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## NARA Notice 2021-034: Closure of NARA Facilities in Philadelphia and Denver

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Mon, Nov 23, 2020



**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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NARA has closed the Philadelphia Archives and Federal Records Center (FRC) in Philadelphia, PA, and the Denver Archives and FRC in Broomfield, CO, due to deteriorating local public health conditions. These closures are effective immediately and will continue until further notice.

Over the past 14 days, Philadelphia County, PA, realized more than 200 new cases per 100,000 population and a positivity rate greater than 10 percent. These metrics exceed NARA's targets for safe reopening of our facilities. Broomfield County, CO, home of the Denver Archives and FRC, has greatly exceeded our target for new cases but has slightly less than 10-percent positivity. The Archivist of the United States has nevertheless authorized the closure of the Denver facility because public health conditions are expected to continue to degrade there.

Both facilities had progressed to Phase Two of our reopening plan before being closed. Unfortunately, the public health data suggests that local conditions at these locations will continue to get worse, so we chose to close these facilities completely instead of regressing to Phase One. Both facilities will remain closed until local public health conditions improve.

If you need support or assistance coping with the stress of the pandemic, please take advantage of the Employee Assistance Program (EAP). EAP services are free, confidential, and available to all NARA employees, supervisors, and family members. EAP counselors are available 24 hours a day, seven days a week, by telephone 24/7 at 1-800-222-0364 (TTY 1-888-262-7848) or online at [www.FOH4YOU.com](http://www.FOH4YOU.com). EAP information can also be found at the NARA@work EAP page.

Today's announcement brings us to 15 facilities authorized to enter into Phase Two reopening, two facilities in Phase One, and 23 facilities closed. We will continue to monitor local public health metrics at all NARA facilities and will reopen or close additional facilities when local conditions require a change in NARA's operating status.

Thank you for your patience and cooperation.

MICAH M. CHEATHAM  
Chief of Management and Administration

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

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