. (Researchers interested in artifact holdings will typically be accommodated in the artifact processing room to avoid moving artifacts more than necessary.)

**Secure holdings storage:** An area within or apart from a holdings storage room where sensitive textual or nontextual holdings or valuable and vulnerable artifacts may be stored. Secure holdings storage is not intended for security-classified holdings.

**Security classified holdings:** Marked and unmarked national security classified textual and nontextual holdings. Security classified holdings may contain information marked confidential (C), secret (S), or top secret (TS). However, security classified holdings may also include textual and nontextual holdings that are unmarked but contain security classified information. Security classified holdings are usually maintained in a Sensitive Compartmentalized Information Facility (SCIF).

**Sensitive compartmented information (SCI):** SCI is national security classified information concerning or derived from intelligence sources, methods, or analytical processes that require exclusive handling within formal control systems established by the Director of Central Intelligence.

**Sensitive compartmented information facility (SCIF):** An area, room, or group of rooms, buildings, or installation where SCI may be stored, used, discussed, or electronically processed, which is accredited by and in conjunction with Director of Central Intelligence Directive 6/9, Physical Security Standards for SCI, dated November 2002 or most current edition, as applicable. A SCIF is sometimes referred to as a vault, classified storage area, classified stacks, or national security vault. For the purposes of this document, SCIF is always used unless otherwise noted.

**Stacks:** A typical storage area for textual and nontextual materials. Stacks consist of shelving for boxed textual or nontextual holdings.

**Storage furniture:** Equipment used in holdings storage rooms, such as shelving and map cases, that is used to store holdings and artifacts.

**Textual:** Paper-based archives, both typescript and handwritten.

#### 1.5 Limitations on the use of these standards.

- 1.5.1 These standards reflect current standards for the design and construction of Presidential libraries that should minimize, to the greatest extent possible, failure of any of the systems that could damage the permanently valuable holdings. NARA reserves the right to revise these standards.
- 1.5.2 Before entering into the design phase of any new construction or renovation project, the designer must request the most current NARA design standard from the NARA Office of Presidential Libraries. Once it has entered the design phase, a project will not be held to subsequent revisions, though revisions will be made available to designers throughout a project in order to address new concerns to the fullest extent feasible.
- 1.5.3 These standards do not address every building system or type of construction. NARA reserves the right to review any design item or proposed system and may require additional standards for issues not covered in the current standard. NARA also reserves the right to engage external consultants as appropriate to review specific design items or systems against published NARA standards and against proposed or approved designs.

#### 1.6 Applicability of standards. These standards outline requirements and recommendations for the design and construction of:

- 1.6.1 New Presidential libraries that are to be turned over to the National Archives and Records Administration (NARA) for operation. These standards will be provided to the Foundation that will build the library. The Foundation must ensure that the standards are fully reflected in the design and construction of the library, including all required documentation of same.
- 1.6.2 Additions or renovations to an existing NARA Presidential library, including exhibit galleries. NARA and Presidential library staff, with the project designers, are responsible for incorporating these standards into the project. If an addition or renovation to an existing facility cannot be brought into conformance with every requirement, the designers must seek a waiver in writing from the Archivist, coordinated by the appropriate program and support offices.
- 1.6.3 Waivers. If a portion of a new or an existing facility cannot be brought into conformance with every requirement, the designers must seek a waiver in writing from the Archivist, coordinated by the appropriate NARA program and support offices.

**Section B. Organization of the Standard**

- 1.7 Overview of Part 1. This part provides an introduction and background to the Presidential library standards and general information concerning the purpose of Presidential libraries and requirements for transferring properties to the Federal Government for operation and maintenance. Part 1 also establishes a planning cycle for the design of new library projects with appropriate milestones for library designers to consult with NARA staff on critical design issues and requirements. This planning cycle is based on years of experience operating Presidential libraries and provides a valuable resource to library planners and designers.
- 1.8 Overview of Part 2. This part provides a summary of the program requirements of a new Presidential library. Program requirements outline the functional spaces, their size, and relationships that must be considered in planning a library. A sample relationship matrix is included to show how functions could be arranged in a Presidential library.
- 1.9 Overview of Part 3. This part addresses the protection and preservation of Presidential library holdings from inappropriate levels of humidity, temperature, dust, gaseous pollutants, and ultraviolet radiation and visible light, and damage from water, fire, theft, and vandalism. This part establishes the requirements for a number of building elements that are important to the preservation and protection of holdings. The special requirements for national security classified holdings are specifically addressed. Additionally, Part 3 discusses important features of a building that make it useable to the public, including parking, access, and accessibility for persons with disabilities.
- 1.10 Overview of Part 4. This part provides information on program equipment that must be provided to NARA when a new library project is established in order to operate the library. New equipment includes furniture or other equipment necessary to accommodate visitors, researchers, NARA staff, and the former President if applicable.
- 1.11 Overview of Part 5.
- 1.11.1 This part outlines documents and information that the Presidential library Foundation must gather and transfer to NARA following completion of the new library construction project. Part 5 will be helpful not only to Foundation staff, but also to the designers preparing the library construction and will have data and information essential for library operation. Construction projects develop a significant amount of documentation and records, some of which are vital in determining the quality of the project and in providing evidence that the project meets NARA's critical requirements. The required documentation also greatly facilitates the operation and maintenance of the library.
- 1.11.2 Before the acceptance of a new library, NARA must certify that the project meets the required standards, or report to Congress, steps and costs necessary for the property to be modified before it can be accepted. Therefore, these final documents and certifications by the professionals who design and construct the building provide essential information to assist NARA in making that



certification.

- 1.11.3 Part 5 also outlines the essential documentation needed for all facets of a renovation or addition project to an existing Library.

## **Section C. General Information**

### 1.12 General information on Presidential library facilities.

1.12.1 The National Archives and Records Administration (NARA) maintains the national archives of the United States Government and, through the Presidential Library System, preserves and makes available to the public the archival holdings of the Presidents and their administration since Herbert Hoover. Since the end of the Reagan Administration, the archival holdings of the Presidents have included Presidential records that are administered pursuant to Chapter 22 of 44 U.S.C.

1.12.2 A Presidential library must be attractive and well planned to:

- 1.12.2.1 Protect and preserve textual, nontextual, and artifact holdings relating to a President, his associates, and his Presidential administration.
  - 1.12.2.2 Provide access to the textual, nontextual, and artifact holdings of a President for research and other purposes.
  - 1.12.2.3 Provide museum space to communicate the life and times of a President through permanent and temporary exhibits.
  - 1.12.2.4 Provide educational programs to further the public's knowledge of a former President, the Presidency, American history, and the workings of the U.S. government.
  - 1.12.2.5 Provide working space for the archival, curatorial, and educational staff who process, preserve, and make available library holdings; for administrative staff members who support all aspects of library operations; and for volunteers and contractors who assist staff and support library programs.
- 1.12.3 Holdings must be securely stored and preserved in perpetuity. The primary goal in the design and construction of a new Presidential library, or the addition to or renovation of an existing library, must be the preservation and security of, and accessibility to, the holdings. The structural, environmental, and safety standards outlined in this document are based on research and information from archivists, program managers, preservation specialists, and facility designers.
- 1.12.4 Research by conservators, scientists, and other preservation specialists has shown that extremes of humidity, elevated temperatures, particulate and gaseous pollutants, ultraviolet radiation, and unrestricted lighting will damage archival and artifact holdings. Therefore, these standards require strict control of

environmental factors and building and storage construction materials, especially in areas of the building where holdings will be stored, processed, used, and exhibited. Fire and water leaks in the past have caused damage to archival and artifact holdings and their prevention is an important consideration in undertaking design of any building that houses NARA holdings. Security systems are vital since holdings are subject to potential damage from mutilation and vandalism or loss through theft. Some Presidential records require highly secure storage and protection for national security reasons.

1.12.5 Structural, mechanical, fire detection and suppression, water detection, ventilation, and security systems are critical to the long-term preservation of holdings. In addition, building materials and finishes, methods of construction and quality, and the testing and certifications of completed systems are key determinants governing the acceptability of new construction or renovation of a Presidential library.

1.12.6 NARA strongly recommends that designers with experience in the unique requirements of libraries, archives, and museums be selected for the project.

1.13 Endowment formula. In the Presidential Libraries Act of 1986 (Public Law 99-323), Congress set forth the requirement that an endowment be established by the donor of a new Presidential library. The act stipulates that the endowment be provided to the National Archives Trust Fund before acceptance of the new library by NARA. The amount of the required endowment is based on several factors, including the size of the facility and the total costs of construction and improvements.

1.13.1 Legislative requirement. The legislative requirement for an endowment and the formulas for calculating the required endowment are set forth in 44 U.S.C. 2112(g) (1), (2), (3), (4), and (5):

**"(g)(1)** When the Archivist considers it to be in the public interest, the Archivist may solicit and accept gifts or bequests of money or other property for the purpose of maintaining, operating, protecting, or improving a Presidential archival depository. The proceeds of gifts or bequests, together with the proceeds from fees or from sales of historical materials, copies or reproductions, catalogs, or other items, having to do with a Presidential archival depository, shall be paid into an account in the National Archives Trust Fund and shall be held, administered, and expended for the benefit and in the interest of the Presidential archival depository in connection with which they were received, and for the same purposes and objects, including custodial and administrative services for which appropriations for the maintenance, operation, protection, or improvement of Presidential archival depositories might be expended.

**(2)** The Archivist shall provide for the establishment in such Trust Fund of separate endowments for the maintenance of the land, facility, and equipment of each Presidential archival depository, to which shall be credited any gifts or bequests received under paragraph (1) that are offered for that purpose. Income to

each such endowment shall be available to cover the cost of facility operations, but shall not be available for the performance of archival functions under this title.

**(3)** The Archivist shall not accept or take title to any land, facility, or equipment under subparagraph (A) of subsection (a)(1), or enter into any agreement to use any land, facility, or equipment under subparagraph (B) of such subsection for the purpose of creating a Presidential archival depository, unless the Archivist determines that there is available, by gift or bequest for deposit under paragraph (2) of this subsection in an endowment with respect to such depository, an amount for the purpose of maintaining such land, facility, and equipment equal to--

**(A)** the product of--

**(i)** the total cost of acquiring or constructing such facility and of acquiring and installing such equipment, multiplied by

**(ii)** 20 percent; plus

**(B)**

**(i)** if title to the land is to be vested in the United States, the product of--

**(I)** the total cost of acquiring the land upon which such facility is located, or such other measure of the value of such land as is mutually agreed upon by the Archivist and the donor, multiplied by

**(II)** 20 percent; or

**(ii)** if title to the land is not to be vested in the United States, the product of--

**(I)** the total cost to the donor of any improvements to the land upon which such facility is located (other than such facility and equipment), multiplied by

**(II)** 20 percent; plus

**(C)** if the Presidential archival depository will exceed 70,000 square feet in area, an amount equal to the product of--

**(i)** the sum of--

**(I)** the total cost described in clause (i) of subparagraph (A); plus

**(II)** the total cost described in subclause (I) or (II) of subparagraph (B)(i), as the case may be, multiplied by

**(ii)** the percentage obtained by dividing the number of square feet by which such depository will exceed 70,000 square feet by 70,000.

**(4)** If a proposed physical or material change or addition to a Presidential archival depository would result in an increase in the costs of facility operations, the Archivist may not accept any gift under subparagraph (C) of paragraph (1) for the purpose of making such a change or addition, or may not implement any provision of law requiring the making of such a change or addition, unless the Archivist determines that there is available, by gift or bequest for deposit under paragraph (2) of this subsection in an endowment with respect to such depository, an amount for the purpose of maintaining the land, facility, and equipment of such depository equal to the difference between--

**(A)** the amount which, pursuant to paragraph (3) of this subsection, would have been required to have been available for deposit in such endowment with respect to such depository if such change or addition had been included in such depository on--

**(i)** the date on which the Archivist took title to the land, facility, and equipment for such depository under subparagraph (A) of subsection (a)(1); or

**(ii)** the date on which the Archivist entered into an agreement for the creation of such depository under subparagraph (B) of such paragraph, as the case may be; minus

**(B)** the amount which, pursuant to paragraph (3) of this subsection, was required to be available for deposit in such endowment with respect to such depository on the date the Archivist took such title or entered into such agreement, as the case may be.

**(5)(A)** Notwithstanding paragraphs (3) and (4) (to the extent that such paragraphs are inconsistent with this paragraph), this subsection shall be administered in accordance with this paragraph with respect to any Presidential archival depository created as a depository for the papers, documents, and other historical materials and Presidential records pertaining to any President who takes the oath of office as President for the first time on or after July 1, 2002.

**(B)** For purposes of subparagraphs (A)(ii), (B)(i)(II), and (B)(ii)(II) of paragraph (3) the percentage of 40 percent shall apply instead of 20 percent.

**(C)**

**(i)** In this subparagraph, the term 'base endowment amount' means the amount of the endowment required under paragraph (3).

**(ii)**

**(I)** The Archivist may give credits against the base endowment amount if the Archivist determines that the proposed Presidential archival depository will have construction features or equipment that are expected to result in quantifiable long-term savings to the Government with respect to the cost of facility operations.

**(II)** The features and equipment described under subclause (I) shall comply with the standards promulgated by the Archivist under subsection (a)(2).

**(III)** The Archivist shall promulgate standards to be used in calculating the dollar amount of any credit to be given, and shall consult with all donors of the endowment before giving any credits. The total dollar amount of credits given under this paragraph may not exceed 20 percent of the base endowment amount.

**(D)**

**(i)** In calculating the additional endowment amount required under paragraph (4), the Archivist shall take into account credits given under subparagraph (C), and may also give credits against the additional endowment amount required under paragraph (4), if the Archivist determines that construction features or equipment used in making or equipping the physical or material change or addition are expected to result in quantifiable long-term savings to the Government with respect to the cost of facility operations.

**(ii)** The features and equipment described under clause (i) shall comply with the standards promulgated by the Archivist under subsection (a)(2).

**(iii)** The Archivist shall promulgate standards to be used in calculating the dollar amount of any credit to be given, and shall consult with all donors of the endowment before giving any credits. The total dollar amount of credits given under this paragraph may not exceed 20 percent of the additional endowment amount required under paragraph (4)."

1.13.2 Effect of the endowment formula. Although Congress did not prohibit new Presidential libraries from exceeding 70,000 net usable square feet (hereinafter

"square feet"), the endowment formula establishes a strong economic incentive to limit the size of the proposed facility to 70,000 square feet or less. For example, up to 70,000 square feet, the endowment for the George W. Bush Library would be calculated using 20% of the cost of the library (or 40% of the cost for subsequent Presidents). However, once a new library exceeds 70,000 square feet, the endowment formula requires 100% of costs for every additional square foot. In addition, if later additions are made to a post-Reagan Administration Presidential library utilizing private funds, the Foundation must provide additional endowment funds based on the revised occupiable area.

- 1.13.3 Building efficiency. Building efficiency (the ratio of usable to gross square footage) is a major influence on the costs of operating and maintaining a building. NARA strongly recommends a design goal of at least 75% efficiency. As a part of the required report to Congress, NARA must forecast anticipated operations and maintenance (O&M) costs of the facility. If the building efficiency is significantly lower than 75%, this will affect the amount of estimated O&M costs reported to Congress.
- 1.13.4 Shared use buildings. For endowment purposes, the construction cost of a shared use library building containing both NARA and Foundation-controlled areas will be determined using the following formula: the percentage of the usable square footage of the Library-controlled areas to the usable square footage of the entire building multiplied by 20% of the cost of the entire building.
- 1.13.5 Library only buildings. For endowment purposes, the construction cost of a library only building containing only NARA-controlled areas will be determined using the following formula: the usable square footage of the Library multiplied by 20% of the cost of the entire building.

1.14 NARA definition of building size.

- 1.14.1 NARA has adopted the Building Owners and Managers Association (BOMA) publication, Standard Method for Measuring Floor Areas in Office Buildings, dated June 7, 1996 and also listed as ANSI Z65.1-1996, as the standard for establishing the size of the facility, and the "BOMA Usable Square Footage" (with one modification, described below) as the value for determining for endowment purposes whether a facility falls within or exceeds the 70,000 square foot threshold. In its report to Congress, NARA must certify the usable square footage of the building (or portion thereof) that will be maintained by NARA.
- 1.14.2 Usable square footage is measured from inside finish wall to inside finish wall of the occupied areas, exclusive of building support areas and construction areas as defined below. For exterior glass walls, the finish areas will be measured based on the "dominant portion" of the wall as defined in the BOMA standard. If for example a window is over 50% of the wall area, then the inside face of the window is the dominant portion and will be used for measurement of usable area. Included in the usable square footage calculation are the areas of all walls and

partitions within the space that will be maintained by NARA.

1.14.3 The usable square footage excludes the spaces shown in Figure 1-1 when they occur within the spaces maintained by NARA. These specific areas are considered part of the common building space and not assignable as part of the total usable square footage.

1.14.4 To avoid any confusion, NARA strongly encourages designers to consult with NARA during the design phase to ensure that the building size as scored by NARA is within the limits intended by the donor.

### Figure 1-1: Exclusions to usable square footage

#### 1. Circulation:

a. Main and secondary service corridors<sup>1</sup>.

Service corridors provide access between the loading docks, holdings storage rooms, research rooms, and the museum exhibit galleries. In order to qualify for exemption as a “service corridor,” the corridor must be enclosed on both sides by floor to ceiling walls. General purpose corridors used for staff and visitor circulation are **not** excluded.

b. Code-required corridors.

In order to qualify for exemption as a “code-required corridor,” the corridor must be enclosed on both sides by a fire-rated wall from floor slab to structural slab above and must be a **required** part of a “means of egress” or “horizontal exit” as defined in Section 5-1.2 of the *Life Safety Code* (NFPA 101). The “code-required corridor” must not become another exhibit area with exhibit casework or other exhibit features intruding into the space, negating its use as a true “code-required corridor” by definition.

c. Elevator shafts.

d. Stairs.

e. Entrance weather vestibules.

#### 2. Service areas:

a. Public rest rooms (restrooms that are only accessible to members of the staff are **not** excluded).

b. Maintenance rooms.

c. Locker rooms for custodial and mechanical staff.

d. Custodial closets (with or without sinks).

e. Maintenance and custodial storerooms.

f. The driveway-level portion of the loading dock within the exterior line of the building used solely to provide protection from the weather while loading or unloading.

#### 3. Mechanical/electrical areas:

a. Duct and service shafts.

<sup>1</sup> Variation from the BOMA Standard. NARA has determined that excluding service corridors from the BOMA Useable Square Footage serves a public purpose: to assure that adequate-width corridors are provided between the areas cited.

- b. Mechanical equipment rooms and boiler rooms.
- c. Telecommunications closets.
- d. Electrical closets.

1.15 “Equipment” scored for the purposes of the endowment.

1.15.1 Equipment fundamental to the operation of the building (in contrast to “program equipment” as defined in Part 4) is subject to the endowment formula. A definition of operating equipment is provided in par. 1-4 and various parts of the facility’s physical plant as described throughout these standards form a significant portion of the operating equipment requirement. Operating equipment items are essential to the operation of the library and are normally built into the facility or, at least, permanently mounted to the structure. The cost of these items must be included in the calculations of the endowment provided by the Foundation under the terms of the 1986 Presidential Libraries Act. All operating equipment must be new, not used or refurbished.

1.15.2 The following list contains examples of operating equipment; the list is not all-inclusive and may change with evolving technology, program requirements, and the final library design. Equipment that is considered “operating equipment” may also be included in Part 4, Program Equipment Requirements, with its use in one of the three program categories—archival and administrative, office, and specialized storage. Any question of whether specific equipment is considered “operating” or “program” must be referred to NARA for a determination. Examples of operating equipment are:

- 1.15.2.1 Building mechanical systems, including HVAC equipment, air filtration equipment, lighting systems, the automated building control system, and fume hoods/exhaust systems.
- 1.15.2.2 Building plumbing systems, including sump pumps, water heaters, metering and filtration.
- 1.15.2.3 Specialized cold storage systems.
- 1.15.2.4 Fire safety systems, including the sprinkler equipment, booster pumps, and detection or alarm and emergency public address components.
- 1.15.2.5 Emergency generator and any other emergency and exit lighting.
- 1.15.2.6 High-quality security systems, including closed circuit television (CCTV).
- 1.15.2.7 Carpeting and other suitable floor coverings.
- 1.15.2.8 Specialized window blinds or wall coverings.
- 1.15.2.9 Built-in furnishings, such as lobby information kiosks or admissions desks.



- 1.15.2.10 Telecommunication and computer communication main distribution frames, intermediate distribution frames (IDF), concentrators, routers, conduit, cable raceways, distribution back-bone, frame-to-frame cabling, and local cabling from the IDFs to the work stations (but not the actual telephone sets or computer systems and equipment). All components of the telephone system except plug-in desktop units are operating equipment and thus are subject to the endowment provisions. The main distribution frame should provide capacity for personnel in adjacent buildings, including Foundation personnel, if they are to be included on the computer network or telephone system.
  - 1.15.2.11 Orientation theater equipment, including a sound system, built-in screen, and furnishings.
  - 1.15.2.12 Audio-visual equipment built into the building, such as ceiling-mounted screens, sound systems installed in the theater, projection equipment mounted in the theater, a retractable screen for video, a ceiling-mount video projector with interface wall outlet for the conference/training room, and a retractable projection screen for the auditorium (but not portable audio-visual equipment such as slide projectors, stand-alone screens, portable lecterns, portable video recording equipment, or equipment used for the preservation or duplication of holdings, or used to provide reference service).
  - 1.15.2.13 Paint booth with hood and appropriate ventilation and an exhaust fan for the paint shop.
  - 1.15.2.14 Preservation-quality shelving and cabinets for holdings storage, including textual, nontextual, and artifact holdings. (See paragraphs 3.107-3.109.11) NARA must be consulted at the earliest stages of design regarding the actual size of the library's textual, nontextual, and artifact holdings to ensure that the correct amount and type of shelving is installed). Preservation-quality storage shelving units are not normally a stocked product. Time should be allowed for conservation testing and approvals, special ordering, manufacturing, and installation.
- 1.16 Estimating capacity of holdings storage equipment for a new Presidential library.
- 1.16.1 Sufficient space and equipment must be provided to physically house the holdings in accordance with preservation requirements and to allow safe and efficient retrieval of holdings for processing and for filling research requests. NARA will provide more exact requirements early in and throughout the concept phase of each project. It is imperative that designers consult with NARA throughout the concept phase of each project as early projections of the quantities and sizes of holdings may be low. Consultation with NARA staff throughout the design process will ensure that adequate space is provided for current and future holdings.

- 1.16.2 The Foundation must provide space and equipment for the storage of general textual holdings and national security classified textual holdings based upon the quantity and size of the holdings plus growth, usually 30%.
- 1.16.3 The Foundation must provide space and equipment for the storage of nontextual holdings, including a cold storage room with appropriate storage equipment, based on the quantity and size of the holdings plus growth, usually 30%.
- 1.16.4 The Foundation must provide space and equipment for the storage of artifact holdings based on the quantity and size of the holdings plus growth, usually 30%.

**NOTE: It is NARA's experience that the size of holdings continues to increase, not decrease. Therefore, the above numbers should be taken as examples only.**

1.17 NARA review in the design phase.

- 1.17.1 NARA will meet with the Foundation and designers during the concept design for a new library or any addition or renovation project. During the design of a new Presidential library, NARA must undertake design reviews at critical stages of the project. Past projects have shown that these design reviews are useful in making sure that all NARA standards have been incorporated into the project before project completion. The designers must plan review points in the preparation of design and construction documents that allow for NARA feedback. This is especially true in the case where the delivery system selected is not the traditional design-bid-build delivery system.
- 1.17.2 NARA will work directly with designers throughout projects that entail renovation or addition to an existing library. The Director of NARA's Space and Security Management Division will determine the schedule for reviews of such projects.
- 1.17.3 While this standard provides mandatory requirements and informational recommendations to designers, questions will always arise as to how to apply certain requirements and whether the proposed design meets these requirements. NARA staff must review the plans and specifications and answer questions from the designers of new libraries during the design process. When designers propose deviations from these standards, they must request permission in writing from NARA regarding the purpose and extent of proposed deviations. NARA will then issue approval (through a waiver by the Archivist of the United States) or disapproval of the deviation in writing to both the designers and the Foundation.
- 1.17.4 Permanent exhibit development is subject to the same reviews. Exhibit design and construction must meet the environmental and other preservation requirements established in these standards. Cases displaying any original holdings must meet additional specifications as established in written conservation criteria provided to the exhibit designer. The conservation criteria may establish additional exhibit requirements.

- 1.17.5 The complex features and specialized requirements of a Presidential library, such as the security requirements for national security classified holdings and the need for special environmental controls, make these reviews with NARA essential.
- 1.17.6 For projects in existing libraries, NARA must provide a required review schedule with design and construction personnel.
- 1.17.7 The design of a HVAC system that provides the environmental conditions necessary to preserve the holdings requires specialized knowledge. NARA recommends that mechanical engineers that have worked on successful library, archive, and museum projects design the HVAC systems in the Presidential library.

1.18 Required NARA reviews during design and construction of a new library.

- 1.18.1 During the construction of a new library project, the following stages of design are points when NARA must be included in a review of the facility plans (with percentage of the project design provided in parentheses). This schedule is predicated on a traditional design-bid-build delivery system. Any other form of delivery system (such as a design-build system, a CM at Risk, etc.) requires adjustments to the schedule to include more active NARA involvement. If designers and/or the Foundation has requested in writing any deviations from these standards, then the deviations must be highlighted in any design documents submitted for review by NARA.
  - 1.18.1.1 Conceptual Development (15%). This review must occur at completion of the development of functional relationships and block diagramming and the completion of the development of a building floor plan, interior plans, building sections, elevations, site plan, roofing systems, and other major features. Site plans are reviewed for security vulnerability, potential for natural and industrial hazards, access to the disabled, and appropriate parking availability, including visitor, bus, van, contractor, and staff parking. At this stage in the project, the designers should be able to provide a preliminary estimate of the facility size for endowment purposes.
  - 1.18.1.2 Design development (30%). This review must occur before completion of design development drawings. This review will allow further discussion of adjacencies, allocation of spaces, and traffic flow.
  - 1.18.1.3 Design development (50%). This review must occur at the completion of design development drawings when the details and finishes of all major spaces and functions are determined and when building systems, mechanical equipment, and systems design have been determined. Included would be a review of major fire suppression systems, security systems and security control locations, the sensitive compartmented information facility (SCIF), environmental requirements, building and

mechanical systems controls, secured exit locations and entrances, and preliminary equipment and furniture specifications. Specifications for building systems must also be reviewed according to NARA preservation/conservation standards to determine whether the systems will negatively affect holdings through off-gassing, particulate circulation, or other effects. A review of the IT infrastructure and holdings storage layout and equipment should also occur at this stage and in subsequent stages of design development.

- 1.18.1.4 Construction Documents (90%). Review of final construction documents must occur with sufficient time to incorporate changes and any final comments before the project is given to a contractor for the actual construction. Special attention should be paid at this stage to the IT infrastructure.
- 1.18.1.5 Construction Documents (100%).
  - 1.18.1.5.1 Review of final construction documents to confirm inclusion of 90% changes. This must be accomplished before the project is given to a contractor for the actual construction.
  - 1.18.1.5.2 If any changes are made to the final construction documents after the 100% review, NARA must be notified by the designers and the Foundation and provided with an opportunity to review these changes and approve them. NARA must also be provided with copies of any revised final construction documents after the 100% review.
- 1.18.1.6 Construction inspection (25%). Review of construction at the 25% stage of completion must occur. Early construction concerns, if any, must be reviewed and corrected before the 50% stage of the project.
- 1.18.1.7 Construction inspection (50%). Review of construction at the 50% stage of completion must occur. Construction deficiencies, if any, must be reviewed and corrected before the 75% stage of the project.
- 1.18.1.8 Pre-final inspection walk-through (75%). Review of construction at the 75% stage of completion must occur. Construction deficiencies, if any, must be reviewed and corrected before final completion of the project.
- 1.18.1.9 Final inspection (99%). A final inspection must be conducted when the construction contractor certifies and the Construction Quality Manager (CQM) verifies that the project is substantially (99%) completed and available for occupancy except for minor corrections typically listed on a final punch list of the project. The inspection will review all completed construction in accordance with the construction documents; evaluate the CQM and architect/engineer certifications of the work; review the inspections and testing reports of the work in progress as provided by the construction contractor and CQM; and verify that all building systems are

operating and will provide for safe keeping of all holdings. This review will become the basis for the NARA certification to Congress that the building is ready for Government acceptance and occupancy.

1.18.2 Despite the design reviews by NARA staff, it is the responsibility of the Foundation and their designers to ensure that all aspects of NARA standards are met. Review by NARA does not constitute approval of any deviations for which a written waiver has not been granted by NARA. The Archivist is barred from accepting a Presidential library unless it complies with the standards set forth herein.

#### 1.19 Certifications and requirements.

1.19.1 Quality control standards for construction must be developed as part of the planning process and included as part of the project. While good design and well-written specifications prepared by designers provide for quality construction, the proper execution of those specifications is critical.

1.19.2 To ensure that the project meets the design requirements, the Foundation must require the designers who prepare the construction documents to certify that their design and their plans and specifications meet the requirements of these standards. This certification by the designers must be in the form of a written certification letter with the seals of the professional architects and engineers affixed to the certification indicating that the design complies with these requirements. This certification must be provided to NARA for incorporation in the report to Congress.

1.19.2.1 Construction Administration Services. To ensure that the project meets the design requirements, the Foundation must require the designers to perform full Construction Administration Services.

1.19.3 Additionally, a separate and independent Construction Quality Manager (CQM) must be engaged by the Foundation. To avoid potential problems at the end of the project, the qualifications and scope of duties of the CQM should be approved by NARA before selection. The CQM must, before acceptance by NARA of the completed library project, provide a certification that the project was built in accordance with the design and specification requirements. While good design results in a good project, the actual construction implementation is an important aspect of the final project quality. Therefore, a CQM will be required to:

1.19.3.1 Certify that all construction work is completed in accordance with the final construction documents.

1.19.3.2 Review and certify all construction installations, including any work that will become hidden or covered by later work, specific attention being given to reinforcement of foundations, SCIF areas, critical environmental spaces, and other systems where the quality of the final product depends on a complete installation.

- 1.19.3.3 Review all tests on completed assemblies such as roofing systems, window glazing systems, sprinkler and fire protection systems, lighting systems including emergency lighting, mechanical equipment operation, and other assemblies, and certify that the tests meet the requirements of the design documents.
  - 1.19.3.4 Approve all finishes to ensure that they meet the environmental quality criteria specified in these standards or in other preservation/conservation standards as specified by NARA.
  - 1.19.3.5 Evaluate all shop drawings and inspect work completed by subcontractors to certify that the work meets the intent of the design documents and the approved shop drawings.
  - 1.19.3.6 Participate in punch list and routine inspections to certify that the construction meets the design requirements and all corrections have been made before the building is accepted by the Government.
  - 1.19.3.7 Provide a certification at the end of the project that all tests and inspections of all systems have been completed.
  - 1.19.3.8 Gather all documents and information, including test results, and bind those in a CQM document that records the results of the CQM effort.
- 1.19.4 For new construction or a major renovation project at an existing library, the CQM must oversee commissioning activities for all building systems and components.
- 1.19.5 The CQM functions must be performed by an entity not associated with the design firm or the contractor. CQM functions must not allow the designers to reduce their responsibilities for quality control during the project. The CQM provides a separate review of the project and another level of quality assurance.
- 1.19.6 Any items found to not be in compliance with the standards, and for which no waiver has been obtained, must be corrected by the Foundation or, if not corrected by the Foundation, will be corrected by NARA at the expense of the Foundation.
- 1.20 Information required for submission to Congress.
- 1.20.1 Under the terms of the Presidential Libraries Act of 1955, as amended in 1986, the Archivist of the United States must submit to Congress (the President of the Senate and the Speaker of the House of Representatives) a report proposing acceptance of the Presidential library. The land and facility cannot be accepted until “the expiration of a period of 60 days of continuous session of Congress beginning on the date on which the Archivist transmits the report.” The report to Congress is created by the NARA Office of Presidential Libraries working with other offices within NARA and with the Foundation.

- 1.20.2 The following elements must be included by NARA in the report as required by 44 U.S.C. 2112. Those elements requiring information from other sources should be submitted to the Office of Presidential Libraries at the time agreed upon by the Foundation and NARA prior to the anticipated date of transfer of the library to NARA:
- 1.20.2.1 “A description of the land, facility, and equipment offered as a gift or to be made available without transfer of title.” This must include:
- 1.20.2.1.1 Legal description of the land, including plat, and evidence of clear title to the land upon which the library is constructed. Source: Foundation<sup>2</sup>
  - 1.20.2.1.2 Site plan, floor plans, building sections and elevations, artist’s representation of building and grounds. Source: Foundation
  - 1.20.2.1.3 Description of building contents, including furniture, equipment, museum installations. Source: Foundation
  - 1.20.2.1.4 Measurement of facility to ascertain implications of endowment provisions of the Act. Source: Foundation must provide drawings. NARA will analyze drawings and perform separate measurement.
- 1.20.2.2 “A statement specifying the estimated total cost of the proposed depository and the amount of the endowment for the depository required pursuant to subsection (g) of this section.” This must include:
- 1.20.2.2.1 Statement of the total cost of the depository to be provided to NARA. Source: Foundation
  - 1.20.2.2.2 Statement of the required endowment. Source: NARA
- 1.20.2.3 “A statement of the terms of the proposed agreement [for transfer or use of the facility], if any.” This must include:
- 1.20.2.3.1 Copies of the instrument of gift, perpetual lease, or other legal instrument accomplishing transfer of the facility. Source: Foundation in consultation with NARA
  - 1.20.2.3.2 Copies of any proposed agreements between the state, the city, the donating group, other institutions, and the United States, or the essential terms of such proposed agreements, which may affect ownership or operation of the library facility. Source: involved parties in consultation with NARA and Foundation
- 1.20.2.4 A statement of and copies of any proposed agreements concerning the

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<sup>2</sup> If an organization other than the Foundation is donating or making available the Presidential archival facility, this information must be provided by that organization.

proposed support of library programs by non-governmental sources, or the essential terms of such proposed agreements. Source: Foundation in consultation with NARA

- 1.20.2.5 “A general description of the types of papers, documents, or other historical materials proposed to be deposited in the depository to be created, and of the terms of the proposed deposit.” This must include:
  - 1.20.2.5.1 A description of the historical materials to be maintained at the library. Source: NARA
  - 1.20.2.5.2 A description of the terms of the proposed deposit of the materials, including the Presidential Records Act of 1978, deeds of gift, or other legal agreements affecting the materials. Source: NARA
- 1.20.2.6 “A statement of any additional improvements and equipment associated with the development and operation of the depository, an estimate of the costs of such improvements and equipment, and a statement as to the extent to which such costs will be incurred by any Federal or State government agency.” This statement includes:
  - 1.20.2.6.1 A description (including estimated costs) of any additional improvements and equipment being provided by the Government. The cost of moving materials to the library and a description and estimated cost of materials being used at the library that were previously used at the temporary Project location must be included. Source: NARA
  - 1.20.2.6.2 A description (including estimated costs) of any additional improvements and equipment being provided by any state government agency. Source: State government agency
- 1.20.2.7 “An estimate of the total annual cost to the United States Government of maintaining, operating, and protecting the depository.” This must include:
  - 1.20.2.7.1 An estimate of the annual facility operation costs for the fully operational library. Source: NARA
  - 1.20.2.7.2 An estimate of the annual program costs for the fully operational library. Source: NARA
  - 1.20.2.7.3 A statement on how costs were estimated. Source: NARA
  - 1.20.2.7.4 A statement on cost-saving design features of the building. (This element is not essential, but is desirable.) Source: Foundation
- 1.20.2.8 “A certification that such facility and equipment (whether offered as a gift or made available without transfer of title) comply with standards promulgated by the Archivist pursuant to paragraph (2) of this



subsection.” This must include:

- 1.20.2.8.1 A written certification from the independent Construction Quality Manager stating that the building was constructed in accordance with the final construction documents and that all required testing has been satisfactorily completed. Source: CQM via the Foundation
- 1.20.2.8.2 A written certification from the Archivist stating that the building and equipment comply to date with NARA's established standards and all waivers granted for any deviations requested by the designers or the Foundation and approved by NARA. Source: NARA
- 1.20.2.9 Financial accounts and other information concerning the cost of the Library project including land and equipment may be subject to audit by the government or an independent contractor engaged by the government to assure Congress that the required endowment is accurately figured and provided according to the provisions of the Presidential Libraries Act of 1986.