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# NARA NOTICE 2020-146: Suspension of Property Exit Inspection Stations During Phase 1 Reopening

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## Notice

**To:** All Employees.

**Attention supervisors:** If you have employees who do not have access to a computer, please ensure that those employees receive a copy of this notice. This includes employees on LWOP or paid leave.

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This notice announces the suspension of exit inspection stations during Phase 1 reopening at facilities that normally conduct exit screening inspections: the National Archives buildings at Washington, DC (A1), College Park, MD (A2), the Washington National Records Center (WNRC), the National Personnel Records Center (NPRC), and the George W. Bush Library (LP-GWB). We will continue to require holdings stewards to display credentials when transporting NARA holdings out of these facilities.

Effective immediately, all staff and contractors at A1, A2, WNRC, NPRC, and LP-GWB must adhere to the following procedures when visiting these facilities:

- Please limit the use of outside bags, backpacks, and containers whenever possible. If you must bring a bag or container, please use a transparent bag or container if possible.
- If you need to transport non-record materials outside of the facility (e.g., materials needed to support telework or belonging to a retiring employee), please pack the materials in an unsealed container (envelope or box). You must arrange to have your container screened by your supervisor and a member of either the Holdings Protection and Recovery Staff (CH) at Archives 1/Archives 2 or Operational Control Entity (OCE) at other locations. The official who screens the box or envelope will seal the container with security tape. Security officers at the lobby/entrance station will ensure that boxes leaving the building have been sealed with approved security tape.

Holdings stewards must coordinate any proposed transportation of NARA holdings before removing them from the facility.

- At Archives 1 and Archives 2, the supervisor of the holdings steward must email the Holdings Protection and Recovery Staff at [holdingsprotection@nara.gov](mailto:holdingsprotection@nara.gov) at least three calendar days in advance with the name of the holdings steward and a description of the holdings to be removed. The holdings steward cannot remove NARA holdings from the facility until the supervisor has received confirmation from holdings protection.
- At the NPRC, WNRC, and LP-GWB, the supervisor of the holdings steward must contact the facility OCE at least three calendar days in advance. The holdings steward cannot remove NARA holdings from the facility until the supervisor has received approval from the facility OCE.
- When exiting the facility, the holdings steward must show her or his holdings steward permit and provide a copy of the property receipt (NA Form 14014, 14111, or 16002, as appropriate) to a security officer at or near the main lobby or exit. Holdings stewards do not need to seal containers with NARA holdings.

Thank you for your understanding as we all work together to safely reopen our facilities to staff.

MICAH CHEATHAM  
Chief of Management and Administration

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**If you have questions about this notice, contact:**

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