governmentattic.org

"Rummaging in the government's attic"

Description of document:	Web pages from National Archives and Records Administration (NARA) NARA@work web site containing: Policies & Guidance – Directives, Strategic Planning & Reporting, Project Information, 2017
Requested date:	03-February-2017
Release date:	23-February-2017
Posted date:	20-May-2019
Source of document:	FOIA Request FOIA Officer National Archives and Records Administration 8601 Adelphi Road, Room 3110 College Park, MD 20740 By Fax: (301) 837-0293 By E-mail: foia@nara.gov Online: FOIAonline or www.foia.gov

February 23, 2017

Re: Freedom of Information Act Request NGC17-179

This is in response to your Freedom of Information Act (FOIA) request dated February 3, 2017 and received in our office on February 6, 2017, via foia@nara.gov. Your request has been assigned the above internal tracking number NGC17-179, in addition to your FOIAonline tracking number NARA-NGC-2017-000269. In your request, you stated that you were requesting the following:

• A copy of the listing of each section of Directives on the NARA@Work Intranet page
• (under NARA Policies &Guidance —Directives)

• showing the listing of Directives in each section (e.g., 100, 200, 300, 400, 500, 600, 700, 800, etc. up through section 1600) also including the listing of Interim Guidance documents

• A copy of the home page for the NARA Policies &Guidance section of NARA@Work

• A copy of the home page for the Strategic Planning &Reporting section of NARA@Work

• A copy of the home page for the Project Information section of NARA@Work

We identified 19 documents responsive to your request, totaling 39 pages, which we are releasing in full with no redactions.

The National Archives and Records Administration (NARA) is the nation's record keeper. Millions of documents and materials are created in the course of business conducted by the United States Federal government. However, only 1 to 3 percent is maintained permanently for legal or historical purposes. Federal agency records transferred to NARA's custody are typically received no earlier than 15 years from the date of creation, but most are received by NARA well after 30 years from the date of creation.

This completes the processing of your request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." If you submit your appeal by e-mail please send it to FOIA@nara.gov, also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number NGC17-179 and FOIAonline tracking number NARA-NGC-2017-000269.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison Gary M. Stern for assistance at:

National Archives and Records Administration
8601 Adelphi Road, Room 3110
College Park, MD 20740-6001
301-837-1750

garym.stern@nara.gov

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road–OGIS
College Park, MD 20740-6001
ogis@nara.gov
ogis.archives.gov
202-741-5770
1-877-684-6448

Sincerely,

Wanda Williams
Deputy FOIA Officer
National Archives and Records Administration
Office of General Counsel
(301) 837-3642
wanda.williams@nara.gov

NARA@work

NARA Policies

Policies by Category

100 - Mission and Organization	**900 - Congressional and Legislative**
These policies relate to the overall mission, procedures, organization, and planning activities of the National Archives and Records Administration (NARA).	These policies relate to developing and presenting NARA's legislative program to Congress. Includes screening and researching bills of interest to NARA. Also covers oral and written communications with Members of Congress and congressional committees.
200 - General Administration	**1100 - Legal, Ethics, and Professional Conduct**
These policies relate to the general administrative activities of NARA and generally serve facilitative or informational purposes common to most offices. They also relate to emergency planning, safety and security, facilities management, mail management, and classified information controls.	These policies relate to advice, assistance, and representation provided by the legal staff on legal matters affecting NARA's mission and program responsibilities.
300 - Human Capital	**1200 - Audits and Investigations**
These policies relate to the supervision and management of NARA employees. Including awards, hiring, leave, time and attendance, and employee training.	These policies relate to audits of NARA programs and contractors, progress reports of actions taken to resolve audit findings, and investigations of possible unlawful activity.
400 - Budget and Accounting	**1300 - Records Lifecycle (general)**
These policies relate to financial and fiscal functions of NARA. Includes policies relating to the formulation and execution of the NARA budget, administration of financial policies and procedures, agency-wide and local office accounting, imprest funds, revolving funds, and, trust and gift fund operations.	These policies relate to the planning, coordination, and development of requirements for NARA records lifecycle and public access systems.
500 - Procurement (Acquisition)	**1400 - Front End**
These policies relate to programs engaged in the acquisition of supplies and services.	Policy relating to records center operations, records management, appraisal, and disposition.
600 - Travel	**1500 - Archival**
These policies relate to employee travel.	Policy pertaining to the maintenance of materials that are in the legal or physical custody of the National Archives. Also includes areas such as accessioning, arrangement and description, preservation, and storage.
700 - Transportation	**1600 - Access**
These policies relate to the movement of goods and services under Government orders; management, maintenance, and operation of motor vehicles used by NARA; and the transit subsidy program.	These policies relate to the access of records, reference services, public outreach, exhibits, and loans.
800 - Information Management	
These policies relate to the study, selection, use, and management control of IT systems, equipment, and operations, including policies relating to the management and control of computer facility operations. Also covers information management activities, records management, and the web program.	

About Internal Policies

NARA's internal policy program deals with agency-level policy documents that set organizational goals and guidelines, define functional roles and responsibilities, and ensure compliance with applicable laws, regulations, and operational standards.

Types of Policies

- **Archivist Statements**, **Operating Statements**
- **Directives supplements and handbooks** to describe specific processes and procedures as needed
- **Interim guidance** will be phased out but remain in effect until cancelled or superseded

Information about each of these policy documents can be found in NARA 111, Internal Policy.

Requesting a new policy or revisions to an existing policy

Policy Liaisons must submit NA Form 1006, Policy Development Questionnaire to the Performance and Strategy Division (SP) when proposing that a new policy be issued or an existing policy be revised. SP will assess the content of the Questionnaire (and any drafts) to ensure that the end product will be consistent with organizational priorities and existing policy. SP staff will contact the policy liaison with the results of their assessment of the request.

Note: You must be logged into your g-mail account for the Questionnaire to launch properly. If you are not logged in, clicking on the link will launch your g-mail account. After logging in you will need to navigate back to this page to access the form.

The template for creating internal policy is available within MS Word under New > My Templates > Misc.

List of Policy Liaisons

Draft Policies Open for Comment

(NARA's commenting policy)

Roles and Responsibilities

SP is the central point for developing and reviewing directives. Policy Liaisons are located within each NARA program office and are essential partners for authors to develop and clear issuances.

Questions about internal policy?

Please contact Policy@nara.gov, at 301-837-2902.

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NARA@work

NARA Policy Directives - 100 - Mission and Organization

NARA 101 - NARA Organization and Delegation of Authority

NARA 103, Operations in the Absence of Appropriations

- 103-S1, List of NARA Facilities
- 103-S2, Procedures for Agency Shutdown

NARA 104, Customer Service

NARA 105, Creation, Approval, and Use of NARA Logos

NARA 107, Reports Management

NARA 108, Information Collection

- 108-S1, Information Collection Instructions

108-3, Using the NARA Customer Comment Form

NARA 109, Mail Management

- 109-S1, Mail Services Guide

NARA 110, Use of Official NARA Seals

NARA 111, NARA Directives

NARA 113, NARA Notices

- Appendix A, Procedures for Preparing and Issuing a Notice
- Appendix B, Examples

NARA 115, Media Relations

NARA 117, Creation of Charters for NARA Committees, Task Forces, and Working Groups

NARA 120, Plain Writing at NARA

- Attachment-A, National Archives Plain Writing Act Compliance Report
- Plain Writing Checklist (NA form 2024)

NARA 121, Funding and Fundraising Proposals for Joint Projects between NARA and the Foundation for the National Archives

NARA 160, NARA's Enterprise Governance, Risk, and Compliance Program

NARA 161, NARA's Internal Control Program

- Appendix A, FY 2016 Internal Control Reporting
- Appendix B, Internal Control Program (ICP) Cycle
- Appendix C, Internal Control - An Overview

161-2, FY 2013 Office Performance Reporting

164-1, Internal Controls for the Performance Measurement and Reporting System (PMRS) Data

165-1, Conference-Related Activities and Expenses

NARA 170, Climate Change Adaptation Planning

Admin. 201 - Chapter 1. General - Part 4. Advisory Committees

Admin. 201 - Chapter 3. External Directives

- Regulations and Notices
- NARA Bulletins
- General Records Schedule Transmittals

- 97-164, External Policy Development and Clearance

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NARA Policy Directives - 200 - General Administration

NARA 200-9, Purchase of Stack Coats

NARA 201, NARA Correspondence

- 201-S1, Guide for Preparing NARA Correspondence
- 201-S2, NARA Style Guide

NARA 202, NARA Classified Information Security Program

- 202-H1, Classified Information Security Program Handbook

NARA 205, Forms Management

NARA 207, NARA Editing and Design Services

NARA 208, NARA In-House Marketing and Promotion Services

NARA 213, Printing Procurement (Including Stationery and Business Cards)

- Appendix A
- Appendix C
- Appendix D
- NARA 213-S1, Supplement to NARA 213, Printing Procurement (Including Stationery and Business Cards)
- Printing Procurement (pamphlet)

NARA 215, Exit Clearance Procedures for Separating or Reassigned Individuals

NARA 221, Building Condition Surveys

NARA 231, Assistance Animals at NARA Facilities

NARA 235, NARA Safety and Occupational Health Program

- Safety and Occupational Health Program Handbook (Supplement to NARA 235)
- Glossary
- Checklist

NARA 260, Food and Drink Near Archival and Records Center Holdings

NARA 274, Handling of Abandoned and Unclaimed Property Found on NARA Premises

- 274-S1, Supplement to NARA 274

Admin 201, Chapter 10, Facilities

Part 1. General

Part 2. (Cancelled)

See NARA Facilities.

Part 3. Emergency and Fire Safety Procedures

See also: Safety, Security, and Emergency web page.

Part 4. (Cancelled)

Part 5. Repairs, Alterations, and Services (Washington, DC, area)

Part 6. National Archives Meeting and Reception Facilities

See also: 200-8, Use of Conference Rooms and Public Event Spaces at the National Archives Building

Part 7. Posting Notices

Part 8. Parking and Motor Pool Operations

See also: NARA 232, Parking at the National Archives at College Park (Archives II) and Restricted Access to Parking at the National Archives Building (Archives I), Washington DC

- Appendix A, Parking violations
- Parking at the National Archives at College Park (pamphlet)

Part 9. Miscellaneous Restrictions - National Archives Facilities

Part 10. Space Management

Security

Physical Security

Emergency Communications at College Park (pamphlet)

NARA 204, Access Privilege Procedures at AI and AII

NARA 271, Key Control at NARA Facilities

Personnel Security

NARA 211, Exit Inspections of Property at NARA

- 211-S1, A1 and A2 Procedures
- 211-S2, NPRC Procedures
- 211-S3, WNRC Procedures
- 211-S4, LP-GWB Procedures

NARA 242, Insider Threat Program

NARA 273, Administrative Procedures for Security Clearances

- 273-S1, Administrative Procedures Related to Security Clearances and Applicant and Employee Rights

NARA 275, Background and Identity Verification Process for Access Privileges

NARA 276, Employment or Service Suitability Determinations

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NARA Policy Directives - 300 - Human Resources

NARA 318, Human Capital Accountability 📄

Awards

89-074, NARA Awards

89-192, NARA Awards

NARA 309, Spot Awards, Time Off Awards, and Non-monetary Awards

366-2, Archivist's Awards

Disciplinary and Adverse Actions

Personnel 300 - Chapter 752. Disciplinary and Adverse Actions

- 300-1, NARA Personnel Manual, ch. 752, Disciplinary and Adverse Actions
- 300-37, NARA Personnel Manual, ch. 752, Disciplinary and Adverse Actions

Personnel 300 - Chapter 771. Administrative Grievance System

Employee Relations and Benefits

Admin. 201 - Chapter 17. Personnel - Part 3. Unemployment Compensation

- 94-285, Unemployment compensation

300-19, Violence in the Workplace

NARA 316, Workers Compensation

95-393, Drug-Free Workplace Plan

Hiring/Employment

Personnel 300 - Chapter 330. Career Assistance Plan

Personnel 300 - Chapter 920. Senior Executive Service

NARA Notice 2012-099, Competitive Areas

NARA 301, 30-Day Temporary Appointments

NARA 302, Repayment of Student Loans

NARA 307, Probationary and Trial Periods

NARA 308, Employment of Annuitants

NARA 310, NARA Pathways Programs

NARA 312, Unpaid Student Interns

NARA 315, Merit Promotion and Internal Placement

NARA 330, Senior Level Pay

Leave

NARA 304, Absence and Leave

NARA 322, Pay and Leave Incentives

Performance Management

Chapter 430. Performance Management System

300-7, Linking Performance Plans to Strategic Goals

300-12, Supervisory Certification for Within-Grade Increases

300-16, Preparing Achievement Award Certificates

300-23, Uniform Performance Appraisal Periods

300-27, Mid-Year Progress Reviews

300-36, Service Credit During a Reduction-In-Force (RIF)

NARA 355, SES Performance Management, Pay and Awards

- SES Performance Management System - Frequently Asked Questions
- SES Performance Management System Handbook
- SES Pay and Awards Handbook

Personnel Management

300-33, Assignment and Deployment of Employees During an Emergency

315-1, Workforce Management During a Flu Outbreak

Time and Attendance, Work Schedules

327-1, Time and Attendance Accounting

NARA 332, Telework Program

NARA 333, Work Hours and Premium Pay

Alternative Dispute Resolution

NARA 320, RESOLVE: NARA's Alternative Dispute Resolution (ADR) Program

See also: ADR Web Page

Training and Professional Development

NARA 385, Request, Approval, and Payment of Training of Employees

- 385-S1, Training Procedures

Equal Employment Opportunity/Diversity

NARA 303, Processing Reasonable Accommodation Requests for Employees and Applicants with Disabilities

NARA 371, Nondiscrimination in Federally Conducted Education and Training Programs Provided by NARA

NARA 382, Guidance to Address Effects of Domestic Violence, Sexual Assault,and Stalking

- NARA 382 (Pamphlet)

390-1, NARA's Policy on Diversity and Inclusion

NARA 391, Employee Affinity Groups

NARA 395, Equal Employment Opportunity Complaints Program

NARA 396, Anti-Harassment Policy

- NARA 396 (Pamphlet)

Guidelines for Use of Official Time, Agency Resources and Equal Employment Opportunity (EEO) Complaints

Archivist's Policy Statements

- Anti-Harassment
- Diversity and Inclusion

- Equal Employment Opportunity

For More Information

- Human Resources Web Page
- EEO Web Page
- ADR Web Page

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NARA Policy Directives - 400 - Budget and Accounting

Admin. 201 - Chapter 5: Budget

- 92-207, Imprest Fund Procedures
- 97-203, Controlling funds - NARA recycling program
- 98-205, Policy on funding programs and staff in Presidential Libraries
- 98-223, The Archivist's authority to name buildings and spaces
- 2000-039, Invoices Now Require Taxpayer Identification Number (TIN)

400-3, Use of Federal Funds to Purchase Food

400-5, Capitalization Policy for NARA's Assets

400-8, Quarterly Reconciliation of Open Items for all NARA Funds

400-12, PRISM - Routing of Purchase Requisitions

400-13, Certified Invoices

402-4, Guidelines for NARA Facilities' Funding Requirements

NARA 405,Reimbursable Work Authorization and Security Work Authorization Agreements

- NARA 405-S1, Administrative Procedures Related to Reimbursable Work Authorizations and Security Work Authorizations
- FPS Form 57 (T), "Security Work Authorization"
- GSA Form 2957, "Reimbursable Work Authorization"

410-1, Journal Entry Preparation and Approval

411-1, Preparation of NARA Financial Statements

NARA 416, Allocating Costs Appropriately to the Revolving Fund or Operating Expenses Appropriation

501-2, Accepting and Processing Purchase Card Orders from Federal Government Agencies

Trust Fund and Gift Operations

400-2, Formats for Submission of Review and Certification of Trust Fund and Gift Fund Accounting Reports.

NARA 404, National Archives Gift Fund

- 404-S1, Procedures for Representational Activities
- 404-S2, Managing Investments for the Trust Fund and Gift Fund

440-1, Consolidation of Unconditional Gift Fund Accounts

TRUST FUND 1801, Trust Fund Procedures Manual

- 1801-1, Handling National Archives Trust Fund Deposits and Expenditures and Disbursements of Income

For More Information

Bureau of Public Debt - website

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NARA Policy Directives - 500 - Procurement

[NARA 501, NARA Procurement](#)

- [501-S1, NARA Government-Wide Commercial Purchase Card and Micro-Purchase Guide](#).
- [501-S2, Procurement Guide](#)
- [501-2](#), Accepting and Processing Purchase Card Orders from Federal Government Agencies

[503-1, NARA Sustainable Practices Program](#)

[506-1, Federal Acquisition Certification in Contracting (FAC-C) Program for Acquisition Professionals](#)

[507-1, NARA Copiers, Procuring, Tracking, and Securing Personally Identifiable Information Data](#)

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NARA Policy Directives - 600 - Travel

[NARA 600, Managing Government Personal Property](#)

[NARA 601, NARA Travel Policy](#)
   [601-10, Travel Fees, Local Travel and Miscellaneous Reimbursement Policy Changes](#)
   [601-11, Travel Funded by Non-Federal Source](#)

[NARA 602, Official Passports and Visas for International Travel](#)

[NARA 603, Approval and Payment of Employee Relocation Expense Allowances](#)

[NARA 603-S1, Procedures for Relocation Allowances and Approvals](#)

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NARA Policy Directives - 700 - Transportation

NARA 701, Qualified Transportation Fringe Benefits and Public Transit Subsidy Program

- Pamphlet - Transit Benefits in the Metropolitan DC., Area
- 701-3, Reimbursements of Local Travel and Miscellaneous Employee Expenses

NARA 702, Procuring Freight and Shipping Services

NARA 703, Transportation and Messenger Services in the Washington, DC, Area

NARA 705, NARA Fleet Management Program

- NARA 705-H1 - Fleet Management Handbook

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NARA Policy Directives - 800 - Information Management

[801-3, Temporary Capital Planning and Investment Control (CPIC) Process](#)

[NARA 802, Use and Monitoring of NARA Office and Information Technology (IT) Equipment and Resources](#)

- [802-S1, Frequently Asked Questions](#) 📕
- [802-3, Use of Google Apps Calendar to Maintain Schedules](#) 📕

[NARA 804, Information Technology (IT) Systems Security](#)

- [NARA 804 Supplements](#)

[NARA 805, Systems Development Lifecycle (SDLC)](#)

- [NARA System Development Life Cycle (SDLC) Methodology](#) 📕

[NARA 806, Responding to Customer Requests to Improve or Correct NARA's Publicly Available Information (Information Quality)](#)

- [806-S1, Procedures for Responding to Customer Requests to Improve or Correct NARA's Publicly Available Information (Information Quality)](#)

[NARA 809, Open Source Code Policy](#)

[810-2, NARA's Implementation of the Federal Acquisition Certification for Program and Project Managers](#)

[811-2, Posting Finding Aids on the NARA Web Site until ARC Implementation](#)

[NARA 812, Enterprise Architecture (EA)](#)

[NARA 816, Digitizing Activities for Enhanced Access](#)

- [Technical Guidelines for Digitizing Archival Materials for Electronic Access](#)

[NARA 817, Posting Digital Copies of High-Demand Archival Materials on NARA Web Sites](#)

Corporate Records Management

[Corporate Records Management](#)

[203-1, Record Copies of NARA Publications](#)

[203-2, Records of Conferences, Symposia, Ceremonies, and Events](#)

[800-2, Authority to Approve the Transfer, Accessioning, or Disposal of NARA Records](#)

[823-1, Implementing Records Retention Bands Authorized in the NARA Records Schedule](#)

[824-1, Archives II Records Staging Area](#)

[825-1, Holds for Operational Records and Other Related Documentary Materials](#)

[NARA 860, NARA Corporate Records Management Program](#)

[NARA 861, Email Records Management](#)

NARA Records Schedule

- [Table of Contents](#)

- 1. Mission and Organization
- 2. General Administration
- 3. Personnel
- 4. Budget, Accounting, and Financial Management
- 5. Property and Procurement
- 6. Facilities
- 7. Travel and Transportation
- 8. Information Technology (IT)
- 9. Legislative and Congressional Relations
- 10. Public Information
- 11. NARA Legal Function
- 12. Audits and Investigations
- 13. Federal Agencies and Records
- 14. Archives, Presidential Records, and Donated Materials
- 15. Federal Register
- 16. Public Programs and Exhibits
- 17. National Historical Publications and Records Commission
- 18. National Archives Trust Fund
- 19. Information Security Oversight Office Function

Web Program

NARA Web Program

831-2, Rules of Behavior for Using Web 2.0 and Social Media Web Sites and Responsibilities for Content Management

NARA 807, Content Rules and Requirements for NARA Web Sites (Internet, Intranet, and NARA-Hosted Extranets) and Presidential Library Web Sites

- 807-S1, Archives.gov Web Publication Guide
- 807-S3, Definitions of Terms Used in Web Program Directives
- 807-S4, Usability Guidelines

NARA 808, Content Management for NARA's Main Public Web Site and Intranet

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NARA Policy Directives - 900 - Congressional and Legislative

[Admin. 201 - Chapter 1. General - Part 1. Relations with Congress, the Office of Management and Budget, and the General Accounting Office](#)

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NARA Policy Directives - 1100 - Legal, Ethics, and Professional Conduct

NARA 1101-01: Initial Ethics Orientation

- Appendix A: Standards of Ethical Conduct for Employees of the Executive Branch

NARA 1104, Participation on Standards Bodies

NARA 1106, Processing Garnishment Orders and Similar Legal Papers

NARA 1108, Partial Reimbursement of Professional Liability Insurance Costs

NARA 1109-1, Use of Cooperative Agreements by NARA or NHPRC

NARA 1110, Injury and Property Damage Claims Filed by Non-Employees Against NARA

NARA 1111, Property Damage Claims Filed by Employees Against NARA

NARA 1115-1, Employee Participation in the Afro-American History Society's Activities

NARA 1125-1, Appropriate Use and Purchase of Token Items

Admin. 201 - Chapter 1. General - Part 3. Legal Services

Admin. 201 - Chapter 19. Ethics and Professional Conduct

- 96-170, Acceptance of honoraria

Find more answers to your questions at the Office of the General Counsel's Ethics Web Page.

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NARA Policy Directives - 1200 - Audits and Investigations

NARA 1201, Audits of NARA Programs and Operations

NARA 190, Office of the Inspector General - Investigations

OIG Web Page

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NARA Directives - 1300 - Records Lifecycle (General)

[811-2, Posting Finding Aids on the NARA Web Site until ARC Implementation](#)

[NARA 1301, Lifecycle Data Standards and Lifecycle Authority Control](#)

- [Lifecycle Data Requirements Guide](#)

[NARA 1310, Review of Agency Records Storage Facilities](#) 📄

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NARA Directives - 1400 - Front End

Records Management

NARA 1403, Maintenance, Disposition, and Access to Records of Defunct Executive Agencies Stored in NARA Federal Records Centers

Appraisal

NARA 1441, Appraisal Policy of the National Archives and Records Administration

Disposition

NARA 1461, Disposal Guidance for Presidential Records

NARA 1462, Recovery of Archival Materials

NARA 1463, Unauthorized Destruction or Removal of Federal Records at Agencies

- Supplement - Procedures for Reporting and Responding to Unauthorized Destruction or Removal of Records in the Legal or Physical Custody of Federal Agencies

NARA 1464, Destruction of Federal Records in the Custody of NARA Records Centers

- Supplement - Disposal Procedures for Temporary Records

Transfer

NARA 1465, Physical Transfer of Permanent and Temporary Federal Records to NARA Records Centers for Storage and other Services

- Supplement - Transfer Procedures

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NARA Directives - 1500 - Archival

[Archives 1400, Chapter 10: The Center for Legislative Archives](#)

[LIBRARIES 1401, Presidential Libraries Manual](#)

[NARA 1540, Reappraisal and Deaccessioning of Archival Federal Records](#)

Accessioning

[NARA 1501, Custody of Federal Records of Archival Value](#)

[NARA 1502, Procedures for Processing Proposals for Affiliated Archives](#)

[NARA 1503, Establishing, Revising, and Cancelling Record Groups](#)

Arrangement and Description

Preservation

[NARA 1561, Records Emergency Preparedness and Recovery in NARA Facilities](#)

- [Interim Guidance 1561-1, Roles and Responsibilities for Records Emergency Preparedness and Recovery in NARA Facilities](#)

[NARA 1562, Integrated Pest Management (IPM) Requirements for NARA Holdings](#)

- [Supplement 1 - Frequently Asked Questions](#)
- [Supplement 2 - Integrated Pest Management Plan Template](#)

Storage/Physical Control/Standards

[NARA 1571, Archival Storage Standards](#)

- [Architecture and Design Standards for Presidential Libraries](#)

[NARA 1572, Preventing Theft and Vandalism of NARA Holdings in NARA Facilities](#)

- [Supplement to NARA 1572](#)

[NARA 1573, Preservation, Security and Transportation Standards for Exhibition of Original NARA Holdings](#)

- [Supplement to NARA 1573](#)

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NARA Directives - 1600 - Access

ARCHIVES 1400, Chapter 6: Access to Records

MANDATORY REVIEW 1402, NL Mandatory Review Procedures Manual

1600-3, Access to Archival Materials in the Context of Concern about Terrorism

NARA 1601, Screening Federal Records for Information Covered by FOIA Exemptions

NARA 1602, Access to Records Under the Freedom of Information Act (FOIA)

- 1602-1, Estimated Dates of Completion for FOIA Requests

NARA 1603, Access to Records under the Privacy Act

NARA 1604, Denying or Revoking Researcher Privileges, Banning of Researchers, and Appeals

- Supplement 1, How to Handle Threats and Misconduct in Research Rooms [PDF]

1605-2, Special Access by Government Officials to Classified and Unclassified, Closed Federal Records in NARA's Legal Custody

NARA 1607, Handling Sensitive Personally Identifiable Information (PII) in Open Archival Materials

- NARA 1607-S1, Guidance for Handling Sensitive Personally Identifiable Information (PII) Found in Open Archival Materials

NARA 1608, Protection of Personally Identifiable Information (PII)

NARA 1609, Initial Privacy Reviews and Privacy Impact Assessments

Reference

NARA 1651, Effect of Saturday Holidays on Closure of Archival Research Rooms

NARA 1652, Availability and Use of NARA Information Technology (IT) Equipment by the Public in NARA Facilities

NARA 1653, NARA Records Reproduction Fee Schedule

- 1653-3, Digital Fees for Presidential Libraries [PDF]
- 1653-11, NARA Fees for Reproductions of Court Martial Records Held by the National Archives at St. Louis
- 1653-14, NARA Fees for Printing from Public Access Personal Computers (PAPCs) [PDF]
- 1653-15, NARA Fees for NARA-made Reproductions of Alien Case Files (A-Files)

ARCHIVES 1400, Chapter 7: Reference Service

Loans of Records

NARA 1611, Loans of Archival Holdings to Federal Originators

NARA 1702, Transporting Holdings in NARA's Physical and Legal Custody

- Interim Guidance 1702-1, Freight Transport of Records and Holdings in NARA's Legal or Physical Custody

Public Outreach and Exhibits

NARA 1606, Volunteer Programs

NARA 1612, Exhibition Loans and Traveling Exhibits

- Supplement to NARA 1612

NARA 1620, Escorted Tours of Archives I and Archives II

Admin. 201 - Chapter 1. General - Part 7. Library Services

NARA Library Web Page

Admin. 201 - Chapter 13. Public Outreach - Part 1. General

Admin. 201 - Chapter 13. Public Outreach - Part 4. Volunteer Services

Admin. 201 - Chapter 13. Public Outreach - Part 5. Public Programs

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NARA Interim Guidances

The following interim guidances are in effect. The Strategy Division (SP) is working with offices to update these guidances and to reissue them or include them in a policy directive.

Superseded NARA Interim Guidances

Number	Subject
89-074	NARA Awards
89-192	NARA Awards
92-207	Imprest Fund Procedures
94-285	Unemployment compensation
95-393	Drug-Free Workplace Plan
96-170	Acceptance of honoraria
97-164	External policy development and clearance
97-203	Controlling funds - NARA recycling program
98-205	Policy on funding programs and staff in Presidential Libraries
98-223	The Archivist's authority to name buildings and spaces
108-3	Using the NARA Customer Comment Form
161-2	FY 2013 Office Performance Reporting
164-1	Internal Controls for the Performance Measurement and Reporting System (PMRS) Data
165_1	Conference-Related Activities and Expenses
200-8	Use of Conference Rooms and Public Event Spaces at the National Archives Building
200-9	Purchase of Stack Coats
203-1	Record Copies of NARA Publications
203-2	Records of Conferences, Symposia, Ceremonies, and Events
300-1	NARA Personnel Manual, ch. 752, Disciplinary and Adverse Actions
300-7	Linking Performance Plans to Strategic Goals
300-12	Supervisory Certification for Within-Grade Increases
300-16	Preparing Achievement Award Certificates
300-19	Violence in the Workplace
300-23	Uniform Performance Appraisal Periods
300-27	Mid-Year Progress Reviews
300-33	Assignment and Deployment of Employees During an Emergency
300-36	Service Credit During a Reduction-In-Force (RIF)
300-37	NARA Personnel Manual, ch. 752, Disciplinary and Adverse Actions
315-1	Workforce Management During a Flu Outbreak
327-1	Time and Attendance Accounting
366-2	Archivist's Awards
390-1	NARA's Policy on Diversity and Inclusion
400-2	Formats for Submission of Review and Certification of Trust Fund and Gift Fund Accounting Reports
400-3	Use of Federal Funds to Purchase Food
400-5	Capitalization Policy for NARA's Assets
400-8	Quarterly Reconciliation of Open Items for all NARA Funds
400-12	PRISM - Routing of Purchase Requisitions
400-13	Certified Invoices
402-4	Guidelines for NARA Facilities' Funding Requirements
410-1	Journal Entry Preparation and Approval
	Preparation of NARA Financial Statements

411-1	
440-1	Consolidation of Unconditional Gift Fund Accounts
501-2	Accepting and Processing Purchase Card Orders from Federal Government Agencies
503-1	NARA Sustainable Practices Program
506-1	Federal Acquisition Certification in Contracting (FAC-C) Program for Acquisition Professionals
507-1	NARA Copiers – Procuring, Tracking, and Securing Personally Identifiable Information Data
601-10	Travel Fees, Local Travel and Miscellaneous Reimbursement Policy Changes
601-11	Travel Funded by Non-Federal Source
701-3	Reimbursements of Local Travel and Miscellaneous Employee Expenses
800-2	Authority to Approve the Transfer, Accessioning, or Disposal of NARA Records
801-3	Temporary Capital Planning and Investment Control (CPIC) Process
802-3	Use of Google Apps Calendar to Maintain Schedules
810-2	NARA's Implementation of Federal Acquisition Certification for Program and Project Managers
811-2	Posting Finding Aids on the NARA Web Site until ARC Implementation
823-1	Implementing Records Retention Bands Authorized in the NARA Records Schedule
824-1	Archives II Records Staging Area
825-1	Holds for Operational Records and Other Related Documentary Materials
831-2	Rules of Behavior for Using Web 2.0 and Social Media Web Sites and Responsibilities for Content Management
1109-1	Use of Cooperative Agreements by NARA or NHPRC
1115-1	Employee Participation in the Afro-American History Society's Activities
1125-1	Appropriate Use and Purchase of Token Items
1561-1	Roles and Responsibilities for Records Emergency Preparedness and Recovery in NARA Facilities
1600-3	Access to Archival Materials in the Context of Concern about Terrorism
1602-1	Estimated Dates of Completion for FOIA Requests
1605-2	Special Access by Government Officials to Classified and Unclassified, Closed Federal Records in NARA's Legal Custody
1653-3	Digital Fees for Presidential Libraries
1653-11	NARA Fees for Reproductions of Court Martial Records and Deceased Veteran Claim Files Held by the National Archives at St. Louis
1653-14	NARA Fees for Printing from Public Access Personal Computers (PAPCs)
1702-1	Freight Transport of Records and Holdings in NARA's Legal or Physical Custody
1801-1	Handling National Archives Trust Fund Deposits and Expenditures and Disbursements of Income

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NARA@work

Strategic Planning and Reporting

NARA, we are dedicated to ensuring our mission is achieved while providing the best possible service to our customers. In 2005, we began a 10-year strategic planning process by assessing results from our past 10 years and affirming our vision for the next 10 years. With input from you, we issued our plan, Preserving the Past to Protect the Future, 2006-2016. The Strategic Plan describes the goals and strategies we are pursuing to meet our mission. To keep the plan current, we take stock of our results and make mid-course corrections in updated Strategic Plans every three years.

You - the staff of NARA - are essential to the success of the Strategic Plan; you know it is results that count. To report on our progress, the Performance Measurement and Reporting System (PMRS) and the Office Performance Reports to the Archivist are used to keep track of how we are doing at meeting our goals. The PMRS section of this web site provides access to commonly used statistics for your use.

We are interested in hearing from you on how to improve the planning and measurement functions at NARA. Tell us what you think by using the Comments and Suggestions link to communicate your ideas, suggestions, and comments to the Archivist.

- Comments and Suggestions

Strategic Plan

Our 2009 Strategic Plan Update: Preserving the Past to Protect the Future

The Strategic Plan of the National Archives and Records Administration (NARA) 2006-2016 details our goals for the next 10 years, the strategies we will use to achieve these goals, and the measures by which we will evaluate our progress. This plan was created with the input of our staff at all levels, our customers both within and outside of the Government, our stakeholders, and our colleagues in the archival, historical, and records management communities.

Every three years we must update this plan, which allows us to take stock of accomplishments, make adjustments for new mission requirements, and improve the way we measure our performance. This new ten year plan covers the period from FY 2007 to FY 2016.

- Our Past Strategic Plan, 2006 revision
- Our Past Strategic Plan, 2003 update
- Our Past Strategic Plan, 2000 update

Annual Performance Plans

The Government Performance and Results Act of 1993 requires each agency to develop an annual Performance Plan that tracks to their budget request, and is published as part of their annual performance budget.

This plan provides the direct linkage between long-term strategic goals outlined in agencies' strategic plans and what managers and employees are expected to accomplish in a single fiscal year.

- Annual Performance Plans

Performance and Accountability Reports

The Government Performance and Results Act of 1993 requires each agency to publish annual performance results. The Accountability of Tax Dollars Act of 2002 incorporates annual performance data into the annual Performance and Accountability Report, delivered to the President, Congress, and the public on November 15 each year. The performance section of this report tracks to the agency's performance budget, which includes their annual performance plan.

- Performance and Accountability Reports

Performance Plan Results

The Performance Measurement and Reporting System (PMRS) is NARA's official source for statistical information and includes all of NARA's performance measures related to the Government Performance and Results Act (GPRA) and other useful data. Beginning with data collected in FY 1999, PMRS will eventually store 10 years of NARA statistical information.

- Performance Measurement and Reporting System (PMRS)

Strategic Human Capital Plan

This Strategic Human Capital Plan - NARA's first - is evidence of our commitment to building and maintaining the workforce needed to achieve mission success, both now and in the future. Our plan outlines 5 major goals with 25 supporting strategies and also capitalizes on the wide variety of programs, initiatives, activities, and tools already in place within NARA to address workforce recruitment, retention and development. The plan sets an aggressive agenda to ensure that our workforce has the skills and competencies they need to excel, and that our managers have the information and resources they need to foster excellence at all levels. It also will help NARA in attracting, developing, and retaining a highly motivated, diverse, and talented workforce using the most innovative human capital policies, practices, and programs available.

Annual Employee Survey
Used for action planning.

- Strategic Human Capital Plan 2009 - 2014

- Suggestions or Questions? Contact humancapital@nara.gov

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NARA@work

Project Information

Have you heard about an initiative at NARA but aren't sure what it's about? Look here for descriptions of NARA's major projects. If you're looking for, but can't find, information related to this general topic, please tell the Web Program Staff.

Product Development and Marketing Team

Charter

Product Development and Printing

Project Status

Facilities Projects

Status and descriptions of NARA capital improvement projects

Project Management Tool (PROMT)

A standardized yet adaptable enterprise project management platform to support NARA's strategic, IT, capitalized, and cross-office projects. The underlying technology is a combination of Microsoft Project 2007, Project Web Access, and SharePoint. More...

Major Records Related Projects and Initiatives

NARA has long recognized that we need to make significant improvements in our approach to records management, in particular because of the enormous challenges the Federal Government faces in managing and preserving electronic records. To meet that need NARA has undertaken a series of records management initiatives, known informally as the "RMI," to ensure that:

- Federal agencies can economically and effectively create and manage records necessary to meet business needs,
- records are kept long enough to protect rights and assure accountability, and
- records of archival value are preserved and made available for future generations.

Basically, we wanted to develop an approach to records management that is flexible, recognizes that different agencies have different records needs, and supports the business needs of agencies and the NARA Strategic Plan.

Electronic Records Archives

The electronic records challenge is formidable, but as an agency, NARA is committed to addressing this challenge head on. NARA´s vision is to create a system that will authentically preserve and provide access to any kind of electronic record, free from dependency on any specific hardware or software, enabling NARA to carry out its mission into the future. More...

Electronic Records Management (ERM)

The ERM initiative addresses the expansion of the number of formats NARA accepts and increases the variety of media and techniques Federal agencies use when transferring permanently valuable electronic records to the national archives. More...

Records Management Initiative (RMI)

RMI will dramatically redesign records management for the entire Federal Government. It is exploring strategies to make records management less burdensome and more effective for NARA and other Federal agencies. More...

Records Lifecycle Business Process Re-engineering (BPR)

NARA conducted a BPR of the entire records lifecycle in order to incorporate and coordinate process improvement with NARA's ERM, RMI, and ERA programs; promote compliance with Government Paperwork Elimination Act (GPEA) requirements; and increase efficiency and effectiveness of all records lifecycle processes. The BPR addresses permanent and temporary

records and records created and transferred in all media. The BPR will also help identify and validate requirements for the ERA program. More ...

Other Records Management Initiatives

NARA is involved with a number of other initiatives dealing with the management of electronic records..

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