

## 2017 Plain Writing Report Example – Publication - Before

### Introduction

The National Archives Trust Fund Board supports the programs of the National Archives and Records Administration (NARA) through a variety of activities. This leaflet provides a brief description of the legislative history, organization, activities, and financing of the National Archives Trust Fund.

### History

The National Archives Trust Fund was established by Congress in 1941 to receive gifts or bequests to finance specific projects of the National Archives. The funds were to be administered by the newly created National Archives Trust Fund Board on behalf of the National Archives. The first gift of \$30,000 was designated for the preservation of a collection of permanently valuable sound recordings.

In 1948, an amendment to the National Archives Act permitted the Archivist to deposit into the Trust Fund the proceeds from the sale of reproductions of records. A gift from the Rockefeller Foundation that year for financing the reproduction of records enabled the National Archives to begin its records reproduction program and to effectively turn the Trust Fund into a revolving fund.

The Presidential Libraries Act of 1955 further expanded the Trust Fund by authorizing the deposit of gifts and the proceeds from museum admission fees and sales of reproductions, catalogs, and related items to a specific Presidential Library Archives Trust Fund account for each library, where the funds would be administered and expended on behalf of the library.

The National Archives and Records Administration Act of 1984, which became effective April 1, 1985, authorized the board to use, on a reimbursable basis, the services and employees of NARA and other Federal agencies in carrying out its activities and to actively solicit donations to the fund.

The Presidential Libraries Act of 1986 required that private endowments, linked to the size of the facilities, be available prior to creating a Presidential archival depository. The Archivist is required to establish in the Trust Fund separate endowments for each Presidential archival depository. The income from the investment of such endowments is used to offset a portion of the maintenance costs for the libraries.

### Organization

The National Archives Trust Fund Board consists of the Archivist of the United States as chairman and the Secretary of the Treasury and the Chairman of the National Endowment for the Humanities as members. The board employs a small staff, headed by the National Archives Trust Fund Secretary, to carry out the daily activities of administering the fund. The board is organizationally independent of NARA; however, the Archivist of the United States, as chairman of the board, has delegated the day-to-day supervision of the board's staff to NARA's Chief Financial Officer.

### Activities

The National Archives Trust Fund Board is authorized by 44 U.S.C. 2307 to undertake tasks in support of "the national archival and records activities administered by the National Archives and Records Administration, including but not restricted to the preparation and publication of special works, and collections of sources and the preparation, duplication, editing and release of historical photographic materials and sound recordings." This legislative mandate has been applied in a number of different ways.

The Trust Fund services requests by individual researchers for reproductions of records. Researchers may order electrostatic and digitized microfilm copies of textual (paper) records and reproductions of still pictures, motion pictures, sound recordings, videotapes, maps, architectural drawings, and computer data sets.

In recent years, the Trust Fund has supported the compilation and publication of catalogs, books, and guides. These publications educate the general public about NARA programs and guide researchers in the use of the records. Subjects covered by the publications include genealogy, black history, the Civil War, and the formative years of the Federal Government, and are developed as needed.

All memorabilia developed by the Trust Fund or purchased for resale is intended to increase public understanding of the Federal documentary heritage. Among the types of items available are facsimiles of documents, posters, educational games, and books for all age groups. The Trust Fund also supports the operation of museum shops and online sales at several of the Presidential libraries.

An additional line of Trust Fund business is records management training. The training program covers all aspects of current law, regulation, policy, procedure, and official guidance related to records management in the Federal Government. It provides the knowledge and skills necessary for Federal records management officers, program staff, information technology staff, legal counsels, and others to meet the recordkeeping requirements of their positions.

The Trust Fund also administers monies donated by private foundations, corporations, and others to the National Historical Publications and Records Commission for preparation of documentary publications and historical editing programs sponsored by the Commission.

## Financing

### TRUST FUND INCOME AND EXPENDITURES

As a trust revolving fund, the National Archives Trust Fund must be self-sustaining. Reproductions of records for individual researchers are provided at cost. The Trust Fund is authorized to recover the cost plus an average of 10 percent for publications, museum shop items, and related materials. Monies received from the sale of these items are paid into the Trust Fund and used to support the Trust Fund.

### GIFTS AND DONATIONS

The National Archives and Records Administration is committed to serve American democracy by safeguarding and preserving the records of our government, ensuring that the people can discover, use, and learn from this documentary heritage. We ensure continuing access to the essential documentation of the rights of American citizens and the actions of their government. We support democracy, promote civic education, and facilitate historical understanding of our national experience. Gifts, grants, and donations to the National Archives Trust Fund are managed separately and in accordance with the wishes and restrictions of the donors. All donations are tax deductible. Through a donation you too can help support the National Archives to continue its mission. Please make donations payable to:

National Archives Trust Fund  
The National Archives At College Park  
8601 Adelphi Road  
College Park, Room 5100  
Maryland 20740

National Archives Trust Fund Board Web: [www.archives.gov/about/laws/nara-trust-fund-board.html](http://www.archives.gov/about/laws/nara-trust-fund-board.html)