

Admin 201, Chapter 13, Public Outreach

June 30, 1986

NOTE: Correspondence codes in this document are outdated. References to "Office of Public Programs ", "NE, "and NE units are now "NW. "References to "Office of Federal Records Centers ", "Office of Special and Regional Archives ", "NS ", and "NSR" are now "NR. "For current responsibilities for public outreach programs, see [NARA 101. NARA Organization and Delegation of Authority, part 5](#). Contact NWE for questions about this directive.

Part 5. Public Programs

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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.

77 thru 79. Reserved.

SECTION 1. RESPONSIBILITIES

See NARA 101, [parts 5](#) and [6](#) for current 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.

82. **Technical Coordination Staff (NEEC).** NEEC coordinates and implements special events; produces film series; provides audiovisual services for meetings or special events; prepares programs that involve live dramatic performances; and schedules the use of rooms 105 and 503 and the Theater.

83. **Education Branch (NEEE).** NEEE develops programs for selected local, national and international constituencies in order to publicize NARA resources and to encourage the research use of NARA records and an interest in American history. It also oversees the "Modern Archives Institute, "a training course for archivists and those preparing to enter the field of archival administration.

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.

85. **Secretary, National Archives Trust Fund Board (NAT).** NAJ approves all expenditures of Trust Fund money for Trust Fund publication or exhibition activities and for official NARA events or receptions.

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.

87. **Office of Presidential Libraries (NL).** NL conducts public programs and exhibition activities at Presidential libraries and loans Presidential records to other NARA offices, Federal agencies, and non-Government institutions for exhibition.

88. **Office of Special and Regional Archives (NS).** NS loans original Federal records to NEEX for exhibition purposes and assists NEEX with research and development of themes for exhibitions and public programs; provides recommendations on loaning records in NS custody for exhibition purposes; and conducts public programs and exhibition activities through the regional archives system (NSR).

89 and 90. Reserved.

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SECTION 2. SCHOOL PROGRAMS

91. **General.** School programs encourage the use of NARA holdings through teaching packages, workshops, lectures, and demonstrations.

92. **Teaching packages.** Teaching packages are related to a specific event, theme, or era in American history and contain suggested curriculum plans, facsimiles of documents, and, sometimes, audiotapes or filmstrips. They are prepared by NEEE for secondary school teachers, community college instructors, and other educators as curriculum supplements to aid in introducing students to American history and to the holdings of NARA through the use of primary sources.

a. Selection and approval of topics. NEEE conducts surveys of teachers to determine possible topics (see ch. 1, subpar. 88c). NARA employees are also encouraged to suggest topics and possible documents for inclusion.

b. Preparation and publication.

(1) NEEE selects and compiles packets of documents and prepares classroom exercises. The package is reviewed by NEE and NE, then forwarded for comment to custodial units whose holdings are used in the package and to outside readers.

(2) After comments are received and revisions have been made, a draft package is forwarded through NE to N for final approval. NEPP then edits the text for publication.

(3) NEP contracts for publication and distribution with an outside contractor.

93. **NAJ approval of teaching packages developed in the field.** Field units develop their own teaching packages. However, NAJ must approve if Trust Fund money is used.

94. Teacher training workshops and lectures.

a. Planning. NEEE plans workshops and lectures in the Washington, DC, area in response to invitations received from educational institutions or as a result of staff proposals. Target audiences include history, language, and humanities teachers in secondary schools, community and junior colleges, and adult education organizations; other members of the archival profession; and NARA volunteers doing classroom-related activities. The purpose of these workshops and lectures is to demonstrate strategies for using primary sources and documents in a classroom setting. Lecturers are speakers from outside organizations and NARA staff specialists.

b. Procedures. NEEE prepares for workshops and lectures either by developing the workshops using NEEE staff or by contacting proposed lecturers approximately 1 year in advance. NEEE develops each workshop format, researches appropriate records with the assistance of other NARA employees, and conducts workshop sessions. NEE coordinates participation in all teacher conferences and workshops outside NARA after approval by NE. NA approves any needed travel.

c. Scheduling. NE schedules workshops and lectures according to available funds. Field activities schedule their own workshops and plan for their funding.

95 thru 98. Reserved.

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SECTION 3. EDUCATIONAL PROGRAMS FOR THE GENERAL PUBLIC

99. **General.** Programs for the general public illustrate NARA holdings and their uses through film series, theater and performing arts programs, lectures, and workshops. NARA units in the Washington, DC, area and in the field may organize or cosponsor these programs.

100. **Film series.** NEEC produces film series in the Washington, DC, area to acquaint the public with the wide range of films held by NARA and to encourage educational use of the films. The series vary in themes and may be held in conjunction with exhibitions or combined with lectures. NARA employees are encouraged to submit ideas to NEEC for film series and to suggest possible films to be shown. Thematic series related to specific events or eras of American history are appropriate. Regional archives and Presidential libraries also produce film series by using their own holdings, by borrowing films from local or national sources, and by cosponsoring series with local or national groups.

101. **Theater programs.** Theater programs involve live dramatic performances written and produced by playwrights, some under commission, or by participants in playwriting workshops sponsored by NEEC. Based on events in American history or selected themes, the scripts are written from NARA records or materials. NARA employees are encouraged to suggest, formally or informally, possible subjects or bodies of records that lend themselves to dramatization. In the Washington, DC, area, NEEC recommends themes, artistic companies, and dates through NEE to NE for approval.

102. **Public lectures and demonstrations.** Examples of public lectures and demonstrations in NARA facilities in the Washington, DC, area include the Lunch with the Archivist lecture series, author lectures, and various special event-oriented series. These lectures are designed to increase the general public's awareness of the scope of NARA holdings. NE branches will contact NARA employees and other lecturers to request their participation in the series; employees are also encouraged to suggest topics for lunchtime lectures and to propose other series.

103. **Public workshops.** In the Washington, DC, area, NEEE plans workshops to acquaint the public with NARA records and programs. Examples of workshops include "Going to the Source: An Introduction to Research in Archives" and various programs providing research techniques for genealogists in the Washington, DC, area and in the field. NEEE contacts NN, NS, or NL units for copies of records in their custody to be used by workshop attendees or for participation by employees in the workshop. NE sets fees that are deposited in the Trust Fund to cover the costs of the courses.

104. **Outside lectures.** [Chapter 19, par. 29](#) contains guidance concerning the prior clearance of lectures, speeches, remarks, and papers intended for presentation before outside groups.

105 thru 107. Reserved.

SECTION 4. MODERN ARCHIVES INSTITUTE

108. **Definition.** The "Modern Archives Institute, "held in cooperation with the Library of Congress, is a semiannual, 2- week training course for persons working as archivists or manuscript curators or preparing to enter these occupations. The "Institute "introduces participants to basic archival theory and practice through selected readings, lectures, discussions, and workshops.

109. **Funding.** The National Archives Trust Fund pays all " Institute "expenses. Registration fees are deposited in the Trust Fund. The "Institute "director submits requests to NAT for authorization of funds for travel and honoraria for outside lecturers and for expenses related to receptions and refreshments. The director also submits requests for reimbursement of OE staff time expended on the "Institute. "

110. **Staff participation.** NARA employees frequently are invited to participate as guest lecturers in their various areas of expertise or as guides for tours of the records holding areas.

111 thru 116. Reserved.

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SECTION 5. SPECIAL EVENTS, RECEPTIONS, AND SOCIAL EVENTS

117. **General social programs and special events.** NARA annually hosts special events at the National Archives Building, such as the celebrations of Independence Day and Constitution Day (see [sec. 6](#)). Special events are also hosted at regional archives and Presidential libraries. Additionally, NARA facilities are available for use by staff members and by outside groups whose activities would promote NARA interests. Procedures for reserving rooms and guidelines for access to the National Archives Building and NARA field facilities are set out in ch. 10, part 6, and in [LIBRARIES 1401, ch. 9, part 8](#); they are governed by regulations in [36 CFR Part 1280](#).

118. **Receptions and social events sponsored or cosponsored by NARA in the Washington, DC, area.** NEEC is responsible for planning and directing receptions and social functions that are sponsored or cosponsored by NARA in the Washington, DC, area and that involve outside participants. Small, in-house events or coffee service for in-house meetings or classes are handled by the sponsoring unit and do not require the involvement of NEEC. Normally, NARA public events are planned and organized by the NEEC staff. However, if another office is involved, the following guidelines apply:

a. **Planning.** NEEC needs approximately a 3-month advance notice to plan an event and to schedule a meeting or reception room. When a 3-month notice cannot be given (such as in the case of a reception for a foreign official), offices shall inform NEEC as far in advance as possible.

b. **Initial NEEC planning.** The sponsoring unit shall forward the following information to NEEC for each function:

- (1) Date and time of the event;
- (2) Purpose of the event and anticipated benefit to NARA;
- (3) Type of function;
- (4) Expected attendance, including any special dignitaries;
- (5) Program schedule;
- (6) Catering requirements and funding source; and
- (7) Special equipment requirements (e.g., audiovisual equipment or special seating arrangement).

119. **NAS planning requirements.** See ch. 10, part 6.

120. **Catering requirements.** NEEC arranges for all catering for the National Archives Building from its list of approved caterers. This applies to all NARA-sponsored functions paid for from the Trust Fund or Gift Fund (see the Trust Fund Procedures Manual (TRUST FUND 1801), ch. 4, par. 81). This also applies to all privately sponsored functions held in the National Archives Building paid for or underwritten by other sources.

121. **Receptions and social events sponsored or cosponsored by NARA in the field.** Regional archives and Presidential libraries plan and host their receptions and special events with advice from NEEC, if requested. See TRUST FUND 1801, ch. 4, par. 82.

122. **Hosting visiting dignitaries or officials.** Contact NPOL who coordinates all visits by dignitaries, high Government officials, heads of professional organizations, persons of note in NARA-related disciplines, or any professional groups will be visiting any NARA facility in the Washington, DC, area for reasons other than research. NE will alert appropriate officials regarding upcoming special visitors and will plan, prepare, and coordinate any necessary activities, such as tours, special meetings, meals, or receptions.

123. **Use of NARA facilities by outside groups.** Use of NARA facilities in the Washington, DC, area by outside groups is governed by the procedures set out in ch. 10, part 6, and in [36 CFR Part 1280](#). Regional archives set their own procedures, and the Office of Presidential Libraries sets procedures for all Presidential libraries.

124. **Internal events.** When an event is for NARA participants, the sponsoring unit is responsible for reserving a room; forwarding room and security requirements to NAS; forwarding audiovisual requirements to NEEC; informing the guards of the status of the alarm system, if applicable; and returning the room key to the appropriate office. All requests must be submitted to the responsible office in writing. See ch. 10, par. 50.

125 thru 131. Reserved.

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SECTION 6. CEREMONIES AND SPECIAL PUBLIC EVENTS

132. Inauguration Day in Washington, DC. The Pennsylvania Avenue side of the National Archives Building is used to observe the inaugural parade as it passes from the Capitol to the White House. The building is closed to the public except for invited guests and staff members and their families who have received invitations through the staff lottery. These persons are admitted to the building to watch the parade and attend a reception afterward.

a. **Security liaison.** NA is the NARA liaison with the White House, Secret Service, FBI, and DC Metropolitan Police. The building may be closed entirely due to security considerations.

b. **Staff lottery.** Due to the limited number of window spaces from which to watch the parade, invitations for NARA staff and their families are allocated by a lottery system administered by NEEC. Those entering the lottery will be asked to specify the number of members of their families they wish to include. Entry forms will be drawn until the available number of window spaces is exhausted.

c. **Facility requirements.** NEEC informs NAS of the requirements for parking and admittance to the building of the invited guests and caterers. NAS arranges with the guard service to secure work areas.

133. Independence Day in Washington, DC. NEEC coordinates all logistics with assistance from:

a. NAJ for any Trust Fund money used;

b. NAS for facility arrangements; and

c. NSE for publicity and calendar listings.

134. Constitution Day in Washington, DC. NEEC is the liaison with the U.S. District Court for the District of Columbia and the Immigration and Naturalization Service and coordinates all logistics with assistance from:

a. NAJ for any Trust Fund money used;

b. NAS for facility arrangements;

c. NSE for publicity; and

d. NEP for souvenirs for the new citizens.

135 thru 140. Reserved.

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.

c. Canceled by [NARA 1573](#).

d. **Contracting.** NASP will prepare any contracts necessary for design and fabrication services.

e. through i. Canceled by [NARA 1612](#).

SECTION 8. EXHIBITS AT PROFESSIONAL MEETINGS

156. General. NARA and its staff members are involved in a wide variety of professional organizations and, when appropriate, furnish exhibits relating to NARA holdings, programs, publications, or organization at professional meetings. Such exhibits do not involve the display of original records because of the short duration of the meeting and the lack of proper security and environmental controls. NE regularly represents NARA at professional meetings and conferences requiring such an exhibit. NE also assists other NARA offices with making arrangements for these exhibits. Regional archives and Presidential libraries regularly represent NARA at regional professional meetings and conferences; and sometimes act in lieu of NE as NARA representatives at meetings and conferences of national organizations. A conference exhibit unit is available for general use in displaying material relating to NARA.

157. Scheduling of exhibits. By May 1, offices submit to NE a schedule of meetings in the coming fiscal year for which exhibits or displays may be appropriate. The schedule will include the proposed staffing and funding source or a request for NE funding. NE notifies requesting offices which exhibits NE will fund.

158. Arrangement for booth. When an office will be exhibiting at a conference, the office may contact NEP for use of the NARA conference exhibit unit, for assistance in making booth arrangements, and for any publications needed for the display.

159. Staffing the booth. Each office exhibiting at a professional meeting is responsible for staffing its own booth. When a meeting is held in an

area in which there is a regional archives, Federal records center, or Presidential library, the requesting office is encouraged to contact the appropriate director for support. The local facility should be given the opportunity to exhibit its materials and to draw attention to its programs.

160. Requests for exhibits from organizations. When an organization wishes NARA to exhibit at a meeting that had not been included on the approved NARA annual exhibit schedule, the request shall be made in writing to the appropriate office head or library director. The request, along with a recommendation and justification for attendance from the office head, is submitted to NE. If the exhibit cannot be funded by NE or the requesting office, NE will forward the request to ND for consideration. In such instances, a decision is based on whether an exhibit would be in NARA's best interest and on staff and funding considerations.

161. Cost of the exhibit. The costs of supplies, booth furnishings, equipment, and shipping are charged to the requesting office's budget. Travel costs of personnel staffing the booth and attending the meeting as part of their professional development are considered professional development costs. Travel costs of personnel attending the meeting solely to staff the booth are charged to the funds of the requesting office. Costs of exhibits to be charged to the Trust Fund must be approved in advance by NAJ. However, when it is in the best interest of NARA to be represented at a meeting that has no relevance to a Trust Fund program, the costs may be charged to the requesting office's budget.

162 thru 167. Reserved.

NARA EXHIBITION STANDARDS FOR ARCHIVAL MATERIALS. Canceled by [NARA 1573](#).

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