

**Beginning February 5, 2018, National Archives at College Park, MD, overnight lockers will require researcher-provided locks**

Beginning Monday, February 5, researchers storing and securing their belongings in overnight lockers at the National Archives at College Park, MD (Archives II) facility will need to provide their own locks. Personal locks are the only change being implemented. Overnight lockers may still be used Monday through Friday, however all personal items and locks must be removed by the close of public hours on Friday.

**Why will Archives II require researcher-provided locks on overnight lockers?**

It is difficult to maintain these popular overnight lockers because the locking mechanisms are failing and no longer being manufactured. Our contractors have determined that removing the built-in locking mechanisms will ease maintenance of the lockers and reduce costs.

**Can I purchase a lock at Archives II?**

Yes. Researchers can purchase a lock from the Archives II cafeteria during their normal business hours.

**Will day use lockers be affected by the change in policy?**

No. The 275 designated day use (grey) lockers will continue to feature coin-operated locks. Personal locks will only be required on the 52 red and 25 grey designated overnight lockers.

**How will I know the designation of lockers?**

Day use only and overnight use lockers have different stickers on their doors indicating their designation. Overnight lockers will also feature new personal use instruction stickers.

**Will this change in policy affect overnight lockers at any other NARA facility?**

No. The use of personal locks on overnight lockers will only be necessary in College Park, MD. The Washington, DC facility is not affected.

**What will happen to locks left on overnight lockers at the close of business on Friday?**

NARA security will cut and remove the locks from the overnight lockers. The personal belongings will be bagged, tagged, and taken to the security office. Owners can reclaim their belongings by contacting the NARA security office at 301-837-2900. In the event of an unexpected building closure, such as inclement weather, belongings will remain untouched until building access is available.

Please submit questions to Mark Baldwin at [mark.baldwin@nara.gov](mailto:mark.baldwin@nara.gov), 301-837-1820 or Michael Knight at [michael.knight@nara.gov](mailto:michael.knight@nara.gov), 301-837-0475.