

**From:** David Coontz <david.coontz@nara.gov> <david.coontz@nara.gov>  
**Sent time:** 01/22/2020 02:19:54 PM  
**To:** William Bosanko <william.bosanko@nara.gov>  
**Cc:** Naylor, Chris <chris.naylor@nara.gov>  
**Subject:** Re: Special Request for Tuesday  
**Attachments:** Exhibit Information from NARA Internal SOPs.docx    Archivist Code.pdf

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Attached is the paltry results of my review of Libraries 1401, Archives 1400, and Centers 1300. Not much here. BUT, the 2nd attachment is a "code of conduct" included in Archives 1400 and referenced as the standard for all archivists.

On Wed, Jan 22, 2020 at 1:26 PM William Bosanko <[william.bosanko@nara.gov](mailto:william.bosanko@nara.gov)> wrote:

(b) (5)

On Wed, Jan 22, 2020 at 1:14 PM David Coontz <[david.coontz@nara.gov](mailto:david.coontz@nara.gov)> wrote:

(b) (5)

On Wed, Jan 22, 2020 at 12:31 PM William Bosanko <[william.bosanko@nara.gov](mailto:william.bosanko@nara.gov)> wrote:

Thanks. Next priority is to finish the review of the Centers/Libraries/Archives bits. After that - see what you can find about exhibit review/clearance online for other museums/archives (Smithsonian, etc. as well as private sector and foreign). Might be that they are not readily available, but we need to see what we can find.

Jay

On Wed, Jan 22, 2020 at 12:29 PM David Coontz <[david.coontz@nara.gov](mailto:david.coontz@nara.gov)> wrote:

Please see attached. My research in the ethics for Archivists/Librarians from different institutions and associations.

It is interesting to note that a search for "ethics NARA" did not return any hits.

Also, here is a link to the SAA statement on the Women's March exhibit.

<https://www2.archivists.org/news/2020/saa-statement-nara-exhibit-on-2017-womens-march-in-washington-dc>

If you have questions or need more information, please let me know.

I am reviewing Centers 1300, Libraries 1401, and Archives 1400.

On Tue, Jan 21, 2020 at 5:09 PM William Bosanko <[william.bosanko@nara.gov](mailto:william.bosanko@nara.gov)> wrote:

Thanks. Next phase (tomorrow is fine) - find the code of ethics for SAA and AAM....and see what you can find out about whether or not UK/Canada/AUS, etc. archives have codes of ethics, etc.

Thanks!

Jay

On Tue, Jan 21, 2020 at 4:59 PM David Coontz <[david.coontz@nara.gov](mailto:david.coontz@nara.gov)> wrote:

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](mailto: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

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David Coontz II, CICA  
Office of the Chief Operating Officer

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## THE ARCHIVIST'S CODE

THE ARCHIVIST has a moral obligation to society to take every possible measure to ensure the preservation of valuable records, not only those of the past but those of his own times, and with equal zeal.

THE ARCHIVIST in appraising records for retention or disposal acts as the agent of future generations. The wisdom and impartiality he applies to this task measure his professionalism, for he must be as diligent in disposing of records that have no significant or lasting value as in retaining those that do.

THE ARCHIVIST must protect the integrity of records in his custody. He must guard them against defacement, alteration, or theft; he must protect them against physical damage by fire or excessive exposure to light, dampness, and dryness; and he must ensure that their evidentiary value is not impaired in the normal course of rehabilitation, arrangement, and use.

THE ARCHIVIST should endeavor to promote access to records to the fullest extent consistent with the public interest, but he should carefully observe any proper restrictions on the use of records. He should work unremittingly for the increase and diffusion of knowledge, making his documentary holdings freely known to prospective users through published finding aids and personal consultation.

THE ARCHIVIST should respond courteously and with a spirit of helpfulness to reference requests. He should not place unnecessary obstacles in the way of researchers but should do whatever he can to save their time and ease their work. He should not idly discuss the work and findings of one researcher with another; but where duplication of research effort is apparent, he may properly inform another researcher.

THE ARCHIVIST should not profit from any commercial exploitation of the records in his custody, nor should he withhold from others any information he has gained as a result of his official duties—either in order to carry out private professional research or to aid one researcher at the expense of another. He should, however, take every legitimate advantage of his situation to develop his professional interests in historical and archival research.

THE ARCHIVIST should freely pass on to his professional colleagues the results of his own or his organization's research that add to the body of archival and historical knowledge. He should leave to his successors a true account of the records in his custody and of their organization and arrangement.



WAYNE C. GROVER  
Archivist of the United States  
1948-1965

National Archives and Records Service  
General Services Administration

## Exhibits – Information from NARA Internal Operating Manuals

### **Libraries 1401 (April 1985)**

#### Chapter 6. Museum Activities, Paragraph 5. Exhibits.

5.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.

5.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(s) 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 that might be involved.

5.c. Prior to an agreement to borrow and 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.

### **Archives 1400 (Feb. 1989)**

#### Chapter 10. The Center for Legislative Archives, Paragraph 9. Exhibiting Congressional Records

When any institution, including NARA, wishes to borrow congressional records in NARA custody for exhibition, it must receive permission of either the Secretary or the Clerk by first sending a written request to>NNL. The Chief, Legislative Reference Branch of the Center for Legislative Archives (NNLR), consults with NNP and the Exhibits Branch (NEEX) for their opinion on whether the requested document would be damaged by exhibition.>NNLR then prepares a letter for N's signature to the Secretary or the Clerk, giving NARA's opinion on the sustainability of the request.

Also, see attached "Archivist Code" that is referenced in Archives 1400 as the standard code of conduct for all Archivists.

### **Centers 1300**

Does not contain information pertinent to exhibits.