

PART 9. LEGISLATIVE ARCHIVES, PRESIDENTIAL LIBRARIES, AND MUSEUM SERVICES

ORGANIZATION

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

- a. With the Center for Legislative Archives Director, serves as principal consultant and adviser to the Archivist of the United States and Deputy Archivist on matters involving the Center for Legislative Archives, participating in policy development, implementation, or interpretation; planning programs and outreach to members of Congress and their staffs; and initiating contacts with educational institutions, historical societies and other professional associations to foster awareness of NARA.
- b. With the Director for the Office of Presidential Libraries, serves as principal consultant and adviser to the Archivist of the United States and Deputy Archivist on matters involving the Presidential Libraries, participating in policy development, implementation, or interpretation; planning proposed libraries for present and future Presidents in close coordination with the White House and other interested parties; assessing the business model of the Presidential Library system, conducting negotiations with key figures in American political life regarding deposit of personal papers in libraries; and initiating contacts with educational institutions, historical societies and other professional associations to foster awareness of NARA.
- c. With the Director for the Office of Presidential Libraries and the Director of the Presidential Materials Division, serves as a principal consultant and adviser to the Archivist of the United States and Deputy Archivist on courtesy storage for incumbent Presidential and Vice Presidential records and artifacts, White House records management and transition issues, declassification and classification management of Presidential Library records and materials, and access issues dealing with Presidential records.
- d. With the Education and Public Programs 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 educational use of NARA's records, participating in policy and strategy development and conducting negotiations with key partners in the development and delivery of a national educational and public events program. Also, in collaboration with the Director for the Office of Presidential Libraries, supports national education initiatives of the Presidential Libraries.
- 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.

f. Enables gathering of the Presidential Library Directors Council, ensuring creation of meeting agendas, schedules, and minutes.

g. Provides executive leadership ensuring coordination among programs within the scope of this Service, achieving “one NARA” and “one-voice” presentation to various audiences, with responsibility for ensuring coordination among NARA’s museum and outreach programs; ensures “open NARA” principle of seeking input and participation from stakeholders and customers is actively pursued.

h. Ensures office coordination and direction by consulting and collaborating with staff, managers, and colleague executives across NARA, as well as the Chief Operating Officer (COO), the Deputy Archivist, and the Archivist. Evaluates feedback from key subordinates and considers evaluation reports from the Government Accountability Office (GAO), NARA’s Inspector General (OIG), the Office of Management and Budget (OMB), and other relevant bodies.

i. Participates in NARA executive teams, shaping NARA’s strategic direction and producing practical and creative high-level approaches to address related matters such as: agency-wide aligned outcomes/goals and priorities, customer- and stakeholder-focused needs and expectations, internal change management, employee satisfaction, outreach and relationship-building, “one-voice” communication, and problem resolution.

2. Director, Center for Legislative Archives

a. Serves as the repository for the official records of the U.S. House of Representatives and the U.S. Senate, which remain in the permanent legal custody of the House of Representatives and Senate, respectively. House and Senate records are exempt from the Federal Records Act and, reflecting their status as records of independent institutions in a separate branch of government, are governed solely by House and Senate rules, respectively. Also holds records of legislative branch agencies and commissions.

b. Reports to and implements the mandates, recommendations, and guidelines established by the Advisory Committee on the Records of Congress, which was established under the authority of Public Law 101-509 (November 5, 1990) to advise Congress and the Archivist of the United States on the management and preservation of the records of Congress.

- (1) Center serves as the administrative secretariat for the committee, providing administrative services and travel arrangements.

- (2) Center reports twice a year to the committee at its biannual meetings, providing formal mid-year and annual reports on Center resources, programs, activities, accomplishments, and challenges.
- (3) Center assists in the drafting of the committee's published reports (issued on a six-year cycle), reporting Center performance and results on the committee's mandates and recommendations.

c. Center's Archival Programs

- (1) At the request of the House and Senate Archivists, Center staff assists in the appraisal of textual and electronic records of the House and Senate. Staff also assists NARA Agency Services staff in the appraisal of legislative branch agency and commission records.
- (2) At the request of the House and Senate Archivists, Center staff plans, coordinates, and tracks the transfer of textual and electronic records from the House and Senate to the Center.
- (3) Establishes safe, secure, and protected control of House and Senate records; access is restricted to Center staff only.
- (4) Identifies, locates, and delivers closed, sensitive House and Senate records to the appropriately designated committee staff in a timely manner to support the current business of the U.S. Congress.
- (5) Performs holdings maintenance and preservation activities on the textual and electronic records of the House and Senate; all major preservation treatments must be approved by the Clerk of the House of Representatives or Secretary of the Senate, as appropriate.
- (6) Administers restrictions on access to House committee records following the provisions of House Rule VII. Complex requests and access issues are referred to the Clerk of the House of Representatives for final determination.
- (7) Administers restrictions on access to Senate committee records following the provision of Senate Resolution 474 (96th Congress). Complex requests and access issues are referred to Senate committee chairs for final determination.
- (8) Procures, administers, and operates the local version of the Congressional Records Instance of the Electronic Records Archive (CRI-ERA) to transfer, ingest, verify, and process the electronic records of the House and Senate. Maintains compatibility, common functionalities, and communication linkages with the remotely stored version of CRI-ERA.

- (9) Provides public reference service on the open records of the House, Senate, and legislative branch agencies and commissions to researchers.
 - (10) Coordinates the declassification of Congressional committee records and legislative branch agency records with the National Declassification Center.
 - (11) Consults with legislative branch agencies and commissions to establish access provisions for their records as they are not subject to the Freedom of Information Act.
 - (12) Describes House and Senate records holdings for public access.
 - (13) Collaborates with the Office of Innovation in the areas of description, digitization, public access, web, social media, etc.
- 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.
- e. Center's Educational and Public Programs
- (1) Center staff performs outreach activities and services to disseminate House and Senate records that document the history of Congress and representative government, through the presentation of educational workshops, public lectures, and web and print publications for the general public, members of Congress, educators and educational institutions, students, and scholars. The Center partners with the House and Senate Historical Offices, fellow members of the Association of Centers for the Study of Congress, other congressionally-oriented groups and associations, and educational institutions on public programs and educational projects consistent with its mission to expand public understanding of Congress and the history of representative government.

- (2) Collaborates with staff in Education and Public Programs and Presidential Libraries in a national education program.

3. Director for the Office of Presidential Libraries

- a. Plans, directs, and coordinates comprehensive programs for the acquisition, storage, preservation, processing, review, description, access to and disposal of Presidential records, Federal records, and donated historical materials (including artifacts) in the Presidential Libraries.
- b. Plans and coordinates in conjunction with Director of Presidential Materials Division a comprehensive program for the review and disposal of Presidential papers, materials and records.
- c. Develops policies and procedures for the management and operation of Presidential Libraries.
- d. Develops, coordinates, and monitors overall plans, programs, and resource allocations for the Presidential Libraries.
- e. Develops and coordinates plans for the establishment of new Presidential Libraries.
- f. Ensures individual Presidential Libraries meet their archival processing and review goals.
- 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.
- h. Collaborates on agency-wide initiatives involving archives, museum, education, and public programming.
- i. Serves as a representative of NARA and Presidential Libraries in the larger museum and education community and facilitates the National Archives' Presidential libraries' cooperative efforts with these institutions.
- j. Develops education programs with a local, regional, national, and international impact. Supports online educational and outreach tools and initiatives, including online tools and the use of social media.
- k. Ensures collaboration with Research Services staff and Center for Legislative Archives staff to identify records useful in responding to customers' requests.

- l. Collaborates with the Office of Innovation in the areas of description, digitization, public access, web, social media, etc.

4. Director, Presidential Materials Division

- a. Plans, directs and coordinates a comprehensive program for courtesy storage of Presidential records and other historical materials and artifacts, including those created or received by the incumbent Presidential administration pending their transfer to a Presidential Library or other authorized NARA facility.
- b. Provides assistance to White House Staff and officials on records creation, management, and disposition and conducts training to improve records management practices.
- c. Gives advice and assists in formulating and recommending access policy and review guidance to the Presidential Libraries working in conjunction with the Executive, the Director for the Office of Presidential Libraries and NARA's General Counsel.
- d. Oversees the processing of special access requests for Presidential records. Works directly with NARA's General Counsel, White House Counsel, the representatives of the former Presidents and Vice Presidents, Director for the Office of Presidential Libraries and the Presidential Records Act Library Directors regarding access to Presidential and Vice Presidential records. Implements the required notification requirements of the Presidential Records Act (PRA) and EO 13489, and NARA's applicable regulations.
- e. In support of and collaboration with the Director for the Office of Presidential Libraries, the Presidential Library Directors and the National Declassification Center, plans and coordinates a comprehensive program to manage, review and declassify security classified materials in the Presidential Libraries.
- f. Directs the storage, preservation, servicing, access to, and processing of records and artifacts in the custodial control of the Presidential Materials Division.
- g. Coordinates with the White House on the movement of all Presidential records and artifacts at the end of the Administration. Directs the move staff assigned for this purpose including serving as the liaison with the military staff assigned for this function.

5. Presidential Library Directors

Perform the following functions for the libraries listed in paragraph 7:

- a. In accordance with applicable laws and regulations, appraises Presidential and Federal records in their custody to determine whether they have or will continue to have sufficient value to warrant preservation by the U.S. Government and recommends appropriate disposition action for approval by the Archivist.

- b. Solicits, negotiates, and reviews offers to donate documents or other historical materials, determines whether it is in the public interest to accept them for deposit, and recommends appropriate action for approval by the Archivist.
- c. Accepts for deposit, or affects the transfer of, records and other historical materials that have been determined by the Archivist to have sufficient value to warrant continued preservation.
- d. Disposes of records and other historical materials in accordance with applicable laws and regulations and the terms of deeds of gift.
- e. Reviews Presidential records, Federal records, and donated historical materials for national security, statutory, and when applicable, donor's deeds of gift restrictions on access.
- f. Services records and other historical materials by furnishing the records or materials, or information from them, or copies of them, to U.S. Government agencies and the public.
- g. Operates research rooms for public or U.S. Government agency use of records and other historical materials or copies thereof.
- h. Reviews and responds to Freedom of Information Act (FOIA) requests, mandatory review requests and appeals, and appeals for access to records and other historical materials restricted by donor's deeds of gift.
- i. Establishes physical and management control over the records, including the storage, arrangement, and security of records and other historical materials and the space housing them.
- j. Inspects records and other historical materials to determine the state of their preservation; identifies those requiring preservation and repair or reproduction; determines the appropriate treatment; and carries out appropriate measures on site or arranges for appropriate treatment by another NARA unit, or by contract.
- k. Analyzes records and other historical materials to understand the origins, filing systems, content, technical and legal problems, and uses; prepares descriptive guides, lists, inventories, and other finding aids; and performs research in the administrative history of Presidential administrations.
- l. Plans and conducts programs for the documentary publication of records and other historical materials.
- m. Plans and conducts oral history projects relating to the holdings of the library.

- n. Exhibits records and other historical materials and 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.
- p. Serves as a representative of NARA in the larger museum community and facilitates NARA's cooperative efforts with these institutions.
- q. Loans materials to other NARA units and to institutions external to NARA that meet NARA standards for display.
- r. Develops, provides, and promotes public and educational programs that provide for greater understanding and use of NARA's cultural services and educational resources and services by educational and research institutions and the general public.
- s. Develops education programs with a local, regional, national, and international impact. Supports online educational and outreach tools and initiatives, including the use of social media and remote participation using video teleconferencing and webcasting.
- t. Recruits and trains volunteers for in-service and outreach programs.
- u. Operates a museum, a museum shop, and sells publications and historical mementos.
- v. Manages deposits to and expenditures from the library's National Archives Trust Fund account.
- w. Administers the day-to-day facilities management program of the library in coordination with the Office of Presidential Libraries, and major renovation and restoration projects in coordination with the Office of Presidential Libraries and Business Support Services.
- x. Develops and administers the local program for the efficient operation of the library in an emergency, including the self-protection program for civil defense, fire prevention, and building safety.
- y. Collaborates with staff and managers across NARA on common practice and support for records management and archival issues including the declassification of records and access and use issues.
- z. Serves as lead on maintaining relationships with respective Presidential Foundation, Institute or Association, representing NARA's interests. Collaborates with Foundation on joint programming and initiatives to advance the Presidential Library and Museum.

- aa. Serves as a representative of the Presidential Library and NARA to community groups, as well as national and international audiences. Representation spans scope of Presidential Library to include archives and research, museum, education, and public programming.
- bb. Collaborates with the Office of Innovation in the areas of description, digitization, public access, web, social media, etc.

6. Richard Nixon Library

In addition to the functions listed under paragraph. 5, Presidential libraries, the Richard Nixon Library with support by the Richard Nixon Library – College Park, in accordance with Pub. L. 93-526, 88 Stat. 1695, as affected by existing court orders and as implemented by regulations issued by the Archivist:

- a. Inspects Nixon Presidential materials to determine the state of their preservation; identifies those requiring preservation and repair or reproduction; determines the appropriate treatment; and carries out appropriate measures on site or arranges for appropriate treatment by another NARA unit, or by contract.
- b. In accordance with the Presidential Recordings and Materials Preservation Act regulations governing Nixon materials and legal settlement, reviews for national security and statutory restrictions on access and materials to be returned to the Nixon estate.
- c. Disposes of Nixon Presidential materials in accordance with applicable laws and regulations.

7. Existing Presidential Libraries and museums

- a. Herbert Hoover Presidential Library and Museum
- b. Franklin D. Roosevelt Presidential Library and Museum
- c. Harry S. Truman Presidential Library and Museum
- d. Dwight D. Eisenhower Presidential Library and Museum
- e. John F. Kennedy Presidential Library and Museum
- f. Lyndon Baines Johnson Presidential Library and Museum
- g. Richard Nixon Presidential Library and Museum
- h. Gerald R. Ford Presidential Library and Gerald R. Ford Presidential Museum
- i. Jimmy Carter Presidential Library and Museum

- j. Ronald Reagan Presidential Library and Museum
- k. George Bush Presidential Library and Museum
- l. William J. Clinton Presidential Library and Museum
- m. George W. Bush Presidential Library and Museum
- n. Barack H. Obama Presidential Library and Museum

8. Presidential Libraries' Director's Council

Chaired by the Archivist, consists of the Executive for Legislative Archives, Presidential Libraries and Museum Services, the Director for the Office of Presidential Libraries, all Presidential Library Directors, and the Director of the Presidential Materials Division. This council is a forum for the directors to discuss opportunities and concerns, and to participate in creating and implementing library strategies and initiatives.

9. Education and Public Programs

- a. Leads a defined, coordinated, and unified national education program for NARA, fostering K-12 and post-secondary educational programming as well as educational experiences for the general public.
- b. Supports initiative and management of educational services and products produced by the Education and Public Programs staff in Washington DC and at field locations, excluding Presidential Libraries.
- c. Collaborates and coordinates with the Director for the Office of Presidential Libraries and the Presidential Library Directors and their staffs, the Center for Legislative Archives, and the education directors of the Regional Archives to achieve NARA's national education program goals. Collaborates and coordinates with Research Services staff in shared support of outreach and education programs and archival access.
- d. Collaborates with Research Services staff to identify records useful in outreach programming and to conduct educational programming of interest to educators, students, and the general public.
- e. Develops and manages the programs of the William G. McGowan Theater, including the scheduling of film and author-lecture programs and special events. Develops and maintains the Guggenheim Center for the Documentary Film that uses NARA's film holdings as well as contemporary documentaries related to NARA's holdings for purposes of educational outreach.
- f. Manages the Boeing Learning Center including the ReSource Room and the Learning Lab as well as workshops and training for teachers at sites across the country.

- g. Develops and manages the development of online tools for teachers and students as well as videoconferences and other remote training opportunities.
- h. Manages the Modern Archives Institute.
- i. Manages NARA's volunteer program in the Washington, DC area, which provides extensive resources in support of NARA's archival work, customer service, and public programs, through local program coordinators.
- j. Promotes and publicizes NARA and its educational and cultural services to educational and research institutions and similar organizations through a variety of means including public lectures, scholarly conferences and symposia, open houses and tours, film festivals, presentations at historical archival and genealogical organization meetings, social media, special events and education workshops. Collaborates with the regions for assistance, expertise, contacts, and resources supporting nationwide coordination of these services.
- k. Serves as a representative of NARA in the larger education community and facilitates NARA's collaborations with similar institutions.
- l. Collaborates with the Office of Innovation in the areas of public access, web, social media, etc.

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.

DELEGATION OF AUTHORITIES

Authorities Delegated to the Executive for Legislative Archives, Presidential Libraries and Museum Services by the Archivist

11. Accession and Transfers/Accept Records and Donated Historical Materials

- a. Solicit, negotiate terms of transfer, and assume physical custody of donated historical materials of any President of the United States, any Vice President of the United States and of any official or former official of the U.S. Government and other contemporary papers relating to the President or former President of the United States, and from other private sources, and administer any restrictions agreed to upon transfer or accession of such papers and materials (44 U.S.C. 2111; and 2111 note 2203(f)(1); 2204). This authority is redelegated to the Director for the Office of Presidential Libraries, who may redelegate to the Presidential Library Directors; and the Director of the Presidential Materials Division.
- b. Approve agreements for acquiring legal custody of donated historical materials of any President of the United States, any Vice President of the United States and of any

official or former official of the U.S. Government and other contemporary historical materials relating to the President or former President of the United States and from other private sources (44 U.S.C. 2111; and 2111 note 2203(f)(1); 2204). This authority is redelegated to the Director for the Office of Presidential Libraries and the Director of the Presidential Materials Division. The Archivist's approval is also required in cases of special terms of access or custody, or in high profile cases as determined by the Executive for Legislative Archives, Presidential Libraries and Museum Services.

c. Assume custody and control of Presidential and Vice-Presidential records at the conclusion of an incumbent's last consecutive term of office, transfer the records to an appropriate archival depository, provide for their preservation and archival processing, and establish means for public access thereto (44 U.S.C. 2203(f); 2204; 2207). The authority to preserve, process, and establish means for public access is redelegated to the Director for the Office of Presidential Libraries, the Director of the Presidential Materials Division and the Presidential Library Directors. The authority to assume custody and control and to transfer records is redelegated to the Executive for Legislative Archives, Presidential Libraries and Museum Services.

d. Accept for deposit with the National Archives of the United States records of the Congress determined by the Archivist to have sufficient historical value to warrant their continued preservation (44 U.S.C. 2107(1)). This authority is redelegated to the Center for Legislative Archives, and is limited to records scheduled for deposit with the National Archives of the United States.

e. Accept for deposit from private sources documents and other materials, including motion pictures, still pictures, sound and video recordings, that are appropriate for preservation by the U.S. Government pursuant to 44 U.S.C. 2107(4), 2111(a), and 2111(2). This authority is redelegated to the Center for Legislative Archives, in consultation with Records Management Services and the DC Metro Access Coordinator; also may be redelegated to the Library Directors. The Archivist's approval is also required in cases of special terms of access or custody, or in high profile cases as determined by the Executive for Legislative Archives, Presidential Libraries and Museum Services.

12. Appraisal

a. Determine on behalf of the Archivist that records of the U.S. Senate, U.S. House of Representatives and the Joint Committees of Congress have sufficient historical or other value to warrant their continued preservation by the U.S. Government (44 U.S.C. 2107(1), (2)). This authority is redelegated to the Director of the Center for Legislative Archives, and is subject to the orders of the Senate or the House of Representatives, depending on the records involved (44 U.S.C. 2118).

b. Review previously unappraised records included in disposition lists and schedules and recommend to the Archivist disposal of those that do not or will not, after the period

specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the U.S. Government (44 U.S.C. 3303a(a)). This authority is redelegated to the Director of the Center for Legislative Archives.

c. Review and make a recommendation to the Archivist concerning the proposed disposal request for Presidential or Vice-Presidential records of an incumbent (44 U.S.C. 2203 (c), (d), (e); 2207). This authority is retained by the Executive for Legislative Archives, Presidential Libraries and Museum Services and may not be redelegated.

d. Recommend to the Archivist the disposal of Presidential and Vice Presidential records in NARA's legal custody that have insufficient administrative, historical, information, or evidentiary value to warrant continued preservation (44 U.S.C. 2203(f)(3); 2207). This authority is redelegated to the Presidential Library Directors, subject to the concurrence of the Director for the Office of Presidential Libraries and the Executive for Legislative Archives, Presidential Libraries and Museum Services.

e. Recommend to the Archivist the disposal of personal papers and other historical materials of any President of the United States, any Vice President of the United States and of any official or former official of the U.S. Government and other contemporary papers relating to the President or former President of the United States and from other private sources (44 U.S.C. 2112 (c)). This authority is redelegated to the Director for the Office of Presidential Libraries and may be redelegated to the Presidential Library Directors; subject to the concurrence of the Executive for Legislative Archives, Presidential Libraries and Museum Services and the Director for the Office of Presidential Libraries.

13. Access to Records and Donated Historical Materials

a. Impose restrictions on the use of records, papers, documents, or other historical materials transferred to NARA when those restrictions have been stated in writing by the transferring agency (for Federal records in keeping with the withholdings allowed by the Freedom of Information Act, 5USC 552(b) or for donor deeded papers in keeping with the donor deed of gift restrictions and concurred in by the Archivist (44 U.S.C. 2111, 2112(c)). This authority is redelegated to the Director for the Office of Presidential Libraries and the Presidential Library Directors.

b. Administer restrictions on access to Nixon Presidential Historical Materials in accordance with the Presidential Recordings and Materials Preservation Act, (44 USC 2111 note) and the Nixon Regulations (36 C.F.R. 1275). This authority is redelegated to the Director for the Office of Presidential Libraries who may redelegate it to the Director of the Nixon Presidential Library and Museum.

c. Administer restrictions on access to Presidential and Vice-Presidential records based on restrictions imposed by the President or Vice-President in accordance with requirements of the Presidential Records Act of 1978 (44 U.S.C. 2204; 2207). Also

administer exemptions on access to Presidential and Vice Presidential records in keeping with the Freedom of Information Act as it is incorporated into the Presidential Records Act, 44 USC 2204. This authority is redelegated to the Director of the Presidential Materials Division and the Director for the Office of Presidential Libraries and may be redelegated to the Presidential Library Directors for Presidential Records Act libraries,.

d. Downgrade and declassify classified information transferred or accessioned into the National Archives of the United States with delegated guidance or declassification authority from originating equity-holding agency in accordance with the requirements of E.O.13526. This authority is redelegated to the Director of the Presidential Materials Division, the Director for the Office of Presidential Libraries, and the Presidential Library Directors. The review, downgrading, and declassification of White House-originated national security information may be done only in consultation with the National Security Council and by personnel who are recommended by the Executive for Legislative Archives, Presidential Libraries and Museum Services, the Director for the Office of Presidential Libraries and the Presidential Library Directors, and specifically designated by the Archivist. Other national security-classified information may be reviewed, downgraded, and declassified only by personnel designated by the Executive for Legislative Archives, Presidential Libraries and Museum Services and with the authority of the original equity-holding agencies. All individuals must have been granted the necessary clearances by the NARA Personnel Security Officer or another clearance-granting agency.

14. Servicing Records and Donated Historical Materials

Preserve, arrange, repair, describe, rehabilitate, exhibit and service accessioned records, Presidential and Vice-Presidential records and donated materials; prepare and publish inventories, indexes, catalogs and other finding aids and provide for public access to these materials (44 U.S.C. 2109; 2110; 2112). This authority is redelegated to the Director of the Center for Legislative Archives (Congressional records), the Director of the Presidential Materials Division, the Director for the Office of Presidential Libraries and the Presidential Library Directors (Presidential historical materials and Presidential records).

15. Implementation of Presidential Records and Materials Preservation Act

Assume custody and exercise control of all tape recordings, papers, documents, memorandums, transcripts, and other objects and materials that constitute the Nixon Presidential materials as defined in the Presidential Recordings and Materials Preservation Act and perform the duties and exercise the authorities of the Archivist as stated in Public Law 93-526, 88 Stat. 1695, 44 U.S.C. 2111 note, as amended; 36 CFR CXII, Subchapter F. This authority is redelegated to the Director for the Office of Presidential Libraries and redelegated to the Director of the Richard M. Nixon Presidential Library and Museum. An opening of materials to public access must be approved by the Director for the Office of Presidential Libraries, the Executive for Legislative Archives, Presidential Libraries and Museum Services, General Counsel, and the Archivist and in accordance with the regulations governing access to Nixon Presidential Historical Materials.

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.
- b. Cooperate with and assist universities, institutions of higher learning, institutes, foundations, or other organizations or qualified individuals to conduct study or research in any historical materials deposited in a Presidential library or with the Presidential Materials Division.(44 U.S.C. 2112(d)). This authority is redelegated to the Director for the Office of Presidential Libraries, the Presidential Library Directors, and the Director of the Presidential Materials Division, subject to any limitations imposed by the deed of gift or other transfer document, and the restrictions contained in 36 CFR, CXII, Part 1256-- Restrictions on the Use of Records.
- c. Make and preserve motion-picture films, still pictures, and video, and sound recordings pertaining to and illustrative of the historical development of the U.S. Government and its activities, and release for nonprofit educational purposes motion-picture films, still pictures, and video, and sound recordings (44 U.S.C. 2114). This authority is redelegated to the Director of the Center for Legislative Archives, the Director for the Office of Presidential Libraries, the Presidential Library Directors, and the Directors of the Presidential Materials, Education and Public Programs, and Exhibits divisions, and the Presidential Library directors. Production of audiovisual materials must be approved as part of the NARA product planning program.

17. General Administration

- a. Accept and use voluntary and uncompensated personal services for NARA (44 U.S.C. 2105(d)). This authority is redelegated to the Director of the Center for Legislative Archives, the Director for the Office of Presidential Libraries, the Director of the Presidential Materials Division, the Presidential Library Directors, the Director of the Education and Public Programs Division and the Director of the Exhibits Division.
- b. Solicit and accept gifts or bequests of money, securities, or other personal property, for the benefit of, or in connection with, the national archival and records activities administered by NARA (44 U.S.C. 2305). This authority is redelegated to the Director of the Center for Legislative Archives and the Directors of the Education and Public Programs, and Exhibits divisions. This delegation of authority is subject to the requirements of NARA 404, National Archives Gift Fund, and may not be redelegated.

- c. Accept orders from other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. 1535). This authority is retained by the Executive for Legislative Archives, Presidential Libraries and Museum Services, and may not be redelegated.
- d. Reproduce, authenticate and certify records or other documentary materials; certify as to facts and make administrative determinations on the basis of records transferred from other agencies when authority has been delegated by the transferring agency (44 U.S.C. 2109, 2901, 3104). This authority is redelegated to the Director of the Center for Legislative Archives, the Director for the Office of Presidential Libraries, the Director of the Presidential Materials Division and the Presidential Library Directors.
- e. Charge and collect fees for making or authenticating copies or reproductions of materials transferred to NARA and deposit such fees in the National Archives Trust Fund (44 U.S.C. 2116(c)). This authority is redelegated to the Director of the Center for Legislative Archives, the Director for the Office of Presidential Libraries, the Director of the Presidential Materials Division, and the Presidential Library Directors.
- f. Solicit and accept gifts and bequests of money or other property for the benefit of, or in connection with, the national archival and records activities administered by NARA, or for the purpose of maintaining, operating, protecting, or improving a Presidential archival depository (44 U.S.C. 2112 (g)(1)). This authority is redelegated to Director for the Office of Presidential Libraries, the Director of the Presidential Materials Division, and the Presidential Library Directors, subject to the requirements of NARA 404, National Archives Gift Fund.
- g. Expend gifts, bequests, and the proceeds from sales of historical materials, copies or reproductions, catalogs, or other items, that have been paid into the library's account in the National Archives Trust Fund (U.S.C. 2112 (g)(1)). This authority is redelegated to the Director for the Office of Presidential Libraries, Presidential Library Directors, and Presidential Materials Project and Staff directors, subject to the requirements of NARA 404, National Archives Gift Fund.
- h. Utilize the services of officials and personnel of other executive agencies, including the armed services, and with the consent of the agency concerned, to review for declassification purposes records and other papers and historical materials that are or may be deposited with NARA (44 U.S.C. 2105(d)). This authority is redelegated to the Director for the Office of Presidential Libraries, the Director of the Presidential Materials Division and the Presidential Library Directors.
- i. Charge and collect reasonable fees for the privilege of visiting exhibit rooms or museums; or for the occasional, non-official use of rooms and spaces (and services related to such use) in Presidential libraries (i.e., rental authority) (44 U.S.C. 2112(e)). This authority is redelegated to the Directors of the Presidential Materials Division, Education and Public Programs Division, and the Exhibits Division; and the Director for

the Office of Presidential Libraries, who may redelegate to the Presidential Library Directors.

j. Operate a museum shop and sell publications, historical materials, copies or reproductions, catalogs, and other items having to do with the Presidential library ((44 U.S.C. 2112(g)(1)), and this authority is redelegated to the Director for the Office of Presidential Libraries and the Presidential Library Directors.

k. Maintain, operate, and protect the land, facility and equipment as a Presidential depository. This authority is redelegated to the Director for the Office of Presidential Libraries and the Presidential Library Directors. The following limitations to this authority apply: day-to-day operation of a facility; oversight of approved alterations, additions, improvements, or preservation work on the facility; liaison with the Public Building Service (PBS), and service as the Government technical expert when directed to do so are redelegated to the Presidential Library Directors; (2) approval of alterations, additions, improvements, or preservation work paid for out of the Legislative Archives, Presidential Libraries, and Museum Services allocation is retained by the Archivist; and (3) office-wide renovation, restoration, or facility improvement planning is retained by the Executive for Legislative Archives, Presidential Libraries, and Museum Services. The Executive for Legislative Archives, Presidential Libraries, and Museum Services, exercises this authority with the aid of Business Support Services, which manages 117X funds, provides special expertise and liaison with PBS when necessary, and compiles and maintains a prioritized list of facility-related projects that is the basis for fund allocation.

l. Develop and administer the program for the efficient operation of NARA facilities in an emergency, including the self-protection program for civil defense, fire prevention, and building safety (44 U.S.C. 2112(a)(1)(A)(iii); (B)(ii). This authority is redelegated to the Director for the Office of Presidential Libraries and the Presidential Library Directors. This authority is exercised in coordination with, and subject to review by, Business Support Services.

m. Approve expenditures for additions, improvements, alterations, or preservation of all NARA-leased, -owned, or -operated facilities (44 U.S.C. 2903). This authority is retained by the Executive for Legislative Archives, Presidential Libraries, and Museum Services, and may not be redelegated. Business Support Services may authorize a dollar limit.

n. Solicit and accept gifts or money for the benefit of naming spaces in a Presidential Library (44 U.S.C. 2112 (a)(1); 44 U.S.C. 2112 (g)(1). This authority is redelegated to the Director for the Office of Presidential Libraries and the, Presidential Library Directors. Exercise of this authority is subject to the concurrence of the Executive for Legislative Archives, Presidential Libraries and Museum Services.