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Sent time: 01/21/2020 04:58:38 PM
To: William Bosanko <william.bosanko@nara.gov>
Cc: Naylor, Chris <chris.naylor@nara.gov>
Subject: Re: Special Request for Tuesday
Attachments: Exhibits - A Review of NARA's Policies.docx

Please see attached. The Executive Summary on pages 1-4 contains what we believe to be information most pertinent to your request. Pages 5-15 reflect all NARA policies that address exhibits. This section includes either a summary description of the policy if not pertinent to the role, responsibility and process for approving, reviewing and managing exhibits; or detailed citations where the policy appears to reflect on roles and responsibilities for approving, reviewing, or managing exhibits.

If you have questions or require additional information, please let us know.

Thanks

On Sun, Jan 19, 2020 at 10:49 AM William Bosanko <william.bosanko@nara.gov> wrote:

I would like the two of you to find all of the policies and regulations that touch upon exhibit development, etc.

Thanks,

Jay

--

David Coontz II, CICA
Office of the Chief Operating Officer

Exhibits – A Review of NARA’s Policies

Executive Summary

We reviewed all NARA policies for the term “exhibit(s)”. Roles, responsibilities, and procedures pertaining to the approval and display of exhibits in the Washington DC area are most extensively addressed in the policies listed below and outlined in the following section:

- Admin 201, Chapter 13, Public Outreach, Part 5 – Public Programs, which was issued June 30, 1986. Further supporting the need to review and update exhibit policy that is over 30 years old, NARA 1573, Preservation, Security and Transportation Standards for Exhibition of Original NARA Holdings, notes “While NARA exhibit policies and procedures have changed substantially over time, NARA’s comprehensive written exhibit standards have not been substantively revised since 1985.”
- NARA 101, Part 9. 1. Executive for Legislative Archives, Presidential Libraries, and Museum Services.
- NARA 101, Part 9. 10. Exhibits

A list of all relevant policies that include the term “exhibits” is included at the end of the document.

Key Policies Relating to the Approval and Display of Exhibits in the Washington DC Area

Admin 201, Chapter 13, Public Outreach, Part 5 – Public Programs

Section 1, Responsibilities

Assistant Archivist for Public Programs (NE). NE approves teaching packages and associated educational programs (including the "Modern Archives Institute ") developed by the staff of the Office of Public Programs; approves workshops in the Washington, DC, area; approves theater programs in the Washington, DC, area; **approves the NARA exhibition program in the Washington, DC, area, except for the Nixon Presidential Materials Project (NLNP); and oversees the coordination of requests for loans of original documents from NN and NS holdings for exhibition in NARA Washington, DC, area and field facilities, or at other installations or agencies.**

Exhibits and Educational Programs Division (NEE). **NEE directs the development and implementation of NARA educational programs and the NARA exhibition program in the Washington, DC, area, (except for NLNP);** oversees the coordination of all special event activities in the Washington, DC, area; **and provides advice on exhibitions and educational programs to be carried out by regional archives and Presidential libraries, if requested.**

Exhibits Branch (NEEX). **NEEX researches, writes, designs, and installs exhibitions in the National Archives Building;** assists in these activities at other NARA facilities or at other Federal agencies, if requested; coordinates and monitors all loans of original records

from NN's and NS's Washington, DC, area holdings to other NARA facilities and non-NARA institutions and all records or objects borrowed from other NARA and non-NARA sources for NARA exhibitions in the Washington, DC, area, (except for NLNP); **and develops printed materials related to exhibitions.**

Office of the National Archives (NN). NN loans original Federal records to NEEEX for exhibition purposes **and assists NEEEX with research and development of themes for exhibitions and public programs;** and provides recommendations on loaning records in NN custody for exhibition purposes.

SECTION 7. EXHIBITIONS AND LOANS

142. Exhibitions at NARA facilities in the Washington, DC, area. NEEEX plans, researches, writes, designs, installs, and maintains exhibitions in the National Archives Building and other NARA facilities in the Washington, DC, area, except for NLNP. NEEEX, in coordination with NEP, may also develop exhibition-related publications, facsimiles, and souvenirs.

a. **Planning. NEEEX prepares an annual exhibition schedule for approval by NE with concurrence by N. Small exhibitions require at least 9 to 12 months from concept to the planned opening; major exhibitions require 18 to 24 months.**

b. **Research. NEEEX conducts research in NARA records with the assistance of NN units, regional archives, and Presidential libraries, as far as their workloads permit.**

Based on NARA 101, the following offices have roles and responsibilities concerning decisions about what to exhibit and the messaging/outreach associated with an exhibit:

Office of the Chief of Staff (NARA 101, Part 3)

4. Communications and Marketing

d. Develops and implements enterprise-level marketing and promotional plans for NARA programs, services and products, including events, educational programs, **exhibits**, collections, and publications.

h. Public and Media Communications and Visual Services—

(2) Coordinates NARA contacts with the media, including: responding to queries; preparing press releases and media advisories; coordinating media appearances by NARA staff; developing national media campaigns regarding **exhibitions**, public programs, and policy initiatives; and arranging press conferences for major announcements and major record openings for the media nationwide.

Research Services (NARA 101, Part 8)

7. Access Coordinators

d. Ensure that archival units successfully perform the following functions and activities:

9. Participate in outreach activities to increase awareness of and access to records, services, and programs (i.e., conferences, symposia, workshops, etc.) and collaborate with Education, Public Programs, and

Exhibits staff in shared support of archival access and outreach, education, and exhibit programs.

Legislative Archives, Presidential Libraries and Museum Services (NARA 101, Part 9)

1. Executive for Legislative Archives, Presidential Libraries, and Museum Services
 - e. With the **Exhibits Director** and the Director for the Office of Presidential Libraries, serves as principal consultant and advisor to the Archivist of the United States and the Deputy Archivist on matters relating to the **development of new exhibits** and services for visitors as well as the **loan of materials for exhibit outside the agency, participating in policy and strategy development and conducting negotiations with key partners in the development of a national exhibits program**. Also, in collaboration with the Director for the Office of Presidential Libraries, **supports national exhibits initiatives of the Presidential Libraries**. (Para 1.e.)

2. Director, Center for Legislative Archives

- d. Center's Exhibition Program

- (1) Center staff serves on the **exhibition** content team for the Capitol Visitor Center. The team is chaired by Capitol Visitor Center staff in the Architect of the Capitol's Office, and includes staff from the Senate Historian's Office, House Historian's Office, and the Library of Congress. The team identifies thematic emphases for CVC **exhibits**, selects documents for display, and drafts content. All **exhibit** content must be approved by the Capitol Preservation Commission, which is an 18 member bipartisan and bicameral commission composed of the top leaders in the House and Senate. All loans of House and Senate records for **exhibition** purposes must be approved by the Clerk of the House of Representatives or the Secretary of the Senate, as appropriate.

- (2) Collaborates with staff in **Exhibits** and Presidential Libraries in a national **exhibits** program.

10. Exhibits

- a. Leads a defined, coordinated, and unified national **exhibit** program for NARA.
 - b. Initiates and manages **exhibits** (including traveling exhibits), museum visitor services, and related web products produced by **exhibits** staff in Washington, DC, the Kansas City Exhibit Specialist, and the National Museum Exhibit Coordinator.
 - c. Collaborates and coordinates with the Director for the Office of Presidential Libraries and the Presidential Library Directors and their staffs, and the Director of the Center for Legislative Archives to achieve NARA's national **exhibits** program goals.
 - d. Collaborates and coordinates with Research Services staff in shared support of **exhibit** programs and archival access and with Preservation Programs staff within Research Services for expert advice and assistance on the care and control of artifacts.
 - e. **Develops and maintains the National Archives Museum 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.

- f. Manages the **exhibit loan registration program** (except for the Presidential Libraries) including loans to other NARA units and outside organizations; coordinates review and approval of **exhibit** loan requests; documents **exhibit** history of federal and legislative records, ensures that NARA standards are upheld in the **exhibition** of original records, and develops traveling **exhibits** available to other NARA units and to outside organizations. Loans to originating agencies are the responsibility of custodial units, unless loans are for **exhibit** purposes.
- g. Establishes service standards for the National Archives Museum, and works closely with Business Support Services to effectively maintain a secure, clean and safe environment for visitors. Coordinates planning and scheduling of public space and equipment use, and for building services with both the Strategy and Communications Office and Business Support Services.
- h. Collaborates with the Strategy and Communications Office to assist in NARA's oversight of interests in **exhibit** contracts underwritten by the National Archives Foundation.
- i. Serves as a representative of NARA in the larger **exhibits** community and facilitates NARA's collaborations with similar institutions.
- j. Collaborates with the Office of Innovation in the areas of public access, web, social media, etc.

Detailed List and Citations of NARA Policies that Reference Exhibits

We reviewed all NARA policies for the term “exhibit(s)”. All relevant policies are listed below. If the policy did not directly speak to the role, responsibility, and process for approving exhibits, we included a brief summary of the reference to exhibits. If a policy seemed to speak to the role, responsibility, and process for approving exhibits, the specific language is cited below.

We also reviewed the portions of Centers 1300, Libraries 1401, and Archives 1400 that were posted on the policies page. We are currently reviewing Centers 1300, Libraries 1401 and Archives 1400 in their entirety in hard copy. NOTE: Libraries 1401 and Archives 1400 are listed as currently undergoing revision.

NARA 101, Part 2, Office of the COO

4. Holdings Protection and Recovery - References CHs responsibility for advising NARA staff about the security of materials on exhibit.

NARA 101, Part 3, Office of the Chief of Staff

Para 1.d.(3), Chief of Staff - Appropriate message articulation for all Foundation funded **exhibits**.

Para 3.d., Executive Secretariat - Manages the scheduling and public use of space in the **exhibition** galleries.

Para 4.d., Communications - Develops and implements enterprise-level marketing and promotional plans for NARA programs, services and products, including events, educational programs, **exhibits**, collections, and publications.

Para 4.h.(2), Communications - Coordinates NARA contacts with the media, including: responding to queries; preparing press releases and media advisories; coordinating media appearances by NARA staff; developing national media campaigns regarding **exhibitions**, public programs, and policy initiatives; and arranging press conferences for major announcements and major record openings for the media nationwide.

NARA 101, Part 5, Innovation

Para 3.j.(1), Digitization Division - Provides services to reformat and image photographs, negatives, high-value textual material, existing microfilm, over-sized documents, cartographic records, and artifacts in NARA’s holdings for preservation, access, and use in **exhibits** and publications for all NARA offices and, under special circumstances, for other Federal agencies.

NARA 101, Part 8, Research Services

Para 5.a.(3), Preservation Programs - Collaborates with the Innovation Office and other Offices across NARA as necessary to coordinate and monitor the preservation needs of original holdings for **exhibits** at NARA facilities or on loan at outside institutions.

Para 5.a.(6), Preservation Programs - Conducts outreach activities to increase awareness of preservation and access to records, services and programs (i.e., conferences, symposia, workshops, etc.) and collaborates with Education, Public Programs, and Exhibits staff in shared support of archival access and outreach, education, and exhibit programs.

Para 5.b., Conservation - Provides preservation services for original holdings on **exhibit** and for loan by NARA.

Para 5.c., St.Louis Preservation - Provides preservation services for original holdings on **exhibit** and for loan by NARA.

Para 7.d.(9), Access Coordinators - Participate in outreach activities to increase awareness of and access to records, services, and programs (i.e., conferences, symposia, workshops, etc.) and collaborate with Education, Public Programs, and **Exhibits staff** in shared support of archival access and outreach, education, and exhibit programs.

Para 7.d.(13), Access Coordinators - In collaboration with Preservation Programs and the Exhibits Division, approve and administer the loans of accessioned records to the originating agencies or for **exhibits**.

Para 7.h.(5).(f), Access Coordinators, DC - Approves and administers any loans of accessioned electronic records to the originating agencies or for **exhibits**

Para 7.h.(6).(g), Access Coordinators, DC - Approves and administers any loans of accessioned special media records to the originating agencies or for **exhibits**

NARA 101, Part 9, Legislative Archives, Presidential Libraries and Museum Services

Contains forty-eight references to “exhibit(s)”. Among those addressing role, responsibility, process are:

1. Executive for Legislative Archives, Presidential Libraries, and Museum Services

Para 1.e. - With the **Exhibits Director** and the Director for the Office of Presidential Libraries, serves as principal consultant and advisor to the Archivist of the United States and the Deputy Archivist on matters relating to the **development of new exhibits** and services for visitors as well as the **loan of materials for exhibit outside the agency, participating in policy and strategy development and conducting negotiations with key partners in the development of a national exhibits program**. Also, in collaboration with the Director for the Office of Presidential Libraries, **supports national exhibits initiatives of the Presidential Libraries**.

2. Director, Center for Legislative Archives

Para 2.d. - Center’s Exhibition Program

Center staff serves on the **exhibition content team for the Capitol Visitor Center**. The team is chaired by Capitol Visitor Center staff in the Architect of the Capitol’s Office, and includes staff from the Senate Historian’s Office, House Historian’s Office, and the Library of Congress. The team identifies thematic emphases for CVC exhibits, **selects documents for display, and drafts content**. All **exhibit content** must be approved by the Capitol Preservation Commission, which is an 18 member bipartisan and bicameral commission composed of the top leaders in the House and Senate. **All loans of House and Senate records for exhibition purposes** must be approved by the Clerk of the House of Representatives or the Secretary of the Senate, as appropriate.

Collaborates with staff in **Exhibits** and Presidential Libraries in a **national exhibits program**.

3. Director for the Office of Presidential Libraries

g. Coordinates system-wide education, museum, and public programs to advance the Presidential Libraries’ ability to use its holdings for the support of civic education. Coordinates multi-library exhibit and conference programming in support of the Presidential Libraries.

4. Presidential Library Directors

n. **Exhibits** records and other historical materials and participates in **NARA’s national exhibits program**

o. Develops joint **exhibit** projects internally and externally to NARA, partnering with organizations to advance the mission of the Presidential Library and Museum. Develops traveling **exhibits**.

10. Exhibits

- k. Leads a defined, coordinated, and unified national **exhibit** program for NARA.
- l. Initiates and manages **exhibits** (including traveling exhibits), museum visitor services, and related web products produced by **exhibits** staff in Washington, DC, the Kansas City Exhibit Specialist, and the National Museum Exhibit Coordinator.
- m. Collaborates and coordinates with the Director for the Office of Presidential Libraries and the Presidential Library Directors and their staffs, and the Director of the Center for Legislative Archives to achieve NARA's national **exhibits** program goals.
- n. Collaborates and coordinates with Research Services staff in shared support of **exhibit** programs and archival access and with Preservation Programs staff within Research Services for expert advice and assistance on the care and control of artifacts.
- o. Develops and maintains the National Archives Museum 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**.
- p. Manages the **exhibit loan registration program** (except for the Presidential Libraries) including loans to other NARA units and outside organizations; coordinates review and approval of **exhibit** loan requests; documents **exhibit** history of federal and legislative records, ensures that NARA standards are upheld in the **exhibition** of original records, and develops traveling **exhibits** available to other NARA units and to outside organizations. Loans to originating agencies are the responsibility of custodial units, unless loans are for **exhibit** purposes.
- q. Establishes service standards for the National Archives Museum, and works closely with Business Support Services to effectively maintain a secure, clean and safe environment for visitors. Coordinates planning and scheduling of public space and equipment use, and for building services with both the Strategy and Communications Office and Business Support Services.
- r. Collaborates with the Strategy and Communications Office to assist in NARA's oversight of interests in **exhibit** contracts underwritten by the National Archives Foundation.
- s. Serves as a representative of NARA in the larger **exhibits** community and facilitates NARA's collaborations with similar institutions.
- t. Collaborates with the Office of Innovation in the areas of public access, web, social media, etc.

16. Other

- 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 December 11, 1968). This authority is redelegated to the Director of the Center for Legislative Archives, the Director for the Office of Presidential Libraries, and the directors of the Presidential Materials, Education and Public Programs, and **Exhibits** divisions.

NARA 115, Media Relations

Para 115.3.(2) - Coordinate the promotion of **exhibits**, public and educational programs, and events with the National Archives Foundation.

NARA 121, Funding and Fundraising Proposals for joint Projects between NARA and the Foundation for the National Archives

Para 121.7(b) - Ongoing programmatic commitments that the Archivist has already approved, such as support for **exhibits** that premiere in the O'Brien Gallery, do not need to be proposed each year.

Appendix A, Section 8 of the Operating Agreement

NARA and the Foundation agree that the Foundation's support of the development of **exhibits**, materials, and programs may include entering into fair and reasonable contracts and other appropriate arrangements with third parties for those purposes.

The final content of all **exhibits**, materials, and programs to be disseminated or presented through NARA facilities or under NARA's name or another name or brand authorized by NARA (e.g., "National Archives Experience") must be approved by NARA prior to public release. In addition, the Parties agree that NARA will provide review, expertise, and guidance on the development of such **exhibits**, materials, and programs.

Unless otherwise agreed to in specific instances, the Foundation will donate to NARA the physical property of any **exhibits**, materials, or programs it develops for NARA. As agreed to by the Parties and subject to Section 9 herein, the Foundation may retain the intellectual property (e.g., copyrights, trademarks) in any works that it produces for NARA's benefit, except that any "works of the United States Government" that may be part of an **exhibit**, educational work, or other program are not copyrightable pursuant to 17 U.S.C. § 105 and will remain in the public domain.

NARA 201, Chapter 13, Public Outreach, Part 5 – Public Programs

76. **General.** Unless otherwise stated, regional archives and Presidential libraries conduct their own public programs and **exhibition** activities with assistance, if requested, from the Office of Public Programs. Procedures set out in this part do not supercede any internal Office of the National Archives, Office of Presidential Libraries, or Office of Federal Records Centers procedures for approval or funding.

SECTION 1. RESPONSIBILITIES

80. **Assistant Archivist for Public Programs (NE).** NE approves teaching packages and associated educational programs (including the "Modern Archives Institute ") developed by the staff of the Office of Public Programs; approves workshops in the Washington, DC, area; approves theater programs in the Washington, DC, area; **approves the NARA exhibition program in the Washington, DC, area, except for the Nixon Presidential Materials Project (NLNP); and**

oversees the coordination of requests for loans of original documents from NN and NS holdings for exhibition in NARA Washington, DC, area and field facilities, or at other installations or agencies.

81. **Exhibits and Educational Programs Division (NEE).** NEE directs the development and implementation of NARA educational programs and the NARA exhibition program in the Washington, DC, area, (except for NLNP); oversees the coordination of all special event activities in the Washington, DC, area; and provides advice on exhibitions and educational programs to be carried out by regional archives and Presidential libraries, if requested.

84. **Exhibits Branch (NEEX).** NEEX researches, writes, designs, and installs exhibitions in the **National Archives Building**; assists in these activities at other NARA facilities or at other Federal agencies, if requested; coordinates and monitors all loans of original records from NN's and NS's Washington, DC, area holdings to other NARA facilities and non-NARA institutions and all records or objects borrowed from other NARA and non-NARA sources for NARA exhibitions in the Washington, DC, area, (except for NLNP); **and develops printed materials related to exhibitions.**

86. **Office of the National Archives (NN).** NN loans original Federal records to NEEX for exhibition purposes **and assists NEEX with research and development of themes for exhibitions and public programs**; and provides recommendations on loaning records in NN custody for exhibition purposes.

SECTION 7. EXHIBITIONS AND LOANS

141. Canceled by NARA 1701.

142. **Exhibitions at NARA facilities in the Washington, DC, area.** NEEX plans, researches, writes, designs, installs, and maintains exhibitions in the **National Archives Building** and other NARA facilities in the Washington, DC, area, except for NLNP. NEEX, in coordination with NEP, may also develop exhibition-related publications, facsimiles, and souvenirs.

a. **Planning.** NEEX prepares an annual exhibition schedule for approval by NE with concurrence by N. Small exhibitions require at least 9 to 12 months from concept to the planned opening; major exhibitions require 18 to 24 months.

b. **Research.** NEEX conducts research in NARA records with the assistance of NN units, regional archives, and Presidential libraries, as far as their workloads permit.

NARA 260, Food and Drink Near Archival and Records Center Holdings

Para 260.5 a.(1).(e) - Processing rooms, offices routinely used for processing or research where holdings are frequently present, conservation and reformatting labs, and **exhibition** prep areas and clean rooms; and

Para 260.5 a.(1).(f) - **Exhibit** areas when original holdings are on display, or when an **exhibit** that includes original holdings is being installed or removed.

NARA 404, Supplement: Procedures for Representational Activities

Para 5 - The Representational Fund and other funds available for representational activities (see [para. 3](#)) may be used for official agency events typically characterized by a mixed ceremonial,

social and business purpose, and hosted in a formal sense by high level agency officials (i.e., representational events). Some examples of representational events and activities are:

- a. **Exhibition** openings - Generally exhibition openings with broad national scope or significance (e.g., receptions related to the opening of **exhibitions** in the Public Vaults of the National Archives Building).

NARA 702, Procuring Freight and Shipping Services

Para 702.5 - Life-Cycle Control Units (LICONs) and units performing life cycle control functions in the Office of Records Services - Washington, DC (NW). The Center for the National Archives Experience (NWE) is not a custodial unit, but acts as NW's agent for **NW exhibits and exhibition loans** and therefore is understood to have the responsibilities of a custodial unit for the purpose of this directive

Para 702.6.b.(4) - Additionally, they may determine that other institutions' or individuals' property brought into NARA's physical custody for **exhibit** or deposit purposes will be treated as holdings;

Libraries 1401 (thru Change 4)

Chapter 2, Para 4 – Limitations on Acquisitions

- a. No item may be added to the manuscript, audiovisual, or museum collections which cannot be stored, protected, and preserved under conditions that ensure its availability for research or **exhibit** purposes and that are in keeping with accepted professional standards. If the Director determines that an item, subsequent to acquisition, can no longer be properly stored or preserved or is harmful to other objects in the collection, he should take appropriate action, including copying, disposal, or return of the item.
- b. No item may be acquired which is not intended as a permanent part of the collection.
- c. No item may be acquired with a commitment that it will be **exhibited** or that any special manner of exhibit will be followed unless prior approval is obtained from the Assistant Archivist for Presidential Libraries.

Chapter 5, Para 6. **Published items of special value.** Rare items of special value, such as books autographed by notable persons, will be given special attention. Items of a high monetary value or which might be used for **exhibit** will be shelved separately from other published materials and will be accessible only to members of the library staff, except by permission of the Director, and will not be marked in any way which might reduce their value. These and other unique items of value, such as those possessed by the President, will be handled with particular care and will not be loaned or taken from the library building except as approved for **exhibits**. The existence of an autograph in a volume does not necessarily give an item special value, as many books that are given to the President or to the library are autographed by authors of no special importance.

Chapter 6, Museum Activities

Para 1 - **Objectives.** The staff of a Presidential library's museum will preserve and **exhibit** its holdings to promote public understanding of the Presidential administration, the history of the period, the career of the President, and other subjects chosen by the

library. Members of the museum's staff will also conduct research on objects related to the subject fields of the library in order to identify them accurately and to **exhibit** them properly, and they will make the resultant information available to the library staff and to researchers.

Para 5 - 5. **Exhibits.**

- a. **Exhibits** in Presidential libraries will be consistent with the dignity of the presidency and will present historically accurate and balanced interpretations of the former President and major events.
- b. Prior to beginning work on **exhibits**, whether permanent or temporary, the Director will provide an **exhibit** plan for NL's approval. This plan should include the general concept of the **exhibit**, a brief description of the subject or subjects to be treated, and the way in which they will be treated. It should also include an estimate of the size and cost of the **exhibit** and an indication of any unusual requirements (such as extra security provisions) that might be involved.
- c. Prior to any agreement to borrow an **exhibit** from another organization or institution, the Director will provide NL with a general description of the **exhibit**, including an estimate of its size, cost, and unusual requirements, if any.

NARA 1441, Appraisal Policy of the National Archives and Records Administration

Appendix 3 – Qualities and characteristics of records with intrinsic value - Records used frequently for **exhibits** normally have several qualities and characteristics that give them intrinsic value. Records with **exhibit value** impressively convey the immediacy of an event, depict a significant issue, or impart a sense of the person who is the subject or originator of the record. In these cases, the impact of the original document cannot be equaled by a copy.

NARA 1571, Archival Storage Standards

Directive addresses the structural and environmental controls over records, including those on **exhibit**.

NARA 1573, Preservation, Security and Transportation Standards for Exhibition of Original NARA Holdings

Directive establishes policy and procedures on preservation, security and transportation requirements for **exhibiting** or displaying any original holdings of the National Archives.

Background: NARA preserves Federal government holdings and makes them available to the public in a variety of ways, including exhibition of original holdings. NARA staff has implemented a variety of preventive measures to protect the holdings from theft, loss or damage during the exhibition process in order to preserve them for future use. **While NARA exhibit policies and procedures have changed substantially over time, NARA's comprehensive written exhibit standards have not been substantively revised since 1985.** Directive 1573 consolidates NARA-wide policy on preservation, security and transportation for exhibition purposes into one document. Office heads will be responsible for implementation.

1573.7 Definitions

- a. **Authorizing officials** - Individuals with authority to implement policy and/or to sign outgoing **exhibition** loan Agreements:

1. The Office of Presidential Libraries (NL) directors;
2. The Center for the National Archives Experience (NWE) with concurrence from the Document Conservation Division (NWTD) and the Office of Records Services - Washington, DC (NW) custodial units;
3. Regional administrators or their designees in consultation with the Office of Regional Records Services (NR) central office, and;
4. Directors of affiliated archives, with approval according to the requirements of the applicable Memoranda of Agreement.

1573.8 Responsibilities

- a. **All individuals** involved in the **exhibition**, transportation and loan of NARA holdings are responsible for the safety and proper handling, transport and exhibit of original holdings.
- b. **The Office of Presidential Libraries (NL), Office of Regional Records Services (NR), or the Center for National Archives Experience (NWE) for Office of Records Services--Washington, DC (NW):**
 1. Oversee development and management of a nationwide system of public outreach, **exhibition** and education programs designed to further access to NARA holdings and promote civic education while ensuring their preservation and security; and
 2. **Implement policy, procedures and management controls as required by this directive and related directives, developing specific guidance as needed to address internal operating procedures within the Office programs.**
- c. **NL Library directors, regional administrators, and NWE director (NW), or their designees** (referred to as Custodial unit(s) in this directive) oversee management of **exhibition** programs at their facilities to ensure that the policies and procedures in this directive are implemented. The custodial units or other NARA staff designated by the director at each NARA facility:
 1. Review all requests for **exhibition** of original NARA holdings, examine the condition of the requested holdings, establishes **exhibition** and transportation requirements consulting as needed with Preservation Programs (NWT) and Space and Security Management Division (NAS), and approve or deny the **exhibit** request;
 - a. Consult NAS on security measures required for specially protected, high value holdings, and international loans and for security support services when needed.
 - b. Consult NWT on preservation requirements for especially fragile holdings, when a holding is damaged, or when a change in the environment places the holding at risk of damage and the extreme environmental concern cannot be resolved by the facility within 24 hours.
 - c. NWE consults with NWTD on all exhibition and exhibit loan requests for NW holdings.
 2. Develop and implement standard operating procedures for exhibition and exhibition loan including documentation and tracking of holdings;
 3. Notify NWT and NAS as soon as possible when a potential or actual emergency threatens the facility, the area where any NARA holding is stored, prepared or exhibited within the facility, the transportation vehicle or route, or the NARA holding itself (see [NARA 1561](#));
 4. Notify on-site security personnel, NAS and OIG as soon as possible of any reports relating to suspected loss, theft or vandalism (see [NARA 1572](#)); and

5. Ensure that NARA's affiliated archives comply with exhibition requirements in the memoranda of Agreement and applicable parts of this directive.

NARA 1573, Supplement A

Para 1573(A1).1 How do custodial units determine whether to approve exhibition of NARA original holdings?

Custodial units review each proposal to **exhibit** or to loan an original NARA holding for **exhibition**.

Before approving the **exhibition** of an original NARA holding the custodial unit must determine that the holding is unlikely to suffer damage, deteriorate, or be lost due to its exhibition or transport.

NARA 1612, Exhibition Loans and Traveling Exhibits

Purpose: Establishes policy and procedures for exhibition loans and traveling exhibits utilizing original NARA holdings at NARA and non-NARA facilities. (Cancelled Paragraphs 142 e-i of Section 7 in [Admin 201, Chapter 13, Public Outreach, Part 5, Public Programs](#))

NARA 1612, Supplement 1

1.2. How are loans requests submitted?

Internal loans -

1. The requestor submits a written request (letter or e-mail) with the following information to the NWE registrar, director of presidential library, or the director of archival operations:
 - a. **Exhibition** title, **exhibition** and loan dates, and brief description of the **exhibition**;
 - b. **List of holdings being requested**; and
 - c. **List of venues and exhibit dates if traveling**.
2. The requestor ensures that a recent AAM facility report is on file with NW, NL, or NR when making a loan request to them. (Facility Reports must be updated at least every five years.)
3. **The requestor submits a loan request at least 90 days before beginning date of the proposed loans.** Additional lead time is preferable, especially for loans involving large numbers of items or that may require conservation treatment.

2. CRITERIA FOR REQUESTS

2.1 What factors must be considered when approving or denying a request for loan of original holdings?

- a. Are the holdings in sound condition to withstand the strains associated with packing, transit, and **exhibition**? Especially fragile holdings may require special security and preservation requirements.
- b. Is the **exhibition** staged primarily for fundraising purposes? To use a NARA document as the focal point of a fundraising event is only appropriate when NARA, one of its foundations, or another designated NARA partner is the sponsor. NARA holdings are not loaned for a display that markets a commercial product.
- c. Will the **exhibition** be accessible to the general public? NARA loans original holdings only if the **exhibition** is accessible to the public. NARA policy allows loans to museums and other institutions who charge a general admission fee, but requires careful review of loans to **exhibitions** that are commercial in nature. Custodial units should use their discretion in determining whether the loan would be in the best interest of NARA.
- d. Can the requesting institution comply with NARA's security and environmental requirements or can it implement measures to do so?
- e. Does the **exhibition**:
 1. Have an educational or scholarly purpose?

2. Serve to increase public awareness of NARA and its holdings, rights of citizens, actions of Federal officials, or the national experience?
 3. Conflict with NARA's mission and/or legal responsibilities?
- f. Does NARA have plans to loan or **exhibit** the holdings elsewhere in the foreseeable future? Are the items requested connected to a major anniversary? Does NARA anticipate other requests for the same or related holdings?
 - g. Are there access restrictions mandated by statute, donor, other individuals or entities?
 - h. Are the holdings of high historic, monetary, or legal, or intrinsic value? High value items may require special security and preservation requirements.
 - i. What is the **exhibition** history of the holdings requested? Light sensitive or environmentally vulnerable items should not be exhibited for more than one year in a ten year interval. Shorter exhibit time may be specified for damaged, very light sensitive, or previously exhibited material. See NARA 1573 for guidance on documenting exhibition history.
 - j. Is the exhibition for 30 days or less? **Exhibitions** of less than 30 days may not warrant the staff commitment and risk associated with a loan, especially when transport over long distances is involved. NARA is not restricted from specifying shorter periods when it is in its interest and the interest of its holdings to do so.
 - k. Does the requesting institution have staff trained in the handling and care and security of holdings and who will be available to monitor the **exhibition** on a daily basis?
 - l. Is the number of holdings requested so large that it would be impractical to loan originals? In this case, copies should be provided and/or the number of holdings be reduced in number.
 - m. Would the loan disrupt NARA's ongoing operations or conflict with NARA priorities or projects?
 - n. Is the **exhibition** a long-term installation (12 months or longer)? Requesting institutions should not have the expectation that NARA will provide a continuous flow of original holdings for permanent **exhibitions**. Facsimiles may be offered at the outset or as substitutes for more than 12 months exhibition.
 - o. Would the loan comply with federal laws and regulations? If there is any doubt, consult with respective offices and/or NGC.
 - p. How are loan-related costs distributed? Unless otherwise agreed upon, the Borrower is to be responsible for all loan related costs, including packing and shipping, insurance, courier travel, and contract mounting. The Borrower and Lender should agree upon costs in advance.

3. PROCESSING REQUESTS AND LOAN AGREEMENTS

3.1 What are the procedures for loan requests for exhibition purposes?

- a. NWE, NR, or NL custodial unit:
 1. Reviews the written request, the requested holdings and facility report(s);
 2. **Evaluates request as per 1612.8.b and in accordance with criteria outlined in section 2 of this supplement;**
 3. Arranges for conservation evaluation and/ or treatment, photography, and/or digital imaging;
 4. Prepares NA Form 16001, Outgoing Loan Agreement or its equivalent. All special conditions for the loan, e.g. 24/7 guard, environmental requirements, light levels, matting/framing, mounts, transportation method, courier, etc. must be specified in the loan agreement. Unless otherwise agreed in the loan agreement, it is customary for the Borrower to be responsible for all loan related costs.
 5. The Borrower may ask NARA to sign its Incoming Loan Agreement form. In such circumstances, the Borrower must agree that the NARA Outgoing Loan Agreement will be controlling if there are conflicts between agreements.

NARA 1702, Transporting Holdings in NARA's Physical and Legal Custody

Purpose: Establishes procedures for the transport and protection of holdings in NARA's legal custody. (Which includes loans of records for exhibitions).