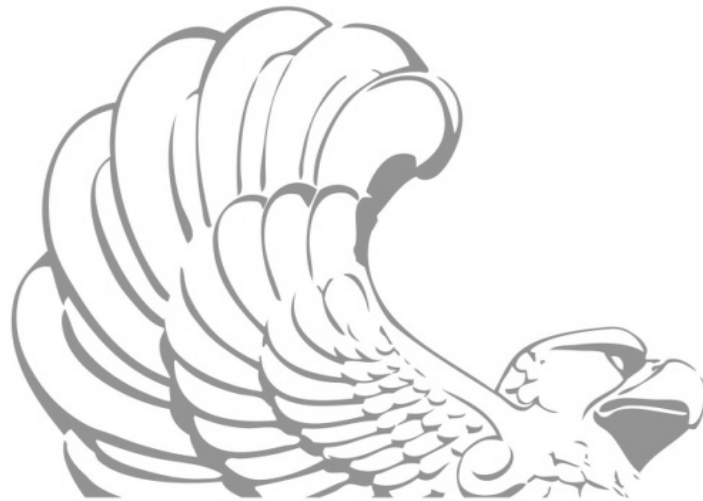

National Archives and Records Administration



NATIONAL
ARCHIVES

FY 2025

CONGRESSIONAL JUSTIFICATION

March 11, 2024

National Archives and Records Administration

SUMMARY of the FY 2025 REQUEST

Fiscal Year 2025 Budget Request

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Summary of the Request

The National Archives and Records Administration (NARA) requests \$481.1 million in discretionary budget authority for FY 2025. This is a decrease of -\$9.2 million from the FY 2024 Annualized Continuing Resolution level. Within the aggregate request, NARA requests \$456.3 million for the Operating Expenses appropriation, \$6.8 million for the NARA Office of Inspector General, \$13 million for Repairs and Restoration of NARA-owned buildings, and \$5 million for the National Historical Publications and Records Commission (NHPRC) Grants Program. NARA’s request for Operating Expenses includes \$426.3 million in one-year funding and \$30 million to be available until expended.

Appropriations Request

(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Operating Expenses:			
Annual appropriation	\$ 395,520	\$ 395,520	\$ 426,327
<u>No-year appropriation</u>	<u>32,000</u>	<u>32,000</u>	<u>30,000</u>
Total Appropriation.....	\$ 427,520	\$ 427,520	\$ 456,327
Office of Inspector General	5,980	5,980	6,800
Repairs and Restoration	22,224	22,224	13,000
NHPRC Grants Program	34,573	34,573	5,000
NARA Discretionary Budget Authority	\$ 490,297	\$ 490,297	\$ 481,127

NARA’s request for Operating Expenses is an increase of \$28.8 million and 21 FTE from the FY 2024 Annualized Continuing Resolution level, which is the net of the following program increases and reductions:

- (1) An increase of \$6 million to provide for pay and benefit increases. This includes the FY 2025 pay raise (2.0 percent), and the annualization of the FY 2024 pay raise (5.2 percent).
- (2) An increase of \$7.9 million for inflationary increases to NARA Facility Operations costs and other, non-labor costs.
- (3) A reduction of -\$2 million for the non-recurring FY 2024 funding for the operating expense of the Civil Rights Cold Case Review Board due to sufficient available balances.

- (4) An increase of \$16.9 million from the following program increases:
- A program increase of \$7.8 million and 1 FTE to begin implementation of Zero Trust Architecture (ZTA) principles. Funds requested would provide for a new, enterprise identity and access management (IAM) solution, a Cloud Access Security Broker (CASB), Multi-factor authentication (MFA) implementation for NARA applications and mobile devices, and for recurring costs of Login.gov for phishing-resistant multi-factor authentication. Funds would also provide for two new, permanent staff to support NARA’s implementation of ZTA principles.
 - A program increase of \$5.2 million to improve the Customer Experience with NARA online public services through archives.gov, the National Archives Catalog, and better access to archival databases.
 - A program increase of \$2.9 million and 18 FTE to prepare for the transition to a fully electronic government. Funds requested provide for 35 new, permanent staff to accession, process, and preserve permanent electronic records. Funding would also support robust access to permanent electronic records, digitization in Presidential Libraries, and a Public Dashboard reporting the progress of federal agencies in managing their electronic records.
 - A program increase of \$551 thousand and 2 FTE to expand NARA’s paid internship program to support DEIA goals for interns, recruitment, and mid-career retention of archival professionals. Funding requested would also provide for two new, permanent staff to oversee NARA’s internship program.
 - A program increase of \$423 thousand to relocate 50,000 cubic feet of permanent records to provide much needed space at the National Archives at College Park, MD and the National Archives at Atlanta, GA for new accessions of permanent records.

NARA’s request for the Office of Inspector General appropriation is an increase of \$0.8 million, which is the net of pay and benefits adjustments, and advisory and assistance services.

NARA’s request for the Repairs and Restoration appropriation is a decrease of -\$9.2 million from the FY 2024 Annualized Continuing Resolution level. This decrease is derived from non-recurring Congressionally directed spending (-\$13.3 million), and the annualized level of resources from the FY 2024 Continuing Resolution.

NARA’s request for the NHPRC Grants Program appropriation is a decrease of -\$29.6 million, which is derived from non-recurring Congressionally directed spending (-\$24.6 million) and the reduction of award opportunities (-\$5 million).

NARA Mission, Vision, and Goals

The vision, mission, and strategic goals established in the FY 2022 – FY 2026 NARA Strategic Plan confirm NARA's commitment to openness, transparency, and citizen engagement through public access to government records. NARA's strategic framework adds context and a higher purpose to NARA operations, drives increased coordination between NARA programs, and sets priorities for improved resource allocations.

MISSION

We drive openness, cultivate public participation, and strengthen our nation's democracy through equitable public access to high-value government records.

Our mission is to provide equitable public access to federal government records in our custody and control. Equitable access to government records strengthens democracy by allowing all Americans of all backgrounds to claim their rights of citizenship, hold their government accountable, and understand their history so they can fully participate in their government.

VISION

We will be known for cutting-edge access to extraordinary volumes of government information and unprecedented engagement to bring greater meaning to the many different American experiences.

We collaborate with other federal agencies, the private sector, the public, and diverse communities to offer information—including records, data, and context—when, where, and how it is needed and transform the American public's relationship with their government. We will lead the archival and information professions to ensure archives thrive in a digital world.

VALUES

NARA values reflect shared aspirations that support and encourage the agency's longstanding commitment to public service, openness, and transparency, and the government records that NARA holds in trust.

Collaborate—Create an open, inclusive work environment that is built on respect, communication, integrity, and collaborative teamwork.

Innovate—Encourage creativity and invest in innovation to build our future.

Learn—Pursue excellence through continuous learning and become smarter all the time about what we know and what we do in service to others.

Act with Integrity— Build trust by acting with honesty, fairness, and transparency.

Advance Diversity— Model diversity, inclusion, equity, and accessibility throughout the agency and expand participation by staff and customers of all backgrounds in NARA programs and decision-making.

STRATEGIC GOALS

NARA's strategic goals identify the four key areas in which NARA must excel in order to efficiently and effectively deliver its mission in a modern environment.

Make Access Happen.—NARA will make all records available to the public in digital formats, to ensure that anyone can explore, discover, and learn from NARA holdings.

Connect with Customers.—NARA will continuously engage with and learn from our customers: individuals, communities, organizations, and other Federal agencies. We build long-term and strategic customer relationships to ensure our services are valued by our customers and we work together to improve our efficiency, engagement, and equity.

Maximize NARA's Value to the Nation.—NARA will reform and modernize records management practices across the Federal government, advance digital preservation of archival electronic records, and support the transition to digital government. NARA will explore new technology to find low-cost, practical solutions to improve processing, access review and redaction, and digitization to accelerate the delivery of electronic and digitized records to the public.

Build Our Future Through Our People.—NARA will provide all our employees with the learning and leadership opportunities necessary to support their career development, enable their successful transition to a digital environment, and thrive in an inclusive, supportive, and diverse work environment.

TRANSFORMATIONAL OUTCOMES

NARA transformational outcomes describe the organizational culture that NARA must build in order to meet the challenges of the future, improve organizational performance, and better serve the American people.

One NARA.—We will work as one NARA, not just as component parts.

Out in Front.—We will embrace the primacy of electronic information in all facets of our work and position NARA to lead accordingly.

An Agency of Leaders.—We will foster a culture of leadership, not just as a position but as the way we all conduct our work.

A Great Place to Work.—We will transform NARA into a great place to work through trust and empowerment of all of our people, the agency's most vital resource.

A Customer-Focused Organization.—We will create structures and processes to allow our staff to more effectively meet the needs of our customers.

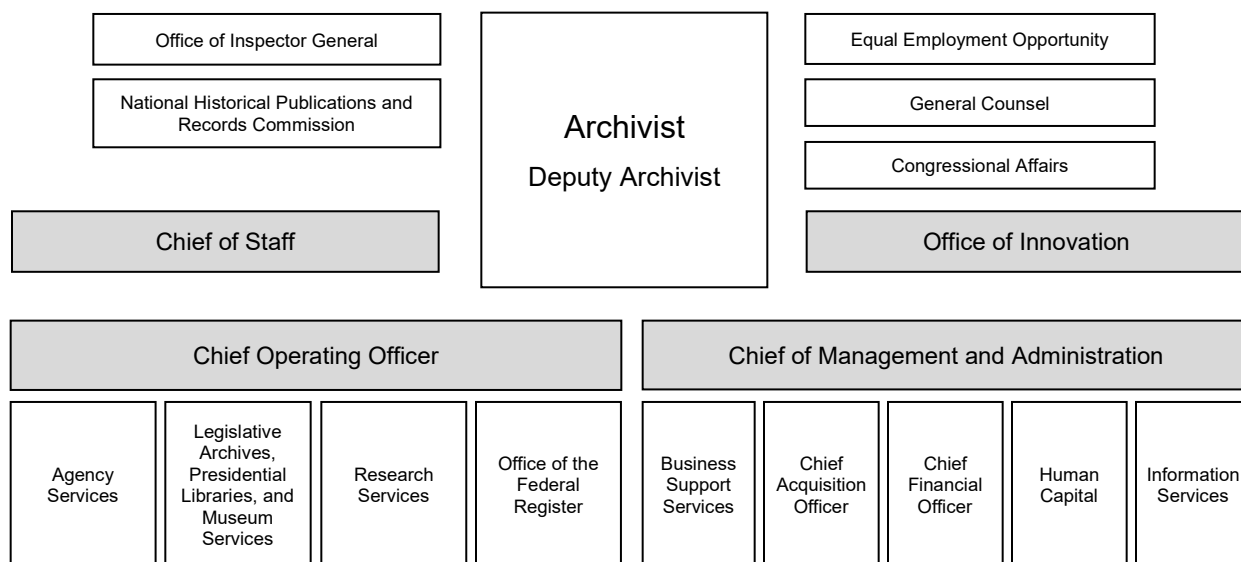
An Open NARA.—We will open our organizational boundaries to learn from others.

A Diverse and Inclusive NARA.—We will embrace diversity, equity, inclusion, and accessibility so that our workforce and our customers of all backgrounds are valued and supported.

NARA Organization

NARA’s organizational structure focuses agency resources and management attention on delivering coordinated and effective services to key stakeholders and customers. NARA’s customer-focused organizations allow the agency to better engage its stakeholders, encourage their collaboration and participation, and respond to their needs expediently and efficiently. This structure eliminates duplication of processes and resources, creates a more flexible and agile organization, and promotes shared accountability for the performance of the agency as a whole.

National Archives and Records Administration



- *Agency Services* leads NARA efforts to meet the records management needs of Federal agencies and represents the public’s interest in the transparency of these records.
- *Legislative Archives, Presidential Libraries, and Museum Services* fulfills the records needs of the White House and Congress, researchers who make use of Presidential and Congressional records, and museum visitors, educators, and students.
- *Research Services* provides world-class service to researchers and citizens wanting to access the records of the National Archives and preserves archival holdings for the benefit of future generations.
- *The Office of the Federal Register* fulfills the Archivist’s responsibilities to publish the daily Federal Register, the Code of Federal Regulations, and the Statutes-at-Large, and other statutory requirements.

Summary of Requested Appropriations Action
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Operating Expenses:			
Legislative, Presidential, and Museum Services	\$ 122,966	\$ 119,756	\$ 130,865
Citizen Services	128,614	129,781	140,190
Agency and Related Services	81,413	86,897	92,476
Facility Operations	64,527	61,086	62,796
Electronic Records Initiative	30,000	30,000	30,000
Total Appropriation	\$ 427,520	\$ 427,520	\$ 456,327
Office of Inspector General	5,980	5,980	6,800
Repairs and Restoration	22,224	22,224	13,000
NHPRC Grants Program	34,573	34,573	5,000
Total Appropriations Request	\$ 490,297	\$ 490,297	\$ 481,127
Total Full-Time Equivalents (FTE)	2,701.0	2,968.0	2,993.0

National Archives and Records Administration
Summary of the FY 2025 Request

Total Discretionary Obligations by Object Classification
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 at Guidance
11.1 Full-time, permanent.....	\$ 148,538	\$ 159,447	\$ 163,740
11.3 Other than full-time permanent.....	\$ 488	\$ 492	\$ 498
11.5 Other personnel compensation.....	\$ 3,401	\$ 4,144	\$ 4,261
11.8 Special personal services payments.....	\$ 56	\$ 57	\$ 60
12.1 Civilian personnel benefits.....	\$ 56,635	\$ 60,531	\$ 62,233
13.0 Benefits for former personnel.....	\$ 6	\$ 250	\$ 235
21.0 Travel and transportation of persons.....	\$ 361	\$ 665	\$ 675
22.0 Transportation of things.....	\$ 384	\$ 530	\$ 575
23.1 Rental payments to GSA.....	\$ 8,262	\$ 9,178	\$ 12,688
23.2 Rental payments to others.....	\$ 1,168	\$ 2,811	\$ 3,016
23.3 Communications, utilities, and misc. charges.....	\$ 16,038	\$ 13,233	\$ 15,012
24.0 Printing and reproduction.....	\$ 137	\$ 295	\$ 320
25.1 Advisory and assistance services.....	\$ 20,996	\$ 9,146	\$ 16,420
25.2 Other services from non-Federal sources.....	\$ 30,880	\$ 37,805	\$ 40,248
25.3 Other goods and services from Federal sources	\$ 25,414	\$ 34,307	\$ 40,532
25.4 Operation and maintenance of facilities.....	\$ 41,557	\$ 42,806	\$ 42,790
25.5 Research and development contracts.....	\$ 0	\$ 0	\$ 0
25.7 Operation and maintenance of equipment.....	\$ 47,369	\$ 54,906	\$ 39,350
26.0 Supplies and materials.....	\$ 1,474	\$ 2,914	\$ 3,126
31.0 Equipment.....	\$ 28,547	\$ 20,581	\$ 17,574
32.0 Land and structures.....	\$ 13,711	\$ 58,282	\$ 21,109
41.0 Grants, subsidies, and contributions.....	\$ 34,076	\$ 50,051	\$ 29,300
42.0 Insurance claims and indemnities.....	\$ 254	\$ 20	\$ 25
43.0 Interest and dividends.....	\$ 0	\$ 0	\$ 0
94.0 Financial transfers.....	\$ 0	\$ 0	\$ 0
99.0 Obligations, appropriated.....	\$ 479,752	\$ 562,451	\$ 513,787
<i>Subtotal, PC&B.....</i>	<i>209,124</i>	<i>224,921</i>	<i>231,027</i>
<i>Subtotal, non-labor.....</i>	<i>270,628</i>	<i>337,530</i>	<i>282,760</i>

Note: This schedule includes obligations of available balances from prior-year appropriations.

National Archives and Records Administration

OPERATING EXPENSES

Fiscal Year 2025 Budget Request

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Appropriation Language

For necessary expenses in connection with the administration of the National Archives and Records Administration and archived Federal records and related activities, as provided by law, and for expenses necessary for the review and declassification of documents, the activities of the Public Interest Declassification Board, the operations and maintenance of the electronic records archives, the hire of passenger motor vehicles, not to exceed \$10,000 for official reception and representation expenses, and for uniforms or allowances therefor, as authorized by law (5 U.S.C. 5901), including maintenance, repairs, and cleaning, **\$456,327,000**, of which **\$30,000,000** shall remain available until expended for expenses necessary to enhance the Federal Government's ability to electronically preserve, manage, and store Government records.

Program Description

This appropriation provides for the operation of the Federal government's archives and records management activities, the preservation of permanently valuable historical records, and their access and use by the public.

- *Legislative Archives, Presidential Libraries, and Museum Services.*—This activity provides for the Center for Legislative Archives and the White House Liaison Division, which provide records management services to Congress and the White House; the Presidential Libraries of fifteen former Presidents; and nationwide education, outreach, and exhibits programs, including the National Archives Museum in Washington, DC.
- *Citizen Services.*—This activity provides for public access to and engagement with permanently valuable Federal Government records by the researcher community and the general public at public research rooms, online at www.archives.gov, and through innovative tools and technology to support collaboration with the public.
- *Agency and Related Services.*—This activity provides for the services NARA provides to other Federal agencies, including records management, appropriate declassification of classified national security information, oversight of the classification system and controlled, unclassified information, and improvements to the administration of the Freedom of Information Act by the Office of Government Information Services; the electronic records management activities of the Electronic Records Archives system; and publication of the Federal Register and U.S. Statutes-at-Large.
- *Facility Operations.*—This activity provides for the operations and maintenance of NARA facilities.
- *Electronic Records Initiative.*— This activity provides for expenses necessary to enhance the Federal Government's ability to electronically preserve, manage, and store Government records.

National Archives and Records Administration
 Operating Expenses

Explanation of Changes
 (Dollars in Thousands)

	<u>FTE</u>	<u>Budget Authority</u>
FY 2024 Annualized Continuing Resolution level.....	1,578.0	\$ 427,520
FY 2025 Appropriation request.....	<u>1,599.0</u>	<u>456,327</u>
Net Change.....	21.0	\$ 28,807
<hr/>		
Maintaining Current Levels:		
FY 2025 pay raise and annualization of FY 2024 pay raise		\$ 5,994
Inflationary increases in NARA Operations Costs	—	<u>7,918</u>
Subtotal, Maintaining Current Levels.....	0.0	\$ 13,912
Program Decreases:		
Non-recur FY 2024 Civil Rights Cold Case Review Board		<u>-\$ 2,000</u>
Subtotal, Program Decreases	0.0	-\$ 2,000
Program Increases:		
Zero Trust Architecture implementation	1.0	7,801
Improve online access and Customer Experience	0.0	5,220
Transition to fully electronic government	18.0	2,900
NARA Internship program	2.0	551
Records relocation (College Park, MD and Atlanta, GA)	<u>0.0</u>	<u>423</u>
Subtotal, Program Decreases	21.0	\$ 16,895
Net Change	21.0	\$ 28,807

The FY 2025 budget requests an appropriation of **\$456,327 thousand and 1,599 FTE** for Operating Expenses.

NARA's FY 2025 request reflects a net increase of \$28,807 thousand and 21 FTE from the FY 2024 Annualized Continuing Resolution level, which is the result of the following changes:

- (1) An increase of **\$13,912 thousand** to maintain current levels:
 - \$5,994 thousand to provide for pay and benefit increases. This includes the FY 2025 pay raise (2.0 percent), and the annualization of the FY 2024 pay raise (5.2 percent).
 - \$7,918 thousand for inflationary increases to NARA Facility Operations costs and other, non-labor costs.
- (2) A reduction of -\$2,000 thousand for non-recurring FY 2024 funding for the operating expenses of the Civil Rights Cold Case Review Board. NARA currently has a sufficient no-year balance from funds provided between FY 2020 and FY 2024 to support the Board's important activities.
- (3) An increase of **\$16,895 thousand and 21 FTE** from the following program increases:
 - A program increase of \$7,801 thousand and 1 FTE to begin implementation of Zero Trust Architecture (ZTA) principles. Funds requested would provide for a new, enterprise identity and access management (IAM) solution, a Cloud Access Security Broker (CASB), Multi-factor authentication (MFA) implementation for NARA applications and mobile devices, and for recurring costs of Login.gov for phishing-resistant multi-factor authentication. Funds would also provide for two new, permanent staff to support NARA's implementation of ZTA principles.
 - A program increase of \$5,220 thousand to improve the Customer Experience with NARA online public services through archives.gov, the National Archives Catalog, and better access to archival databases.
 - A program increase of \$2,900 thousand and 18 FTE to prepare for the transition to a fully electronic government. Funds requested provide for 35 new, permanent staff to accession, process, and preserve permanent electronic records. Funding would also support robust access to permanent electronic records, digitization in Presidential Libraries, and a Public Dashboard reporting the progress of federal agencies in managing their electronic records.
 - A program increase of \$551 thousand and 2 FTE to expand NARA's paid internship program to support DEIA goals for interns, recruitment, and mid-career retention of archival professionals. Funding requested would also provide for two new, permanent staff to oversee NARA's internship program.
 - A program increase of \$423 thousand to relocate 50,000 cubic feet of permanent records to provide much needed space at the National Archives at College Park, MD and the National Archives at Atlanta, GA for new accessions of permanent records.

Equitable Access to History

NARA's budget request includes **\$16 million** and **89 FTE** in Operating Expenses to advance racial equity by digitizing, describing, and providing free, online access to U.S. Government records that document the history of underserved and underrepresented communities in America. NARA's request includes \$8 million for technology investments to support digitization and online digital access to significant volumes of archival records. An additional \$8 million provides for 89 permanent Federal employees to perform the work of scanning, arranging, and describing records for online access.

This initiative provides direct support to Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. American history provides the lessons and inspirations for the future of our Country. NARA would continue its partnership with Native American tribes, Historically Black Colleges and Universities (HBCU), and other institutions representing underrepresented communities to select records collections of the greatest impact.

NARA requests funding to provide for the systematic digitization of records collections describing the history, rights, and struggles of underrepresented and underserved communities in the U.S. Funding requested in FY 2025 would continue the digitization of one of NARA's most prominent collections of U.S. Government records associated with Native American tribes. NARA would also dedicate resources to building trusting relationships with underserved communities, soliciting their needs and interests in Federal records, and developing solutions to meaningfully improve access to records of interest to them. Costs include equipment maintenance, temporary storage for work-in-progress images, cloud-based storage costs for finished images, and transportation of records for digitization.

Amounts Available for Obligation
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Unobligated balance, no-year appropriation.....	\$ 454	\$ 452	\$ 452
Unobligated balance, no-year (GPO space).....	\$ 7,934	\$ 7,934	\$ 0
Unobligated balance, no-year (ERI).....	\$ 24,326	\$ 22,692	\$ 0
Unobligated balance, no-year (Civil Rights space).....	\$ 5,961	\$ 5,575	\$ 0
Transfer to other accounts.....	-\$ 2,000	-\$ 7,400	\$ 0
Recoveries of prior-year obligations.....	\$ 1,448	\$ 500	\$ 500
Transfer in from trust fund accounts ¹	\$ 560	\$ 610	\$ 610
Discretionary authority:			
Annual appropriation.....	\$ 395,520	\$ 395,520	\$ 426,327
No-year appropriation (ERI).....	30,000	30,000	30,000
No-year appropriation (Civil Rights Space).....	2,000	2,000	0
Total discretionary authority.....	\$ 427,520	\$ 427,520	\$ 456,327
Reimbursable authority:			
New spending authority collected ²	\$ 877	\$ 1,200	\$ 1,300
Change in uncollected payments.....	0	0	0
Subtotal, reimbursable authority.....	\$ 877	\$ 1,200	\$ 1,300
Unobligated balance, expiring.....	-\$ 449	\$ 0	\$ 0
Unobligated balance, available in future years.....	-\$ 36,653	-\$ 452	-\$ 452
Unobligated balance, reimbursable.....	\$ 0	\$ 0	\$ 0
Total obligations.....	\$ 429,977	\$ 458,631	\$ 458,737
Obligations, annual appropriation.....	\$ 395,630	\$ 396,130	\$ 426,937
Obligations, no-year (GPO space).....	0	7,934	0
Obligations, no-year appropriation (ERI).....	33,084	53,192	30,500
Obligations, no-year appropriation (Civil Rights).....	386	175	0
Obligations, reimbursable.....	877	1,200	1,300
<i>Net outlays</i>	\$ 403,445	\$ 435,482	\$ 455,237

1/ NARA anticipates an additional \$610 thousand in transfers from the National Archives Trust Fund endowments for the operations and maintenance of certain Presidential Libraries. In accordance with 44 USC § 2112(g), the private Foundations for the Libraries of former Presidents George H.W. Bush, William Clinton, and George W. Bush have established (separate) endowments in the National Archives Trust Fund. Annual income from these endowments is transferred to NARA's Operating Expenses appropriation, to partially offset the costs of facility operations and maintenance at each respective Library.

2/ NARA anticipates providing reimbursable services to the National Archives Trust Fund (as authorized by 44 U.S.C. § 2302) in the amount of \$1,300 thousand and 22 FTE in FY 2025. Reimbursable services provide for the costs of reproducing archival documents for sale to the public and other, related projects.

National Archives and Records Administration
 Operating Expenses

Obligations by Object Classification
 (Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
11.1 Full-time, permanent.....	\$ 146,169	\$ 156,391	\$ 160,435
11.3 Other than full-time permanent.....	488	492	498
11.5 Other personnel compensation.....	3,250	3,949	4,051
11.8 Special personal services payments.....	56	57	60
12.1 Civilian personnel benefits.....	55,638	59,245	60,856
13.0 Benefits for former personnel.....	6	250	235
21.0 Travel and transportation of persons.....	337	625	625
22.0 Transportation of things.....	329	530	575
23.1 Rental payments to GSA.....	8,262	9,178	12,688
23.2 Rental payments to others.....	1,168	2,811	3,016
23.3 Communications, utilities, and misc. charges.....	16,038	13,233	15,012
24.0 Printing and reproduction.....	137	295	320
25.1 Advisory and assistance services.....	11,484	7,863	11,557
25.2 Other services from non-Federal sources.....	29,677	23,581	29,344
25.3 Other goods & services from Federal sources.....	25,380	33,140	39,360
25.4 Operation and maintenance of facilities.....	41,060	42,806	42,790
25.5 Research and development contracts.....	0	0	0
25.7 Operation and maintenance of equipment.....	36,600	30,088	32,651
26.0 Supplies and materials.....	1,408	1,689	1,896
31.0 Equipment.....	15,495	9,907	10,968
32.0 Land and structures.....	2,569	0	0
42.0 Insurance claims and indemnities.....	79	0	0
43.0 Interest and dividends.....	0	0	0
94.0 Financial transfers.....	0	0	0
99.0 Obligations, annual appropriation.....	\$ 395,630	\$ 396,130	\$ 426,937
<i>Subtotal, PC&B.....</i>	<i>205,607</i>	<i>220,384</i>	<i>226,135</i>
<i>Subtotal, non-labor.....</i>	<i>190,023</i>	<i>175,746</i>	<i>200,802</i>
99.0 Obligations, no-year (GPO space).....	0	7,934	0
99.0 Obligations, no-year appropriation (ERI).....	33,084	53,192	30,500
99.0 Obligations, no-year appropriation (Civil Rights).....	386	175	0
99.0 Obligations, reimbursable.....	877	1,200	1,300
99.0 Total obligations.....	\$ 429,977	\$ 458,631	\$ 458,737
Full-Time Equivalent (FTE) Direct.....	1,373.0	1,578.0	1,599.0
Full-Time Equivalent (FTE) Reimbursable.....	18.0	18.0	22.0

NARA Budget Activities

NARA's mission is to provide meaningful public access to records that document the rights of citizens, ensure government accountability, and document the history of the United States Government. The Operating Expenses appropriation provides for salaries and expenses associated with preservation, processing, and public access to permanent records and related functions.

NARA's request for Operating Expenses is presented in five budget activities, which consolidate related functions to report the total resources NARA dedicates to each of its key customer segments and stakeholder groups.

- *Legislative Archives, Presidential Libraries, and Museum (LPM) Services* focuses on the records needs of the White House and Congress, researchers who make use of Presidential and Congressional records, and museum visitors, educators, and students nationwide.
- *Citizen Services.* — This activity includes:
 - The Research Services organization, which provides public access to original, archived government records for researchers and citizens and preserves archival records for the benefit of future generations.
 - The Office of Innovation, which provides public access to and engagement with government records through the National Archives Catalog at catalog.archives.gov, social media, and innovative tools that support collaboration with the public.
- *Agency and Related Services.*—This activity includes:
 - The Agency Services organization, which supports all Federal agencies' records management needs and represents the public's interest in the transparency of those records;
 - Electronic records management, preservation, and access activities provided through the Electronic Records Archives (ERA) system, which is managed by the Information Services organization; and
 - The Office of the Federal Register, which fulfills a variety of statutory responsibilities, including publication of the daily Federal Register, the Code of Federal Regulations, and the U.S. Statutes-at-Large.
- *Facility Operations.*—This activity provides for the operations and maintenance of NARA facilities, which are managed by the Business Support Services organization.
- *Electronic Records Initiative.*— This activity provides for NARA activities expenses necessary to enhance the Federal Government's ability to electronically preserve, manage, and store Government records.

Costs of agency-wide management and administrative functions are allocated across NARA's budget activities.

National Archives and Records Administration
Operating Expenses

Obligations by Program Activity
(Dollars in Thousands)

	FY 2023		FY 2024		FY 2025	
	Actual		Annualized CR Level		Request	
	FTE	Dollars	FTE	Dollars	FTE	Dollars
1. Legislative, Presidential, and Museum Services:						
Presidential Libraries	358.0	\$104,443	372.0	\$92,860	372.0	\$101,488
Legislative Archives, Presidential Materials, and Public Programs	<u>85.0</u>	<u>18,633</u>	<u>88.0</u>	<u>27,681</u>	<u>93.0</u>	<u>29,987</u>
Subtotal, LPM Services.....	443.0	\$123,076	460.0	\$120,541	465.0	\$131,475
2. Citizen Services:						
Office of Innovation	44.0	\$11,474	57.0	\$11,637	58.0	\$14,285
Research Services	579.0	115,140	744.0	115,969	759.0	125,906
Civil Rights (no-year)	<u>0.0</u>	<u>386</u>	<u>0.0</u>	<u>175</u>	<u>0.0</u>	<u>0</u>
Subtotal, Citizen Services.....	623.0	\$127,000	801.0	\$127,781	817.0	\$140,191
3. Agency and Related Services:						
Agency Services	216.0	\$48,223	225.0	\$48,819	225.0	\$52,515
Electronic Records Archives	26.0	19,110	29.0	24,880	29.0	25,999
Federal Register	<u>65.0</u>	<u>14,080</u>	<u>63.0</u>	<u>13,198</u>	<u>63.0</u>	<u>13,962</u>
Subtotal, Agency and Related.....	307.0	\$81,413	317.0	\$86,897	317.0	\$92,476
4. Facility Operations:						
NARA Facility Operations	0.0	\$64,527	0.0	\$61,086	0.0	\$62,795
GPO space improvements (no-year)	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>7,934</u>	<u>0.0</u>	<u>0</u>
Subtotal, Facility Operations.....	0.0	\$64,527	0.0	\$69,020	0.0	\$62,795
5. Electronic Records Initiative (no-year)						
	0.0	\$33,084	0.0	\$53,192	0.0	\$30,500
Total, Annual Appropriation.....	1,373.0	\$395,630	1,578.0	\$396,130	1,599.0	\$426,937
Total, No-year Appropriation.....	0.0	\$33,470	0.0	\$61,301	0.0	\$30,500

Legislative Archives, Presidential Libraries, and Museum Services

(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
LPM Services	\$ 123,076	\$ 120,541	\$ 131,475

NARA’s FY 2025 request for *Legislative Archives, Presidential Libraries, and Museum Services* includes:

- \$78,756 thousand for the Presidential Libraries system, including \$38,220 thousand for the operations and maintenance of facilities; and
- \$19,212 thousand for: nationwide education, outreach, and exhibits programs; the Center for Legislative Archives, which provides records management services for Congress; and the White House Liaison Division, which provides records management guidance and courtesy storage for the incumbent administration and oversees the processing of special access requests for Presidential records.

An additional \$33,507 thousand is the allocated cost of management and administration, including information technology, human resources, procurement, and financial management.

NARA’s budget request includes funding for a dedicated office to respond to the records needs of Congressional oversight. This office helps NARA meet the immediate needs of Congress by increasing the speed and efficiency of NARA’s response to special access requests for Presidential records.

LPM Services Strategic Direction

The *Legislative Archives, Presidential Libraries, and Museum (LPM) Services* organization maintains the exclusive repository for the official records of Congress and the Presidency; preserves an ever-growing and complex array of electronic records, media, and textual records; and provides trusted, timely reference to members of Congress, current and former Presidents, the Judiciary, academia, and the public. LPM Services preserves and provides access to historical materials for the White House and Congress, and researchers who make use of Presidential and Congressional records. LPM Services uses the larger holdings of the National Archives to promote understanding of the American experience for museum visitors, educators, and students across the nation.

Management challenges and opportunities for FY 2025 and future years:

- NARA has a significant backlog of unanswered Freedom of Information Act (FOIA) requests at Presidential Libraries covered by the Presidential Records Act (PRA). The PRA made Presidential records subject to disclosure through FOIA five years after the end of an administration, beginning with former President Reagan. NARA must review all Presidential papers page-by-page, to identify and redact national security and other restricted information, which is an extremely resource-intensive process. NARA has a FOIA backlog of an estimated 183 million pages at the George W. Bush Library and 128-million-page backlog at the Barack Obama Library. NARA is currently only able to

process approximately 500,000 pages per year in response to FOIA requests for Presidential records.

- NARA is challenged to preserve electronic Presidential records. At the end of each Presidential administration, NARA accepts legal and physical custody of all Presidential records and must store and preserve those records in perpetuity. NARA receives Presidential records into the National Archives much earlier than Federal agency records; as a result, electronic Presidential records typically use modern file formats, a wider range of formats, including social media, and have unique security concerns. NARA’s existing systems for preserving and providing access to electronic records from agencies are not easily adapted for Presidential records because of the newer formats and complex access restrictions and reviews for Presidential records.

LPM Services FY 2025 Budget Request

The FY 2025 budget request provides \$131,475 thousand for LPM Services, a net increase of +\$10,934 thousand from the FY 2024 Annualized Continuing Resolution level, including:

- +\$1,750 thousand net increase in personnel costs derived from pay adjustments for the FY 2025 pay raise and annualization of the FY 2024 pay raise;
- +\$449 thousand increase to support digitization in Presidential Libraries;
- +\$5,221 thousand increase in inflationary operations costs; and
- +\$3,514 thousand net change in allocated costs of management and administration, including information technology

Citizen Services

(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Research Services	\$ 115,140	\$ 115,969	\$ 125,906
Office of Innovation	11,474	11,637	14,285
Total	\$ 126,615	\$ 127,606	\$ 140,191

NARA’s FY 2025 request for *Citizen Services* includes:

- \$80,667 thousand for the Research Services organization, for the preservation of permanently valuable Federal government records and for continued access to those records by the researcher community and the general public;
- \$9,152 thousand for the Office of Innovation, which leads NARA open government and digitization efforts, maintains NARA’s online National Archives Catalog and provides innovative tools to enhance collaboration and engagement with the public.

An additional \$50,372 thousand is the allocated cost of management and administration, including information technology, human resources, procurement, and financial management.

Research Services Strategic Direction

The *Research Services* organization provides public access to archival records for researchers and the public at fifteen locations across the country and through the online National Archives Catalog, at catalog.archives.gov. Research Services processes, describes, and preserves historical records, so that the public can research and discover the information housed in NARA's vast holdings. Research Services responds to public requests for records: in person at public research rooms; remotely by phone, fax, mail, and email; online at HistoryHub.history.gov, and through Freedom of Information Act (FOIA) requests. Research Services is responsible for appropriately managing and safeguarding NARA's archival records, including actions necessary to preserve records stored on fragile and obsolete media.

Management challenges and opportunities for FY 2025 and future years:

- NARA is approaching its maximum limits in archival storage capacity. NARA currently holds over 13 billion pages of archival Federal records, but anticipates that an additional 4.2 billion pages of permanently valuable, historical records will be transferred to Research Services over the next 15 years. Preserving records is essential to the successful accomplishment of NARA's mission.
- NARA currently holds just 838 terabytes of electronic and digitized archival records in a wide range of formats and storage media. Most of these records are not readily available to the public because they have not been reviewed for sensitive content, are stored on portable storage media outside of preservation systems or were created and stored in obsolete formats. NARA must ensure that it can preserve and provide access to the records already in our custody. NARA must also prepare for the future transfers of permanently valuable electronic records.
- NARA stores permanently-valuable, archival records in a wide variety of formats. Special media records, such as photographs, audio, video, and motion picture films, are highly vulnerable to deterioration, and must be stored in specialized vaults where the temperature is kept at or below freezing. Archival special media records are also subject to format obsolescence. Many archival audio, video, and motion pictures were created in formats that no longer exist. In many cases, blank stock and playback equipment no longer exist to make copies of fragile and deteriorating records. NARA must digitize special media records before they deteriorate to the point where they can no longer be used.

Research Services FY 2025 Budget Request

The FY 2025 budget request provides \$125,906 thousand for Research Services, a net increase of +\$9,937 thousand from the FY 2024 Annualized Continuing Resolution level, including:

- *+\$2,358 thousand net increase in personnel costs derived from pay adjustments for the FY 2025 pay raise and annualization of the FY 2024 pay raise;*
- *+\$1,650 thousand increase for costs related to the transition to a fully electronic government;*

- *+\$423 thousand increase to relocate permanent records; and*
- *+\$5,506 thousand net change in allocated costs of management and administration, including information technology.*

Office of Innovation Strategic Direction

The *Office of Innovation* leads NARA's open government efforts, and is responsible for digitizing records in traditional formats through in-house digitization labs and partnerships with private organizations that digitize NARA records at no cost to the Government. The Office of Innovation provides online public access to archival records through the National Archives Catalog, and through relationships with external platforms, including Wikipedia and the Digital Public Library of America (DPLA). The Office of Innovation encourages public engagement in historical government records by leading crowdsourcing initiatives and developing innovative public programs.

Management challenges and opportunities for FY 2025 and future years:

- There is a large and growing public demand for online access to government information and records. In FY 2023, archives.gov and other NARA websites realized over 53 million visits. NARA has contributed over 17.8 million digital copies of NARA records to DPLA, a collaborative effort between archives, libraries, and museums to create an online library and capture America's living history. Building NARA's online presence and collaborating with other organizations has allowed NARA to expand public access to historical government records far beyond what could be done with NARA's tools and resources alone.
- NARA has digitized more than 221 million pages of archival records and made them available online, through the National Archives Catalog. But simply posting records on a public website does not make them easy to discover or use for research. Many records are inadequately described and responsive records are often buried in pages of online search results. Researchers need to be able to quickly identify records that contain relevant information.

Office of Innovation FY 2025 Budget Request

The FY 2025 budget request provides \$14,285 thousand for the Office of Innovation, a net increase of \$2,648 thousand from the FY 2024 Annualized Continuing Resolution level, including:

- *+\$217 thousand net increase in personnel costs derived from pay adjustments for the FY 2025 pay raise and annualization of the FY 2024 pay raise;*
- *+\$1,035 thousand increase for the modernization of archives.gov and online public services;*
- *+\$250 thousand increase for costs related to transitioning to a fully electronic government; and*
- *+\$1,146 thousand net change in allocated costs of management and administration, including information technology.*

Agency and Related Services
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Agency Services	\$ 48,223	\$ 48,819	\$ 52,515
Electronic Records Archives	19,110	24,880	25,999
Federal Register	14,080	13,198	13,962
Total	\$ 81,413	\$ 86,897	\$ 92,476

NARA's FY 2025 request for *Agency and Related Services* includes:

- \$33,645 thousand for the Agency Services organization, including \$4,404 thousand for the Information Security Oversight Office, \$9,654 thousand for the National Declassification Center, and \$2,389 thousand for the Office of Government Information Services;
- \$25,999 thousand for the electronic records management activities of the Electronic Records Archives system; and
- \$8,945 thousand for the Office of the Federal Register.

An additional \$23,887 thousand is the allocated cost of management and administration, including information technology, human resources, procurement, and financial management.

NARA's budget request includes funding for additional staff to improve public access to Presidential Records. This provides additional staff for the National Declassification Center to address the large volume of classified Presidential Records that are approaching their deadline for automatic declassification or pending mandatory declassification review.

Agency Services Strategic Direction

The *Agency Services* organization leads NARA efforts to meet the records management needs of Federal agencies and represents the public's interest in the accountability and transparency of government records. Agency Services is the authoritative source for records management policy and guidance, records appraisal, and records management services to assist other agencies in appropriately managing their records. Agency Services provides leadership and guidance in safeguarding classified national security information and controlled unclassified information, and in the appropriate declassification and public release of this information. Agency Services promotes transparency by resolving disputes between Federal agencies and requestors, and identifying methods to improve FOIA processes and compliance.

Management challenges and opportunities for FY 2025 and future years:

- Office of Management and Budget (OMB) and NARA Memorandum M-19-21, and M-23-07, requires all Federal agencies to manage all permanent electronic records electronically, and to manage temporary electronic records in an electronic format or transfer them to commercial records storage facilities by June 30, 2024. NARA must provide agencies with clear and effective guidance, training, and electronic tools to assist agencies in transitioning to fully electronic business processes and recordkeeping. NARA must also collaborate with the private sector to ensure that agencies can acquire affordable, compliant records management systems and services in a competitive market.
- NARA's National Declassification Center (NDC) is responsible for safeguarding and appropriately declassifying classified archival records. Tens of millions of pages require declassification processing annually, many of which require intensive declassification review. In addition, the NDC has a small but growing backlog of classified special media (photographs, audio and video recordings, and motion pictures). The NDC must develop new processes for the expedient review of more than 410 million pages of classified textual and other analog records, as well as large volumes of classified electronic and special media records.

Agency Services FY 2025 Budget Request

The FY 2025 budget request provides \$52,515 thousand for Agency Services, a net increase of +\$3,696 thousand from the FY 2024 Annualized Continuing Resolution level, including:

- *+\$1,002 thousand net increase in personnel costs derived from pay adjustments for the FY 2025 pay raise and annualization of the FY 2024 pay raise;*
- *+\$551 thousand increase for costs related to transitioning to a fully electronic government; and*
- *+\$2,143 thousand net change in allocated costs of management and administration, including information technology.*

Information Services Strategic Direction

The *Electronic Records Archives (ERA)* system is a repository for electronic Presidential, Congressional, and Federal agency records that stores files in multiple formats for future access. ERA is NARA's primary system for storing and preserving electronic records. ERA is managed by the Information Services organization, in collaboration with Agency Services, Research Services, the Center for Legislative Archives, and the Presidential Libraries.

The *Information Services* organization supports NARA programs and activities through the application of information technology and sound information management practices. Information Services provides tools and technologies that support preservation of and access to electronic Federal government records in NARA's custody.

Management challenges and opportunities for FY 2025 and future years:

- Maintaining effective IT Security remains a challenge for all Federal agencies, including NARA. NARA has completed actions leading to improvements in NARA's IT Security posture. This includes deploying Continuous Diagnostics and Mitigation Tools and establishing an Endpoint Detection and Response capability. NARA must continue to implement requirements and meet the milestones of Executive Order 14028, Improving the Nation's Cybersecurity and implement NARA's Zero Trust Architecture.
- Federal government data sets are growing in size and complexity, and the transfer of this data is an emerging threat to records management and archiving. Today, large data transfers require physical movement and transfer of storage devices. NARA must ensure it has the tools and infrastructure necessary to search, store, and preserve electronic records. The future state for effective data management across the government is to manage data in place, instead of moving it. Cloud storage offers the opportunity to transfer custody and control of Federal government records and the associated metadata without physically moving them. NARA must ensure the continued development and evolution of its Enterprise Multi-Cloud Strategy.

Electronic Records Archives FY 2025 Budget Request

The FY 2025 budget request provides \$25,999 thousand for the ERA system, a net increase of +\$1,119 thousand from the FY 2024 Annualized Continuing Resolution level, including:

- *+\$179 thousand net increase in personnel costs derived from pay adjustments for the FY 2025 pay raise and annualization of the FY 2024 pay raise; and*
- *+\$940 thousand increase for inflationary costs.*

Funds requested for ERA in FY 2025 will be used to provide for maintenance of hardware and software, and provide for a small staff and contractor support for networking, enhancements, maintenance, IT Security, backup and recovery, and help desk functions for ERA. NARA deployed ERA 2.0 to external users in customer Federal agencies in FY 2023. This provided records managers across the Federal government with a modern platform to manage records schedules, make transfer requests, and manage their records with customizable dashboards.

Federal Register Strategic Direction

The *Office of the Federal Register* supports transparency and accountability in Government by providing the public with the opportunity to review and comment on proposed rules and regulations of all Federal agencies, as well as publishing final rules, notices of Federal agencies and organizations, Executive Orders and other Presidential documents, and the public laws of the United States. The Office of the Federal Register also performs ministerial duties associated with the functions of the Electoral College and ratification of Constitutional Amendments. The Office of the Federal Register is committed to leveraging innovative information technology to modernize the Federal Register system, which will make government more transparent, promote civic literacy and public engagement, and improve government efficiency and effectiveness.

Management challenges and opportunities for FY 2025 and future years:

- The Office of the Federal Register is a statutory partner with the Government Publishing Office (GPO), and relies heavily on their on-line content management system, the Federal Digital System (FDsys). FDsys offers new opportunities to develop “web-first” publications that are designed to be posted directly to the Internet and printed only when required by a customer.
- NARA relies on GPO to provide both work processes and IT infrastructure for production of the daily Federal Register, Code of Federal Regulations, and other print and on-line publications of the Office of the Federal Register. GPO provides all of the composition activities, rendering, publishing, printing, and electronic hosting for Federal Register publications, worth approximately \$30 million per year. GPO is reimbursed by other agencies, which pay GPO for publication services through the GPO revolving fund.

Federal Register FY 2025 Budget Request

The FY 2025 budget request provides \$13,962 thousand for the Office of the Federal Register, a net increase of +\$764 thousand from the FY 2024 Annualized Continuing Resolution level, including:

- +\$269 thousand net increase in personnel costs derived from pay adjustments for the FY 2025 pay raise and annualization of the FY 2024 pay raise; and
- +\$495 thousand net change in allocated costs of management and administration, including information technology.

Facility Operations

(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Facility Operations	\$ 64,527	\$ 61,086	\$ 62,795

NARA’s FY 2025 request for *Facility Operations* includes:

- \$62,795 thousand for rent, utilities, and other costs of operations and maintenance at three NARA-owned Federal buildings and 28 leased facilities.

This budget activity does not include the costs of operating and maintaining Presidential Library facilities, which are reported in the Legislative Archives, Presidential Libraries, and Museum Services activity.

Business Support Services Strategic Direction

Facility Operations provides the physical infrastructure necessary to preserve NARA’s holdings for future generations. Archived documents and artifacts must be maintained in a controlled environment with carefully regulated temperature, humidity, and air quality. Facility Operations provides safe and sustainable facilities to store and protect permanently valuable NARA holdings and provide workspace for NARA employees. NARA facilities are managed by the Business Support Services organization.

The *Business Support Services* organization supports the NARA mission by providing efficient and effective centralized administrative services, including project management, physical security, and facility and property management.

Management challenges and opportunities for FY 2025 and future years:

- NARA’s archival holdings grow every year, and require continual expansion of records storage space, even as the Federal government is seeking to reduce and consolidate real property assets. NARA has over 13 billion pages of archival records. NARA expects to receive an additional 4.2 billion pages of new archival records over the next 15 years.
- High-profile records thefts highlight the importance of a robust holdings protection program. NARA has improved employee training in holdings protection, instituted exit screenings to mitigate the risk of loss from internal sources, and is collaborating with partner institutions to share best practices in holdings protection. NARA must make additional investments in its physical infrastructure, including replacing aging closed circuit television (CCTV) monitoring systems and physical access control systems (PACS), in order to improve the safety and security of NARA records and occupants of NARA facilities.

Facility Operations FY 2025 Budget Request

The FY 2025 budget request provides \$62,795 thousand for Facility Operations, a net increase of +\$1,709 thousand from the FY 2024 Annualized Continuing Resolution level, including the following:

- +\$1,709 thousand increase for inflationary adjustments at NARA facilities.

Electronic Records Initiative

(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Electronic Records Initiative	\$ 33,084	\$ 30,000	\$ 30,000

NARA’s FY 2025 request for *Electronic Records Initiative* includes:

- \$30,000 thousand to support implementation of NARA’s FY 2022-2026 Strategic Plan to support a transparent, inclusive, and fully digital government.

Electronic Records Initiative Strategic Direction

Electronic Records Initiative supports the acceleration of the processing, mass digitization and release of large volumes of high-value digital government information and at-risk special media (audio, video, and motion picture records). This initiative supports NARA's efforts to end the acceptance of paper records by June 30, 2024 and move business processes and recordkeeping to a fully electronic environment.

This initiative supports the renovation of space in the National Archives at College Park, MD to provide appropriate space for large-scale digitization of archival paper textual records and a modern lab for digitizing special media records. Construction on the Digitization Center was completed in October 2023. The Digitization Center includes dedicated spaces for archival preparation and metadata capture, scanning, and quality control activities. The second phase of the renovation project began in October 2023. This phase includes the construction of new, modern labs for digitizing motion picture and audio-video archival records. Construction is expected to be completed in September 2024. Future phases include: modern office and meeting space for Digitization Center staff, additional storage space for textual records, and cold storage space.

This initiative also provides for the equipment necessary to prepare and digitize large volumes of analog records, assign metadata to digitized records, and safely transfer digital images to Cloud storage and online public access.

National Archives and Records Administration

OFFICE OF INSPECTOR GENERAL

Fiscal Year 2025 Budget Request

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Appropriation Language

For necessary expenses of the Office of Inspector General in carrying out the provisions of the Inspector General Reform Act of 2008, Public Law 110–409, 122 Stat. 4302–16 (2008), and the Inspector General Act of 1978 (5 U.S.C. App.), and for the hire of passenger motor vehicles, **\$6,800,000.**

Program Description

The Office of Inspector General (OIG) provides independent audits, investigations, and other services; and serves as an independent, internal advocate to promote economy, efficiency, and effectiveness at NARA. The Inspector General Act of 1978, as amended, established the OIG's independent role and general responsibilities. The OIG investigates misconduct, evaluates NARA's performance, makes recommendations for improvements, and follows up to ensure economical, efficient, and effective operations and compliance with laws, policies, and regulations.

Explanation of Changes
(Dollars in Thousands)

	<u>FTE</u>	<u>Budget Authority</u>
FY 2024 Annualized Continuing Resolution level	24.0	\$ 5,980
FY 2025 Appropriation request.....	<u>24.0</u>	<u>6,800</u>
Net Change.....	0.0	\$ 820
<hr/>		
Maintaining Current Levels:		
FY 2025 pay raise and annualization of FY 2024 pay raise	—	<u>186.0</u>
Subtotal, Maintaining Current Levels.....	0.0	186.0
 Program Increases:		
Advisory and assistance services	—	<u>634.0</u>
Subtotal, Program Increases.....	0.0	<u>634.0</u>
Net Change	0.0	820.0

Summary of the Request

The FY 2025 budget requests \$6,800 thousand and 24 FTE for the Office of Inspector General (OIG), which is an increase of \$820 thousand from the FY 2024 Annualized Continuing Resolution level. With the additional resources in the FY 2025 request, the OIG will provide \$186 thousand for the FY 2025 pay raise (2.0 percent) and the annualization of the FY 2024 pay raise (5.2 percent).

The OIG request includes \$800 thousand to support oversight work examining the National Personnel Records Center (NPRC) and the Electronic Records Archive (ERA) program. Auditors will provide diverse viewpoints and expertise to support NARAs response efforts to reduce the backlog of veterans’ requests and better serve those who served our nation. The ERA program represents NARA’s future. The current form, ERA 2.0, will be tested by the influx of electronic records from implementing OMB/NARA Memo M-19-21, and M-23-07, mandating agencies manage all permanent records in an electronic format with appropriate metadata by June 30, 2024. As this process ramps up it is critical for the OIG to expand its oversight capabilities to use independent public accounting (IPA) firms to leverage specialized audit and technology skills and develop in-house audit capabilities to assess this rapidly growing area to harness data and technology.

Funding for this appropriation provides for the salary and benefits of OIG staff and for necessary travel, training, contractual services, equipment, and supplies to support the OIG mission. The OIG request includes \$40 thousand for training in FY 2025, to support the continuing professional development of OIG staff. The Government Accountability Office (GAO) states that

all auditors should receive at least 80 hours of training every two years. Auditors require training in areas such as: contract and grant auditing; performance management; fraud auditing, information technology (IT) security, project management, and network and applications management. Special agents are required to receive periodic refresher training in trial process; Federal criminal and civil legal updates; interviewing techniques and policy; law of arrest, search, and seizure; firearms use; physical conditioning; and defensive tactics. Management, legal, and administrative staff also require periodic training to remain proficient and effective at their jobs.

NARA's OIG supports the Interagency Council of Inspectors General on Integrity and Efficiency (CIGIE). NARA expects to contribute approximately \$27,200 in FY 2025.

Strategic Direction

The OIG is charged to promote economy, efficiency, and effectiveness agency-wide, while preventing and detecting fraud, waste, abuse, and mismanagement. They accomplish this through high-quality, objective audits, investigations, and other products. The OIG evaluates NARA's performance, makes recommendations for improvement, and follows up to ensure economical, efficient, and effective operations and compliance with current laws, policies, and regulations. Through this, the OIG works to ensure NARA safeguards and preserves Federal government records while providing the American people with access to the essential documentation of their rights and the actions of their government.

OIG activities cover all aspects of NARA operations at 42 facilities nationwide holding billions of historic records, hundreds of thousands of artifacts, and hundreds of terabytes of electronic records. This ever-growing repository includes classified and highly sensitive records, military and civilian personnel records, Presidential records, and Presidential gifts. The OIG must audit increasingly complicated information technology systems, financial actions, and all of the programs and operations of the agency. OIG investigations encompass an incredible range of criminal activity including theft of our Nation's historical holdings, procurement fraud, espionage and unauthorized release of classified information, loss of personally identifiable information (PII), compromise of NARA IT systems, ethics violations, and other inappropriate conduct. To accomplish this important oversight work, the OIG will recruit and train in-house investigations staff with skills in active threat and forensic investigations.

Amounts Available for Obligation
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Discretionary authority:			
Annual appropriation.....	\$ 5,980	\$ 5,980	\$ 6,800
Reimbursable authority:			
New spending authority collected.....	\$ 25	\$ 0	\$ 0
Unobligated balance, expiring.....	-\$ 884	\$ 0	\$ 0
Total obligations.....	\$ 5,121	\$ 5,980	\$ 6,800
<i>Net outlays</i>	<i>\$ 4,634</i>	<i>\$ 6,060</i>	<i>\$ 6,712</i>

Obligations by Object Classification
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
11.1 Full-time, permanent.....	\$ 2,369	\$ 3,056	\$ 3,305
11.5 Other personnel compensation.....	151	195	210
12.1 Civilian personnel benefits.....	997	1,286	1,377
21.0 Travel and transportation of persons.....	24	40	50
25.1 Advisory and assistance services.....	1,275	1,283	1,708
25.2 Other services from non-Federal sources.....	25	20	30
25.3 Other goods & services from Fed. sources.....	34	45	50
25.4 Operation and maintenance of facilities.....	0	0	0
25.5 Research and development contracts.....	0	0	0
25.7 Operation and maintenance of equipment.....	9	10	13
26.0 Supplies and materials.....	60	15	20
31.0 Equipment.....	2	10	12
42.0 Insurance claims and indemnities.....	175	20	25
99.0 Total obligations.....	\$ 5,121	\$ 5,980	\$ 6,800
<i>Subtotal, PC&B.....</i>	<i>3,517</i>	<i>4,537</i>	<i>4,892</i>
<i>Subtotal, non-labor.....</i>	<i>1,604</i>	<i>1,443</i>	<i>1,908</i>
Full-Time Equivalents (FTE).....	19.0	24.0	24.0

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National Archives and Records Administration

REPAIRS AND RESTORATION

Fiscal Year 2025 Budget Request and

Capital Improvements Plan

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Appropriation Language

For the repair, alteration, and improvement of archives facilities, and to provide adequate storage for holdings, **\$13,000,000**, to remain available until expended.

Program Description

This appropriation provides for the repair, alteration, and improvement of National Archives facilities and Presidential Libraries nationwide. Funding provided allows NARA to maintain a safe environment for public visitors and researchers, NARA employees, and the permanently valuable Federal Government records stored in NARA buildings.

Explanation of Changes
(Dollars in Thousands)

	<u>Budget Authority</u>
FY 2024 Annualized Continuing Resolution level.....	\$ 22,224
FY 2025 Appropriation request	<u>13,000</u>
Net Change.....	-\$ 9,224

Program Changes:

Non-recur Congressionally directed spending	-\$ 13,250
Repair and restoration efforts, along with design and construction services	<u>4,026</u>
Net Change	-\$ 9,224

Summary of the Request

The FY 2025 budget requests \$13,000 thousand for Repairs and Restoration of NARA-owned Federal buildings, which is a net decrease of -\$9,224 thousand from the FY 2024 Annualized Continuing Resolution level. This account total represents non-recurring Congressionally directed spending (-\$13,250 thousand), as well as a proposed increase (\$4,026 thousand) to address high priority capital and maintenance projects that support the continued preservation of our Nation’s historical documents and equitable public access to records.

The FY 2025 budget request provides for repairs and alterations to the 17 Federal buildings that NARA owns, operates, and maintains: the National Archives buildings in Washington, DC, College Park, MD, and Atlanta, GA, and 14 Presidential Libraries and Museums across the United States.

Repairs and Restoration funding provides for building repair projects that are necessary to maintain building systems to meet archival storage requirements, keep interiors and exteriors in a proper state of repair, and provide facilities that are safe and efficient environments for employees, researchers, and visitors. Projects are prioritized for funding based on annual assessments and risk management performed by NARA facility managers, which focus on protection of archival documents and artifacts, health and safety of building occupants, and cost effectiveness.

Major Projects

A comprehensive needs assessment for capital planning has identified four major projects with estimated cost in excess of \$1,500 thousand. The Budget would support high priority work at the following sites:

- \$3,300 thousand to provide for the initial phase for replacement of the mechanical plant the National Archives at College Park, MD.
- \$2,300 thousand for the replacement of the electrical distribution system at the Richard Nixon Presidential Library and Museum in Yorba Linda, CA.
- \$2,100 thousand to complete a design project for the replacement of the electrical generator and switchgear at the Herbert Hoover Presidential Library and Museum in West Branch, IA.
- \$1,800 thousand for the replacement of several air handling units at the Herbert Hoover Presidential Library and Museum in West Branch, IA.

In addition, the Budget would fund a number of other high priority maintenance and repair projects.

The National Archives in Washington, DC received an official designation as a National Historic landmark on December 13, 2023. NARA has two buildings listed on the National Register of Historic Places: the National Archives in Washington, DC, first occupied in 1935, and the Franklin D. Roosevelt Library in Hyde Park, NY, which was dedicated in 1941. All NARA buildings store and protect historically valuable and irreplaceable documents. Over 3 million Americans visit NARA facilities each year to conduct research, attend conferences, view exhibits, and participate in educational programs.

Amounts Available for Obligation

(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Unobligated balance carried forward.....	\$ 5,544	\$ 8,576	\$ 400
Unobligated balance, no-year (250th Anniversary).....	\$ 30,000	\$ 24,924	\$ 0
Unobligated balance, no-year (Truman Institute).....	\$ 11,500	\$ 10,035	\$ 0
Unobligated balance, no-year (Grant Library).....	\$ 20,000	\$ 26,000	\$ 30,000
Unobligated balance, no-year (Carter Library).....	\$ 0	\$ 6,815	\$ 7,250
Recoveries of prior-year obligations.....	\$ 2	\$ 100	\$ 100
New discretionary authority:			
No-year appropriation (R&R).....	8,974	8,974	13,000
No-year appropriation (250th Anniversary).....	0	0	0
No-year appropriation (Truman Institute).....	0	0	
No-year appropriation (Grant Library).....	6,000	6,000	0
No-year appropriation (Carter Library).....	7,250	7,250	0
New Discretionary authority.....	\$ 22,224	\$ 22,224	\$ 13,000
Unobligated balance, available in future years.....	-\$ 76,350	-\$ 37,650	-\$ 6,000
Obligations, no-year (R&R).....	5,945	17,250	13,000
Obligations, no-year appropriation (250th Anniversary)	5,076	24,924	0
Obligations, no-year appropriation (Truman Library)...	1,464	10,035	0
Obligations, no-year appropriation (Grant Library).....	0	2,000	24,000
Obligations, no-year appropriation (Carter Library).....	435	6,815	7,250
Total obligations.....	\$ 12,920	\$ 61,024	\$ 44,250
<i>Net outlays</i>	<i>\$ 9,881</i>	<i>\$ 67,781</i>	<i>\$ 36,799</i>

National Archives and Records Administration
Repairs and Restoration

Obligations by Object Classification
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
25.1 Advisory and assistance services.....	5,918	0	0
25.2 Other services from non-Federal sources.....	235	0	0
25.4 Operation and maintenance of facilities.....	497	0	0
25.7 Operation and maintenance of equipment.....	1	0	0
31.0 Equipment.....	6	0	0
32.0 Land and structures.....	4,798	48,989	20,250
41.0 Grants, subsidies, and contributions.....	1,465	12,035	24,000
99.0 Total obligations.....	\$ 12,920	\$ 61,024	\$ 44,250

FY 2025 Capital Plan

The NARA Capital Improvement Plan (CIP) is a ten-year plan for capital projects to purchase, construct, or repair Federal buildings in NARA's custody and control. Including a project on the NARA CIP is not a commitment to funding and accomplishing the project. Projects may be deferred or delayed due to lack of available funds, emergencies, or changing priorities. NARA's Capital Plan is reviewed and updated on an annual basis through a structured process. The updated Plan reflects the most recent Building Condition Report (BCR) for each NARA-owned facility, as well as input from facility managers. Projects estimated to cost in excess of \$1,500 thousand are generally identified as major projects and requested as separate line items in the annual NARA budget request for the Repairs and Restoration appropriation. Projects costing \$1,500 thousand or less are prioritized and funded within base funding levels for Repairs and Restoration.

Building Projects

National Archives at College Park, MD. – This facility is over 30-years old and many of its building systems are beyond their life expectancy, deteriorating, and need to be replaced. The roof is also approaching the end of its anticipated life, and several areas require replacement. The original roof on the building was installed in 1992, during building construction. Most roofing systems have an anticipated service life of 15 to 20 years. NARA replaced several sections of roof between FY 2010 and FY 2017. Plans to complete additional roof replacements are anticipated in FY 2025. In FY 2025, NARA plans to begin the replacement of the mechanical plant. Designs for the replacement for the fire alarm system and the cooling tower system are also scheduled to begin in FY 2025.

National Archives in Washington, DC. – This National Register historic property is currently under consideration for Landmark status. In FY 2022, NARA funded a study to examine critical HVAC systems serving the Rotunda for the Charters of Freedom - which houses the Declaration of Independence, U.S. Constitution, and the Bill of Rights. Significant upgrades to the exhibit and public programs will be necessary in advance of the 250th anniversary of the Declaration of Independence. Minor exterior repairs began in FY 2022. Both the fire alarm system and closed-circuit television system are past their useful life and will need to be replaced. To support the museum redesign, an exhibit and facility study is underway for the learning center, exhibition areas, McGowan Theater, and the closed-circuit television system.

Ronald Reagan Presidential Library and Museum in Simi Valley, CA. – The Reagan Library was originally constructed in 1991 and expanded in FY 2003 with the construction of the Presidential Learning Center. Many systems within the original construction reached the end of their 25-year service life in FY 2014 and require a major renovation. A large roof replacement and security upgrade were completed between FY 2015 and FY 2016, with additional repairs completed in FY 2021. In FY 2020, NARA completed a major re-paving project, inclusive of Americans with Disabilities Act (ADA) compliance corrections. Design for the replacement of HVAC systems is planned for FY 2025.

Jimmy Carter Presidential Library and Museum in Atlanta, GA. –The Carter Library has undergone several repair projects. In FY 2019, NARA repaired the main entrance to address ADA compliance deficiencies. In FY 2020, NARA completed the replacement of the boiler system. A design study began in FY 2021 for renovation of public and staff restrooms. Upgrades will be completed in FY 2023. Congressionally directed funding provided for a design study in FY 2023 for improvements to the auditorium. Additional improvements and repairs will be performed in FY 2024 for the redesign of the generator and chiller. A design project for new cold storage is scheduled to begin in FY 2025.

Herbert Hoover Presidential Library and Museum in West Branch, IA. –The Hoover Library and Museum is planning to begin renovating its museum exhibit spaces in FY 2023. The last major renovation occurred in 1992. During renovations, additional building deficiencies are being considered. This includes the replacement of the security system, HVAC and electrical systems and components. The replacement of several air handling units is scheduled for FY 2025. A design project to repair the electrical generator and switchgear is planned for FY 2024, with construction in FY 2025.

Richard Nixon Library in Yorba Linda, CA.– NARA accepted the Nixon Library from the Richard Nixon Foundation in 2007. At the time of the transfer, the building was approximately 17 years old. The current electrical system no longer meets code compliance. A design project to correct deficiencies was initiated in FY 2023 and will be completed in FY 2024. Replacement of the electrical distribution system is planned for FY 2025.

Lyndon Baines Johnson Presidential Library and Museum in Austin, TX. –The Johnson Library has not undergone a major renovation since its dedication in May 1971. In FY 2020, NARA completed a two-year roof replacement project for the Library, along with repairs to the drainage system. In FY 2021, a design study was initiated to recommission the HVAC system. In FY 2022, repairs and upgrades to the fire sprinkler system were initiated. Future work will include a replacement and upgrade of the building controls systems, replacement of joint sealant in exterior stone, and repairs and upgrades to the buildings electrical distribution system.

Dwight D. Eisenhower Presidential Library and Museum in Abilene, KS. —The Eisenhower Library complex needs significant renovation to bring it up to the current Architectural Design Standards for Presidential Libraries (ADSPL). NARA’s most recent Building Condition Report on the Eisenhower Library complex found that the buildings are well constructed and maintained, but some buildings have yet to receive a major renovation (only partial renovations) since the Library opened in the mid-1960s. NARA has incrementally replaced building systems that were in the most urgent need of replacement. In FY 2021, NARA completed the replacement of the Building Automation System and initiated repairs on the Electrical Distribution System. In FY 2023, NARA completed repairs to the Eisenhower Boyhood Home.

John F. Kennedy Presidential Library and Museum in Boston, MA. –The Kennedy Library sits on the waterfront of Boston Harbor. Recent repairs have focused on addressing deterioration of the seawall and walkway surrounding the facility. In FY 2022, NARA completed a facility level Climate Adaptation Assessment for the Library to identify potential future mitigations to protect

this exposed facility from increasing impacts due to a changing climate. Significant roofing repairs were initiated in FY 2022 and repairs to the seawall began in FY 2023.

Harry S. Truman Presidential Library and Museum in Independence, MO. –The Truman Library requires a complete HVAC renovation to bring the entire building into compliance with the current Architectural Design Standards for Presidential Libraries. In FY 2019, design work began to replace three aging air handler units. In FY 2021, NARA replaced the museum air handling unit. Renovations to the auditorium and meeting rooms were also completed in FY 2021. NARA is updating the Building Condition Report to better identify remaining requirements for future repairs.

Gerald R. Ford Presidential Library in Ann Arbor, MI. –The Ford Library requires many repairs, several needing immediate attention. Repairs to electrical and HVAC systems are ongoing. The replacement of an Air Handling Unit was completed in FY 2021 together with lighting upgrades and HVAC improvements to the server room. Access improvements to meet Americans with Disabilities Act (ADA) requirements are expected to be completed in FY 2025, including upgrading the restrooms at the Library.

William J. Clinton Presidential Library and Museum in Little Rock, AR. –The Clinton Library reached twenty years of age FY 2023, and renovation work for the building structure and systems is anticipated. In FY 2020, NARA began a boiler replacement project and expects to complete this project in FY 2023. Repairs to the exterior limestone began in FY 2022. An updated Building Condition Report was completed for the Clinton Library in FY 2022, which will guide future renovation work as systems reach the end of their life expectancy.

George Bush Presidential Library and Museum in College Station, TX. –The George H. W. Bush Library is twenty years old and currently in relatively good condition. In FY 2018, the roof was replaced to stop water leaks and dehumidifiers were installed in the archival storage space. In FY 2021, NARA completed the repair of truck and vehicle barriers, and in FY 2022 began repairs to exterior stone joints. An initial Building Condition Report has been programmed to begin ongoing assessment of the facility.

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National Archives and Records Administration
NATIONAL HISTORICAL PUBLICATIONS
AND RECORDS COMMISSION GRANTS PROGRAM

Fiscal Year 2025 Budget Request

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Appropriation Language

For necessary expenses for allocations and grants for historical publications and records as authorized by 44 U.S.C. 2504, **\$5,000,000**, to remain available until expended.

Program Description

The National Historical Publications and Records Commission (NHPRC) grants program provides for grants to preserve and publish non-Federal records that document American history.

Explanation of Changes
(Dollars in Thousands)

	<u>Budget Authority</u>
FY 2024 Annualized Continuing Resolution level	\$ 34,573
FY 2025 Appropriation request.....	<u>5,000</u>
Net Change.....	-\$ 29,573
<hr/>	
Program Decreases:	
Non-recur Congressionally directed spending	-\$ 22,573
Non-recur funding to preserve records of former Members of Congress	-2,000
Reduction to FY 2024 Annualized Continuing Resolution level	<u>-5,000</u>
Net Change	-\$ 29,573

Summary of the Request

The FY 2025 budget requests \$5,000 thousand to support the mission and projects of the National Historical Publications and Records Commission (NHPRC), a net decrease of -\$29,573 thousand from the FY 2024 Annualized Continuing Resolution level. This reduction represents non-recurring Congressionally directed spending (-\$22,573 thousand); non-recurring funding to preserve records of former Members of Congress (-\$2,000 thousand); and a program reduction to support NARA’s focus on other priority activities. Within this total, NARA will continue support for Historically Black Colleges and Universities (HBCUs).

Funds requested provide for grants to State, local, and tribal governments, educational institutions, and private, non-profit archives and records repositories. An additional \$1,820 thousand in the NARA Operating Expenses appropriation provides for the salaries and expenses of administering the NHPRC grants program.

The NHPRC awards competitive, matching grants to support cataloging, preservation, and public access to documentary sources that are significant to the history of the United States. NHPRC grants maximize the value of Federal funds by requiring grantees to match at least an equal amount of funds from non-Federal sources. In addition, grantees are required to analyze and share the results of their Federally-assisted work with the public and within professional circles, thereby expanding the impact of each project outcome.

Strategic Direction

The NHPRC awards grants that encourage the collection, preservation, and publication of documents that are important for an understanding and appreciation of the history of the United States, as well as the papers of historically important citizens of the United States. The NHPRC is uniquely positioned to promote advances in public participation in government at all levels and modernizing the management of non-Federal governmental records.

Historically Black Colleges and Universities (HBCU) Grants Program

Funds requested in the FY 2025 budget would provide \$1,000 thousand for a grants program to preserve and digitize the records of the creation of Historically Black Colleges and Universities (HBCU). This program would provide grants to HBCUs to preserve and provide public access to critical documents associated with their history while at the same time promoting new scholarship into the history of HBCUs.

HBCUs are a uniquely American institution and their history tracks closely with the history of our Country. Following Emancipation, many African-Americans founded their own colleges and universities to educate African-American students. From Reconstruction through Segregation and even today, HBCUs have consistently offered one of the only paths to a college degree for low-income, first generation college students. The history of HBCUs documents the entrepreneurship, commitment to success through education, and endurance through prejudice and oppression of African-Americans and other minority scholars in America.

This NHPRC HBCU grants program ensures equitable access to records documenting the founding and history of HBCUs, supports archival staff at the institutions who receive grants, and reaffirms NARA's commitment to protect and preserve critical records. This grants program will support new scholarship into an often-overlooked area of U.S. history and provide jobs at HBCUs across the country.

National Archives and Records Administration
National Historical Publications and Records Commission Grants Program

Amounts Available for Obligation
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
Unobligated balance carried forward (Grants Program).....	\$ 786	\$ 1,143	\$ 0
Unobligated balance carried forward (Congressional Papers)...	\$ 0	\$ 2,000	\$ 0
Recoveries of prior-year obligations.....	\$ 395	\$ 300	\$ 300
New discretionary authority:			
No-year appropriation	\$ 12,000	\$ 12,000	\$ 5,000
Annual appropriation	\$ 22,573	\$ 22,573	\$ 0
Unobligated balance, available in future years.....	-\$ 3,143	\$ 0	\$ 0
Obligations, no-year appropriation (Grants Program).....	\$ 10,038	\$ 11,443	\$ 5,000
Obligations, no-year appropriation (Congressional Papers)...	0	4,000	0
Obligations, annual appropriation (Grants Program).....	22,573	22,573	0
Total obligations	\$ 32,611	\$ 38,016	\$ 5,300
<i>Net outlays</i>	\$ 8,792	\$ 34,671	\$ 34,943

Obligations by Object Classification
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Annualized CR Level	FY 2025 Request
41.0 Grants, subsidies, and contributions.....	\$ 32,611	\$ 38,016	\$ 5,300
99.0 Total obligations	\$ 32,611	\$ 38,016	\$ 5,300

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National Archives and Records Administration

SPECIAL FUNDS

Fiscal Year 2025 Budget Request

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Records Centers Revolving Fund

Authorizing Language

Authorization of the Records Center Revolving Fund is codified as 44 U.S.C. § 2901 *note*. This provision authorizes the National Archives and Records Administration (NARA) to operate a full cost recovery revolving fund to provide for the expenses of storage and related services for temporary and pre-archival Federal government records at NARA Records Centers. Operations of NARA Records Centers are financed by user charges collected from other Federal agencies for storage and related services. Once collected, funds are available for obligation without fiscal year limitation.

Program Description

This full cost recovery revolving fund provides for the storage and related services that NARA Records Centers provide to Federal agency customers. NARA Federal Records Centers provide low-cost, high-quality storage and related services, including: transfer, reference, re-file, and disposal services for temporary and pre-archival Federal Government records.

Explanation of Changes
(Dollars in Thousands)

	<u>FTE</u>	<u>Obligations</u>
FY 2024 Current.....	1,298.0	\$ 233,624
FY 2025 Budget.....	<u>1,298.0</u>	<u>\$ 229,600</u>
Net Change.....	0.0	-\$ 4,024

The FY 2025 budget includes an estimated \$229,600 thousand in obligations for the Records Centers Revolving Fund, a net decrease of -\$4,024 thousand from FY 2024 estimated obligations of \$233,624 thousand. This full cost-recovery revolving fund provides for the operations of the NARA Federal Records Centers Program (FRCP). The FRCP stores approximately 26 million cubic feet of Federal government records on a temporary basis, on behalf of other Federal agencies. The FRCP is financed by payments from customer Federal agencies for services rendered.

The FRCP stores temporary records that must be retained for a period of years before disposal, as well as permanently valuable records that are not ready to be transferred to NARA's legal custody. The FRCP provides a variety of related services, including: loan or return of records to the agency of origin; authentication of reproductions of official records; and provision of information from records. The FRCP manages records disposition schedules for customer Federal agencies, by disposing of records that no longer have current or historical value at the end of their retention period, and transferring records with permanent historical value into archival custody at the appropriate time. The FRCP also provides technical assistance and advice on records maintenance, storage, and disposition.

National Archives and Records Administration
Records Centers Revolving Fund

Income/Cost Comparison
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Current	FY 2025 Budget
Revenue.....	\$ 229,272	\$ 221,800	\$ 225,500
Expenses.....	223,314	221,300	225,400
Net Operating Result.....	\$ 5,958	\$ 500	\$ 100

Amounts Available for Obligation
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Current	FY 2025 Budget
Unobligated balance carried forward.....	\$ 60,595	\$ 56,224	\$ 50,500
Transfer from other accounts.....	\$ 0	\$ 4,000	\$ 0
Recoveries of prior-year obligations.....	\$ 2,850	\$ 2,100	\$ 2,100
New discretionary authority:			
Collections from other Federal agencies.....	\$ 227,127	\$ 221,800	\$ 225,500
Change in unfilled customer orders.....	\$ 16,977	\$ 0	\$ 0
New Discretionary authority.....	\$ 244,104	\$ 221,800	\$ 225,500
Unobligated balance, available in future years.....	-\$ 56,224	-\$ 50,500	-\$ 48,500
Total obligations.....	\$ 251,325	\$ 233,624	\$ 229,600
<i>Net outlays</i>	<i>-\$ 6,364</i>	<i>\$ 0</i>	<i>\$ 0</i>

National Archives and Records Administration
Records Centers Revolving Fund

Obligations by Object Classification
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Current	FY 2025 Budget
11.1 Full-time, permanent.....	\$ 71,568	\$ 77,184	\$ 82,881
11.3 Other than full-time permanent.....	82	704	851
11.5 Other personnel compensation.....	8,318	3,193	3,769
11.8 Special personal services payments.....	56	46	49
12.1 Civilian personnel benefits.....	31,234	31,515	31,782
13.0 Benefits for former personnel.....	28	89	93
21.0 Travel and transportation of persons.....	71	425	425
22.0 Transportation of things.....	5,857	3,772	3,548
23.1 Rental payments to GSA.....	50,394	47,550	47,850
23.2 Rental payments to others.....	12,093	12,250	12,442
23.3 Communications, utilities, and misc. charges.....	6,375	5,623	5,753
24.0 Printing and reproduction.....	31	75	75
25.1 Advisory and assistance services.....	7,530	5,074	4,514
25.2 Other services from non-Federal sources.....	13,713	11,480	9,080
25.3 Other goods & services from Federal sources.....	11,239	12,748	10,868
25.4 Operation and maintenance of facilities.....	359	440	364
25.7 Operation and maintenance of equipment.....	14,775	9,048	8,528
26.0 Supplies and materials.....	1,344	1,398	1,248
31.0 Equipment.....	15,700	11,010	5,480
32.0 Land and structures.....	528	0	0
42.0 Insurance claims and indemnities.....	30	0	0
94.0 Financial transfers.....	0	0	0
99.0 Obligations, new discretionary authority.....	\$ 251,325	\$ 233,624	\$ 229,600
<i>Subtotal, PC&B.....</i>	<i>111,286</i>	<i>112,731</i>	<i>119,425</i>
<i>Subtotal, non-labor.....</i>	<i>140,039</i>	<i>120,893</i>	<i>110,175</i>
Full-Time Equivalent (FTE).....	1,241.0	1,298.0	1,298.0

National Archives Gift Fund

Authorizing Language

The National Archives Trust Fund Board, chaired by the Archivist of the United States, is authorized by 44 U.S.C. § 2305 to solicit and accept gifts or bequests of money, securities, or other personal property, for the benefit of or in connection with the archival and records activities administered by the National Archives and Records Administration.

Program Description

The National Archives Trust Fund Board may accept conditional and unconditional gifts or bequests of money, securities, or other personal property for the benefit of NARA activities. NARA receives endowments from private foundations to offset a portion of the operating costs of Presidential Libraries.

Explanation of Changes
(Dollars in Thousands)

	<u>Obligations</u>
FY 2024 Current.....	\$ 8,196
FY 2025 Budget.....	<u>5,898</u>
Net Change.....	-\$ 2,298

The FY 2025 budget includes an estimated \$5,898 thousand in obligations for the National Archives Gift Fund, a decrease of -\$2,298 thousand from FY 2024 estimated obligations of \$8,196 thousand.

Amounts Available for Obligation
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Current	FY 2025 Budget
Unobligated balance carried forward.....	\$ 7,404	\$ 8,698	\$ 6,560
Recoveries of prior-year obligations.....	\$ 3	\$ 5	\$ 5
New mandatory authority:			
Mandatory Appropriation.....	\$ 3,729	\$ 6,053	\$ 5,218
Unexpired unobligated balance, end of year.....	-\$ 8,698	-\$ 6,560	-\$ 5,885
Total obligations.....	\$ 2,438	\$ 8,196	\$ 5,898
<i>Net outlays</i>	\$ 2,619	\$ 7,217	\$ 6,188

National Archives and Records Administration
National Archives Gift Fund

Obligations by Object Classification
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Current	FY 2025 Budget
21.0 Travel and transportation of persons.....	\$ 27	\$ 51	\$ 15
22.0 Transportation of things.....	4	20	12
23.3 Communications, utilities, and misc. charges.....	0	0	0
24.0 Printing and reproduction.....	20	74	32
25.1 Advisory and assistance services.....	230	0	0
25.2 Other services from non-Federal sources.....	82	5,648	3,464
25.3 Other goods & services from Federal sources.....	385	753	890
25.7 Operation and maintenance of equipment.....	10	0	0
26.0 Supplies and materials.....	9	260	155
31.0 Equipment.....	79	60	10
32.0 Land and structures.....	0	0	0
33.0 Investments.....	1,032	710	710
41.0 Grants, subsidies, and contributions.....	0	10	0
94.0 Financial Transfers.....	560	610	610
99.0 Total obligations.....	\$ 2,438	\$ 8,196	\$ 5,898

National Archives Trust Fund

Authorizing Language

The Archivist of the United States furnishes, for a fee, copies of unrestricted records in the custody of the National Archives (44 U.S.C. § 2116). Proceeds from the sale of copies of microfilm publications, reproductions, special works, and other publications, and admission fees to Presidential Library museum rooms are deposited to the National Archives Trust Fund (44 U.S.C. §§ 2112, 2307).

Program Description

The National Archives Trust Fund receives and disburses funds collected from sales to the public, including: reproductions of records, publications, and merchandise. Additionally, the Trust Fund collects royalties from partnership agreements, investment income, and admission fees to Presidential Library museums.

Reproduction of Records: The Trust Fund provides for sales to the public of reproductions of records in multiple formats, including documents, photographs, maps, motion pictures, and Automatic Data Processing (ADP) tapes.

Admission Fees: The Trust Fund collects fees charged for admission to museum exhibits and for educational workshops and conferences held at Presidential Libraries and other NARA locations.

Sales of Publications and Merchandise: The Trust Fund supports e-Commerce sites for the Presidential Libraries and provides for the operation of several Library museum stores in facilities across the country.

Royalties from Partnership Agreements: The Trust Fund enters into agreements with third party vendors to develop and sell products based on the holdings of the National Archives. The Trust Fund then retains a royalty percentage of products sold by commercial partners.

Investment Income: The Trust Fund invests excess revenues from sales as well as donations, in accordance with statutory authority of the National Archives Trust and Gift Funds. The income earned on investments is used to support National Archives programs.

National Archives and Records Administration
National Archives Trust Fund

Explanation of Changes

(Dollars in Thousands)

	<u>FTE</u>	<u>Obligations</u>
FY 2024 Current.....	50.0	\$ 12,325
FY 2025 Budget.....	<u>50.0</u>	<u>13,262</u>
Net Change.....	0.0	\$ 937

The FY 2025 budget includes an estimated \$13,262 thousand in obligations for the National Archives Trust Fund, a net increase of \$937 thousand from FY 2024 estimated obligations of \$12,325 thousand.

Amounts Available for Obligation

(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Current	FY 2025 Budget
Unobligated balance carried forward.....	\$ 2,459	\$ 3,123	\$ 3,827
Recoveries of prior-year obligations.....	\$ 878	\$ 1,200	\$ 1,200
New mandatory authority:			
Collections from Federal and Non-Federal sources.	\$ 19,127	\$ 11,886	\$ 12,316
Change in unfilled customer orders	\$ 2	\$ 0	\$ 0
Joint Committee Sequestration ¹	-\$ 55	-\$ 57	-\$ 57
New Discretionary authority.....	\$ 19,074	\$ 11,829	\$ 12,259
Unexpired unobligated balance, end of year.....	-\$ 3,123	-\$ 3,827	-\$ 4,024
Unobligated balance, precluded from obligation.....	[569]	[626]	[683]
Total obligations.....	\$ 19,288	\$ 12,325	\$ 13,262
<i>Net outlays</i>	-\$ 474	\$ 0	\$ 0

1. As required by section 251A of the Balanced Budget and Emergency Deficit Control Act, as amended (2 U.S.C. § 901a), administrative expenses for the Trust Fund were reduced by an estimated 5.7 percent in FY 2024 and FY 2025.

Obligations by Object Classification
(Dollars in Thousands)

	FY 2023 Actual	FY 2024 Current	FY 2025 Budget
11.1 Full-time, permanent.....	\$ 3,223	\$ 3,397	\$ 3,476
11.3 Other than full-time permanent.....	36	32	33
11.5 Other personnel compensation.....	221	176	180
12.1 Civilian personnel benefits.....	1,342	1,308	1,338
21.0 Travel and transportation of persons.....	11	40	48
22.0 Transportation of things.....	92	100	135
23.2 Rental payments to others.....	0	0	0
23.3 Communications, utilities, and misc. charges.....	40	61	106
24.0 Printing and reproduction.....	71	103	208
25.1 Advisory and assistance services.....	13	22	27
25.2 Other services from non-Federal sources.....	2,292	2,157	2,430
25.3 Other goods & services from Federal sources.....	503	709	524
25.4 Operation and maintenance of facilities.....	46	52	60
25.7 Operation and maintenance of equipment.....	205	144	189
26.0 Supplies and materials.....	907	800	905
31.0 Equipment.....	126	132	182
32.0 Land and structures.....	3	0	0
33.0 Investments.....	10,157	3,092	3,421
99.0 Total obligations.....	\$ 19,288	\$ 12,325	\$ 13,262
<i>Subtotal, PC&B.....</i>	<i>4,822</i>	<i>4,913</i>	<i>5,027</i>
<i>Subtotal, non-labor.....</i>	<i>14,466</i>	<i>7,412</i>	<i>8,235</i>
Full-Time Equivalentents (FTE).....	50.0	50.0	50.0

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*National Archives and Records Administration
Benefits of Electronic Government (E-Gov) Initiatives*

This section reports on the benefits realized and expected from Electronic Government (E-Gov) initiatives funded by NARA through contributions to other agencies. This section is provided to comply with the reporting requirements provided in Section 737 of Public Law 110-161, the FY 2008 Consolidated Appropriations Act.

E-Gov initiatives benefit multiple Federal agencies and are supported by the financial contributions of all benefiting agencies. The contributions of a particular Federal agency are typically characterized as “Managing Partner” or “Participating Partner”. Only one agency is selected to be the Managing Partner of an E-Gov initiative, and all other agencies involved in the initiative are considered Participating Partners. NARA is not a Managing Partner of any E-Gov initiatives.

Funding for each E-Gov initiative is reported as either agency contributions or agency service fees. Agency contributions (including in-kind contributions) are the total value of cash and in-kind contributions provided by NARA. Service fees represent fees NARA pays based on actual usage.

Benefits of Electronic Government (E-Gov) Initiatives

(In Whole Dollars; All Dollars are from the Operating Expenses appropriation unless otherwise noted)

E-Gov Initiative	Benefits	Funding by Account	
		FY 2024	FY 2025
E-Rulemaking	e-Rulemaking allows NARA to fully participate in the Federal Docket Management System, making it easier for the public to review and comment on proposed regulations. The Records Management module allows NARA to maintain electronic dockets in a recordkeeping system.	\$ 6,772 service fee	\$ 9,745 service fee
		\$ 4,515 service fee Revolving Fund	\$ 6,497 service fee Revolving Fund
Recruitment One-Stop	Recruitment One-Stop provides NARA with an effective mechanism for finding qualified applicants for vacant positions, through USAJOBS.gov. USAJOBS is an online portal which citizens can use to easily search for employment opportunities at NARA. NARA posts all of its job announcements through USAJOBS.gov.	\$ 17,100 service fee	\$ 17,100 service fee
		\$ 11,400 service fee Revolving Fund	\$ 11,400 service fee Revolving Fund

National Archives and Records Administration
Benefits of Electronic Government (E-Gov) Initiatives

Benefits of Electronic Government (E-Gov) Initiatives

(In Whole Dollars; All Dollars are from the Operating Expenses appropriation unless otherwise noted)

E-Gov Initiative	Benefits	Funding by Account	
		FY 2024	FY 2025
E-Travel	E-Travel provides NARA with efficient and effective travel management services. Benefits include cost savings from cross-government purchasing agreements, streamlined travel policies and processes, strict security and privacy controls, and enhanced agency oversight and audit capabilities. NARA employees benefit through more efficient travel planning, authorization, and reimbursement processes.	\$ 99,598 service fee	\$ 99,598 service fee
		\$ 78,255 service fee Revolving Fund	\$ 78,255 service fee Revolving Fund
Grants.gov	Grants.gov benefits NARA's grant program by providing a single location to publish grant award opportunities and application packages, and a single site for the grants community to apply for grants using common forms, processes, and systems.	\$ 15,000 agency contribution	\$ 15,600 agency contribution
		\$ 10,000 service fee Revolving Fund	\$ 10,400 service fee Revolving Fund
Freedom of Information Act Portal	The National FOIA Portal improves overall FOIA administration, providing citizens with a single site to submit electronic request for records from any agency.	\$ 54,885 agency contribution	\$ 43,316 agency contribution

This section reports on agency actions to address top Management Challenges identified by the NARA Office of Inspector General (OIG) in their most recent Semiannual Report to Congress (covering the period April 1 to September 30, 2023). This section is provided to comply with the reporting requirements provided in the introductory language of Division E of the Joint Explanatory Statement accompanying the FY 2016 Consolidated Appropriations Act (P.L. 114-113).

The NARA OIG conducts independent audits, investigations, and other reviews that present findings and provide recommendations for corrective actions. The OIG consolidates and aligns their findings and recommendations to identify broader areas that the OIG believes represent the agency’s most significant challenges. The OIG reports those areas identified as NARA’s top management challenges on a semi-annual basis.

The following table describes top Management Challenges identified by the NARA OIG and explains how NARA’s FY 2025 budget request addresses each challenge. The descriptions of OIG Management Challenges are summaries prepared by Management and are not represented as independent or objective descriptions. The original descriptions prepared by the NARA OIG can be found in the most recent OIG Semiannual Report to Congress, located at <https://www.archives.gov/files/oig/reports/pdfs/nara-oig-sar-fy23b-1apr23-to-30sep23.pdf>

Management Challenge	NARA Actions
<p>1. Records Request Backlog at the National Personnel Records Center (NPRC):</p> <p>The NPRC has a backlog of requests from veterans for their military service records. Without their records, veterans may not have the evidence they need to qualify for health care and other benefits they have earned. The COVID-19 pandemic has both caused some of this backlog and prevented the NPRC from fully using all resources to address it.</p>	<p>The NPRC eliminated the pandemic-related backlog of veteran records requests in January 2024. With the backlog cleared, NPRC is now able to respond to most routine requests for separation documents in less than a week and other types of requests within 20 days. The FY 2025 planned budget for the <u>Records Center Revolving Fund</u> includes funding to continue work with the Department of Veterans Affairs to expand the digitization of NPRC holdings.</p> <p>NARA is currently modernizing the Case Management and Reporting System (CMRS). This system modernization will transform paper-based processes for fulfilling customer orders for paper records into fully electronic processes that rapidly deliver digitized copies to customers through secure, accessible web portals.</p>

Management Challenge	NARA Actions
<p>2. Information Technology Security:</p> <p>In FY 2023, NARA again labeled IT security a “material weakness.” Further, over the past decade annual Federal Information Security Modernization Act (FISMA) audits or assessments have consistently identified IT areas in need of significant improvement.</p>	<p>The FY 2025 budget for <u>Operating Expenses</u> includes funding to continue implementing enterprise-wide solutions to comply with Executive Order 14028 – Improving the Nation’s Cybersecurity. Zero Trust Architecture implementations performed in FY 2023 are moving NARAs infrastructure towards an integrated security architecture that focuses on protecting data, applications, and servers.</p> <p>The FY 2024 and FY 2025 budget for NARA provides critical resources to modernize NARA’s information technology infrastructure and develop a scalable, resilient, and defensible framework. NARA will continue its efforts to enhance encryption, multi-factor authentication, and IT asset management for continuous monitoring of IT security risks.</p>
<p>3. Electronic Records Archives (ERA):</p> <p>ERA has become a “system of systems,” and the original ERA Base System was not capable of meeting the nation’s needs. NARA is developing ERA 2.0. However, until ERA 2.0 ‘s functionality is built and put into full production, the current ERA’s longstanding deficiencies may continue to impact NARA. The vast volumes of electronic records that will need to be preserved is significant, and NARA is challenged to meet data storage requirements for them. NARA’s in-house data storage is reaching capacity, impacting the agency’s digitization efforts and other IT programs. Without sufficient storage, NARA would have difficulty accepting, storing, and processing electronic records or make them available to the public.</p>	<p>The FY 2025 budget for NARA <u>Operating Expenses</u> continues funding for the development of ERA 2.0. Enhancements will be added to the ERA 2.0 system to add much-needed functionality to the Executive Office of the President (EOP) production system. Funding in FY 2025 will provide needed functionality and increased integration to manage massive volumes of electronic records.</p>

Management Challenge	NARA Actions
<p>4. Transition to Electronic Records:</p> <p>NARA needs to ensure proper records are in fact preserved government-wide and sent to NARA in the first place. NARA must work with federal agencies to ensure proper appraisal, scheduling, and transfer of permanent records in all formats. The major challenge is how best to accomplish this in a rapidly changing technological environment. Further, it is not currently known what amount, or exact formats, of data and electronic records will be coming to NARA. Thus, it is not known whether the systems in place will be able to ingest, process, preserve, store, and provide access to this information.</p>	<p>The FY 2025 budget for NARA <u>Operating Expenses</u> includes funding to support government-wide policy, oversight, a public dashboard to share information about federal agencies' records management programs, and training in records management for other Federal agencies to meet the M-19-21 and M-23-07 government-wide directives to manage all permanent records in electronic format by June 30, 2024.</p> <p>In FY 2023, NARA issued guidance to agencies on the appropriate digitization standards and metadata requirements for permanent, paper, photographic print, and mixed-media records. In FY 2024, NARA will continue digitization and metadata standards for transmissive records and expects to release these regulations in early FY 2025.</p> <p>NARA will work with underserved communities to address equity considerations as they relate to underserved communities and incorporate equity related considerations in NARA's appraisal procedures. NARA will work with agencies to process and approve schedules that will better reflect underserved communities.</p>

*National Archives and Records Administration
 Actions to Address Top Management Challenges*

Management Challenge	NARA Actions
<p>5. Expanding Public Access to Records:</p> <p>Some of NARA’s analog holdings (by series) have not been processed, so the public does not have efficient and effective access to them. To meet its mission, NARA must work to ensure it has the processes and resources necessary to establish intellectual control over this backlog of unprocessed records. In addition, the transition of federal record-keeping to a fully electronic environment will present additional challenges to making records accessible to the public.</p>	<p>NARA will continue to digitize records within the FY 2025 request for <u>Operating Expenses</u> and through no-cost arrangements with private sector partners. The FY 2025 request also includes funding to provide access to one of NARA’s most prominent collections of records associated with Native American tribes.</p> <p>In FY 2024, NARA expects to see substantial increases in the volume of analog records that are digitized in-house and made available through the National Archives Catalog. NARA completed the first phase of a multi-year renovation project for a mass digitization center in October 2023.</p> <p>NARA will continue to consult with underserved communities, seeking their support, and fostering collaborative efforts to enhance the availability and accessibility of records that will provide equitable representation of underserved communities in our digital holdings in the National Archives Catalog.</p>
<p>6. Human Capital Management:</p> <p>NARA identified Human Capital practices as a material weakness in FY 2018 as the result of OIG Audit No.18-AUD-09, which found numerous internal control issues. In FY 2023 NARA reported Human Capital practices as a reportable condition. NARA has stated internal controls over the program area are improving, but collaboration between NARA and its shared service provider continues to be needed to ensure human resource data is correct for all current and former employees.</p>	<p>NARA will continue to collaborate with our human resources shared services provider to verify the accuracy and completeness of all employees electronic Official Personnel Folders (eOPF). This review is expected to be completed in FY 2024.</p>

National Archives and Records Administration

**FY 2025 ANNUAL PERFORMANCE PLAN and
FY 2023 ANNUAL PERFORMANCE REPORT**

Fiscal Year 2025 Budget Request

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NARA Mission, Vision, and Goals

The National Archives and Records Administration's (NARA) FY 2022 – FY 2026 Strategic Plan details the actions and outcomes necessary to meet agency Strategic Goals. NARA's Annual Performance Plan lists the performance objectives and measures that NARA uses to evaluate performance progress against those goals.

MISSION:

WE DRIVE OPENNESS, CULTIVATE PUBLIC PARTICIPATION, AND STRENGTHEN OUR NATION'S DEMOCRACY THROUGH EQUITABLE PUBLIC ACCESS TO HIGH-VALUE GOVERNMENT RECORDS.

VISION:

WE WILL BE KNOWN FOR CUTTING-EDGE ACCESS TO EXTRAORDINARY VOLUMES OF GOVERNMENT INFORMATION AND UNPRECEDENTED ENGAGEMENT TO BRING GREATER MEANING TO THE MANY DIFFERENT AMERICAN EXPERIENCES.

STRATEGIC GOALS:

MAKE ACCESS HAPPEN.— NARA will make all records available to the public in digital formats, to ensure that anyone can explore, discover, and learn from NARA holdings.

CONNECT WITH CUSTOMERS.—NARA will continuously engage with and learn from our customers: individuals, communities, organizations, and other Federal agencies. We build long-term and strategic customer relationships to ensure our services are valued by our customers and we work together to improve our efficiency, engagement, and equity.

MAXIMIZE NARA'S VALUE TO THE NATION.—NARA will reform and modernize records management practices across the Federal government, advancing digital preservation of archival electronic records, and supporting the transition to digital government.

BUILD OUR FUTURE THROUGH OUR PEOPLE —NARA will provide all our employees with the learning and leadership opportunities necessary to support their career development, enable their successful transition to a digital environment, and thrive in an inclusive, supportive, and diverse work environment.

The *President's Budget* identifies lower-priority program activities, as required by 31 U.S.C. § 1115(b) (10). NARA received no aid from non-Federal parties in preparing this plan.

Performance by Strategic Goal

Make Access Happen

Make Access Happen affirms that “public access” is NARA’s core mission and is a higher calling that gives purpose and meaning to all our work. We are making access happen by delivering increasing volumes of records to the public online, using flexible tools and accessible resources that promote public participation. We are engaging with underserved communities to find opportunities to expand public participation and promote equity through our mission. To achieve success in this goal, NARA must digitize millions of records we hold in analog formats, keep pace with the continuous stream of new records we receive each year, and develop new ways to help citizens find our records through the online National Archives Catalog.

Objective 1.1: *By FY 2026, NARA will process 85 percent of archival holdings and increase enhanced descriptions to promote equity in discovery and public access to archival records related to underserved communities.*

Description of measure: Archival processing refers to those actions NARA must take to enable efficient access for research, which includes performing holdings maintenance, entering the records into NARA’s inventory control system so that NARA staff can retrieve and serve those records when requested, and describing the records in the National Archives Catalog. Maintaining 85 percent processed requires continuous effort because NARA typically receives about 100,000 cubic feet of new, unprocessed archival records in traditional formats each year, as well as significant volumes of electronic records.

NARA has further committed to increasing enhanced descriptions of records related to underserved communities. Underserved communities are populations who have been denied consistent and systemic fair, just, and impartial treatment, as defined in Executive Order (E.O.) 13985. Enhanced processing provides a more detailed description of individual records, which makes it easier for members of the public to search and discover relevant records. NARA archival records document the rights of citizens, provide a record of government decisions and actions, and record the history of the United States government. Enhanced description promotes equity by making it easier for members of underserved communities to search, discover, and use archival records to exercise their rights of citizenship, ensure government accountability, and illuminate the struggles and contribution of underserved communities in American history.

National Archives and Records Administration
 FY 2025 Annual Performance Plan and FY 2023 Annual Performance Report

Performance Measure	Year	2020	2021	2022	2023	2024	2025
Percent of unclassified archival holdings processed	<i>Target</i>	81%	82%	85%	85%	85%	85%
	<i>Actual</i>	81%	81%	91%	90%		
NARA will target record series related to or about underserved communities identified during prioritization efforts, to conduct augmented processing and	<i>Target</i>	—	—	Baseline	2M pages and 75K digital files	6M pages and 182K digital files	11M pages and 273 digital files
	<i>Actual</i>	—	—	—	4M pages and 73K digital files		
Total number of unclassified archival holdings processed	<i>Target</i>	—	—	—	—	—	
	<i>Actual</i>	4.3M	4.6M	4.7M	4.75M		

Performance summary: NARA has processed a cumulative total of 4.75 million cubic feet of unclassified archival records, resulting in 90 percent of total unclassified archival records being processed by the end of FY 2023.

While NARA has substantially increased basic processing in recent years, many records lack sufficient description to allow for full discoverability. NARA addresses this challenge by adding additional, or “enhanced” processing and descriptions to selected records that have already been processed to the basic level. Enhanced descriptions are more resource-intensive and are therefore performed on a more limited basis. NARA prioritized records of interest to underserved communities for enhanced descriptions. In FY 2023, NARA developed criteria to identify holdings that would provide more equity in the availability of NARA's holdings to or about underrepresented communities, developed procedures to engage underserved communities to better understand their interests and priorities, and developed standards to measure enhanced description.

NARA remains committed to maintaining essential processing for 85 percent of its unclassified archival holdings while expanding the volume of NARA records of interest to underserved communities that are processed and available to the public. Looking ahead to FY 2025, NARA will operationalize the standards and procedures developed in FY 2023 to substantially increase the volume and diversity of records accessible to the public, fostering a more inclusive and comprehensive understanding of American history and society.

Objective 1.2: By FY 2026, NARA will digitize 500 million pages of records and make them available online to the public through the National Archives Catalog.

Description of measure: NARA has committed to digitize all its traditional (analog) holdings and make them available to the public online. NARA holds the equivalent of more than 13 billion pages of documents, photographs, films, and other records in analog formats, the majority of which are only accessible in person, in public research rooms, or through reproductions provided in response to specific customer requests.

Digitization and online access directly address equity. Physical distance from NARA facilities and travel costs are a significant barrier to public access to archival holdings that are only available in traditional (analog) formats. NARA digitizes records and makes them available online to expand access to archival records and engage larger, more diverse groups in civic education and historical research.

NARA must accelerate digitization processes and address technical limitations in the National Archives Catalog to meet NARA’s goals for online public access. NARA consults with external stakeholders to assign priorities for digitizing archival records and will publish agency priorities in a digitization plan. NARA must continue to invest in the Catalog to add increasingly larger volumes of digital files to the system. NARA must continue to enhance discovery and the customer experience.

Performance Measure	Year	2020	2021	2022	2023	2024	2025
Number of pages digitized and made available online through the Catalog (cumulative)	<i>Target</i>	115M	140M	190M	225M	320M	420M
	<i>Actual</i>	121M	150M	205M	217M		
Number of digital objects in the Catalog from partners (cumulative)	<i>Target</i>	—	—	134M	147M	160M	178M
	<i>Actual</i>	—	—	153M	162M		
Number of digital objects in the Catalog from NARA custodial units (cumulative)	<i>Target</i>	—	—	55M	77M	162M	242M
	<i>Actual</i>	—	—	52M	78.5M		
Number of citizen contributions to the Catalog (cumulative)	<i>Target</i>	—	—	9M	11M	12M	13M
	<i>Actual</i>	4M	7.7M	9.3M	11M		
Presidential Library websites with all digital copies in NAC (cumulative)	<i>Target</i>	—	—	—	1 (pilot)	3	5
	<i>Actual</i>	—	—	—	0		

Performance summary: NARA is steadily progressing toward its goal of reaching 500 million pages in the Catalog by FY 2026. In FY 2023, NARA launched the NextGen Catalog. The NextGen Catalog substantially refactored the Catalog infrastructure to provide more effective storage and search capabilities that can scale to meet the 500M goal. Improvements in the speed and reliability of the system are expected to improve the user experience. Unfortunately,

NARA had to temporarily suspend citizen archivist contributions in the first quarter to accommodate the NextGen deployment; as a result, FY 2023 performance against this metric fell below our aggressive goal. In FY 2024, we will evaluate performance of the NextGen enhancements and continue to seek opportunities to improve the Customer Experience.

In FY 2024, NARA expects to see substantial increases in the volume of analog records that are digitized in-house and made available through the Catalog. NARA is currently hiring new digitization staff and acquiring digitization equipment funded in FY 2023 appropriations. We will also bring online our new, mass digitization facility funded in FY 2020 appropriations (construction was delayed due to the pandemic).

NARA launched a pilot project in FY 2023 to migrate all digital copies and metadata from the Harry S. Truman Presidential Library into the Catalog. NARA plans to build a portal that would permit users to access Truman records in the Catalog using the Truman Library website. NARA will also migrate digital copies and metadata from two additional Libraries into the Catalog.

NARA will continue to actively seek to establish at least one new public-private digitization partnership annually. Public-private partnerships are vital in supporting the digitization of NARA's archival records.

Objective 1.3: *By FY 2026, NARA will collaborate with traditionally underserved communities to correct outdated descriptions in the National Archives Catalog and prioritize citizen engagement projects that increase access to records that are important to underserved communities.*

Description of measure: NARA is committed to examining and correcting racist, harmful, and otherwise inappropriate language used to describe archival records in the National Archives Catalog. NARA will engage with representatives of underserved communities and peer institutions to identify harmful language and develop procedures to correct or repair legacy descriptions. NARA will collaborate to develop reparative descriptions that reinterpret and replace existing descriptions to prevent or minimize unnecessary harm.

NARA will seek the advice of underserved communities to guide its reparative description work and will engage members of underserved communities in NARA holdings. NARA will provide resources to engage the public in collaborative tagging and transcription of records related to underserved communities to make them more easily discoverable through standard search engines on the web. To be successful, NARA must build trusting relationships with underserved communities, cultivate subject matter experts in those records among NARA's staff, and improve and develop NARA's online resources.

National Archives and Records Administration
 FY 2025 Annual Performance Plan and FY 2023 Annual Performance Report

Performance Measure	Year	2020	2021	2022	2023	2024	2025
Instances of nonpreferred or harmful terms updated in the Catalog in consultation with the community (cumulative)	<i>Target</i>	---	---	---	1,000	2,000	3,000
	<i>Actual</i>	---	---	---	9,134		
Collaboration access projects with Communities (annual)	<i>Target</i>	---	---	---	1	1	1
	<i>Actual</i>	---	---	---	1		
Dataset made available for bulk download for underserved communities or websites	<i>Target</i>	---	---	---	1	1	1
	<i>Actual</i>	---	---	---	2		
Underserved communities that we routinely engage with (count)	<i>Target</i>	---	---	1 (pilot)	3	5	7
	<i>Actual</i>	---	---	2	3		

Performance summary: NARA collaborates with underserved communities to improve access through a variety of means, including transcription projects, developing finding aids, and web translation projects. In FY 2023, a NARA working group collaborated to transcribe selected components of the 1935 Agriculture Census of Puerto Rico. In addition, NARA developed training programs for reparative description and held focus group meetings to create training materials and workshops.

NARA has received requests from indigenous communities to enable bulk downloads of specific digitized services through the Catalog. In consultation with stakeholders, NARA is actively exploring options and technological solutions to facilitate bulk downloads.

NARA completed its training pilot and engaged with one additional community in both the second and fourth quarters of FY 2023. This engagement will continue into FY 2024, with NARA aiming to collaborate with additional communities.

Throughout FY 2024, NARA will continue to collaborate with underserved communities, seeking their support, and fostering collaborative efforts to enhance the availability and accessibility of records that authentically represent their experiences and history as integral parts of American history. NARA's agency equity team will champion these endeavors, actively identifying underserved communities interested in or seeking to learn more about the National Archives and the archival records within our custody.

Objective 1.4: *By FY 2026, 95 percent of customer requests will be ready within the promised time.*

Description of the measure: NARA strives to promote public access by providing consistent, reliable, and reputable service in response to customer requests. NARA provides services to a variety of public and federal agency customers. This objective is a weighted average of NARA's average response time when: furnishing items in public research rooms, responding to

reference requests by email and mail, providing veterans and their families with copies of military separation documents (DD-214), and responding to Freedom of Information Act (FOIA) requests from the public.

NARA must continue to modernize its business processes to respond to records remotely, using digital records and secure methods to transmit responses to records requests. NARA is committed to maintaining its high standards of customer service to maintain the trust and confidence of its customers.

Performance Measure	Year	2020	2021	2022	2023	2024	2025
Percent of customer requests ready within the promised time	<i>Target</i>	93%	93%	93%	95%	95%	95%
	<i>Actual</i>	89.2%	40.0%	36.6%	89.4%		

Performance summary: In FY 2023, NARA focused on eliminating pandemic-related backlogs. NARA eliminated the pandemic-related backlog of veteran records requests at the National Personnel Records Center (NPRC) in January, 2024. NARA accumulated a large backlog of requests for military service records due to the COVID-19 pandemic. A backlog of over 600,000 requests accumulated, which NARA has been working to clear over the last two years.

To better serve researchers and the public, NARA is exploring innovative approaches to meet their requirements. We are increasing our capacity to conduct research transactions online and offer virtual consultations, thus enhancing access for those unable to visit a NARA facility. In FY 2024, NARA will conduct an analysis of options for integrating digitization on demand into our reference and reproduction processes. NARA will continue to migrate Research Services archival field units and Presidential Libraries to the government-wide pay.gov solution, to expedite customer orders for reproductions of our records. Lastly, we will transition inquiry management into a new system in FY 2025, providing a comprehensive and integrated approach to handling external customer inquiries, both electronic and analog.

Connect with Customers

Connect with Customers challenges us to continuously improve the customer experience, cultivate public participation, and generate new understanding of the importance of records in a democracy. We strive to represent the stories of all Americans in our work. We continuously engage with and learn from our customers: individuals, communities, organizations, and other Federal agencies. We build long-term and strategic customer relationships to ensure our services are valued by our customers and we work together to improve overall efficiency, engagement, and equity.

Objective 2.1: *By FY 2026, NARA will demonstrate enhanced organizational understanding of internal and external customer wants, needs, and expectations to support the design and delivery of world-class services.*

Description of measure: NARA will develop a systematic process to collect and analyze customer feedback to continuously improve agency service offerings and better meet customer needs. NARA will routinely connect with customers, conduct consumer research, develop “journey maps” to understand how customers interact with multiple NARA business lines, and

prioritize enhancements to customer service procedures and systems based on customer insights. NARA will share the results of its customer research internally and with the public.

Understanding our customers is the cornerstone of a successful customer experience transformation. Recent analysis suggests that few NARA business lines routinely solicit feedback from customers, and those that do, do not share the information outside of their organization. NARA must develop tools, expertise, and procedures to routinely conduct customer research and share the results across NARA business lines. NARA is currently developing an enterprise approach to collect customer information and take action to improve service delivery for all customers.

Performance summary: NARA is committed to enhancing its internal capabilities for managing customer experiences and delivering improved services by gaining a deeper understanding of our customers' desires, needs, and expectations.

NARA's service providers will receive robust support, including coaching, training, and technical assistance, to ensure their readiness to consistently engage with customers for consumer research purposes. This support will empower them to gain a clear understanding of customer wants, needs, expectations, and journeys. Additionally, it will encourage the prioritization of customer insights to inform service design and enhance service delivery. Furthermore, NARA will emphasize the importance of effectively communicating discoveries and actions both internally and externally.

In FY 2023, NARA embarked on a research endeavor to catalog all major lines of business and services while exploring agency-wide opportunities to enhance service delivery. These opportunities will be thoughtfully prioritized through human-centered research and design. Our commitment to improving the on-site researcher experience began in FY 2023 and will extend through FY 2024.

Looking ahead to FY 2025, NARA plans to begin a service delivery improvement project that engages at least four distinct customer segments. This initiative demonstrates our ongoing dedication to enhancing the quality of services we provide to our valued customers.

Objective 2.2: *By FY 2026, NARA will modernize enterprise communication and service channels to capture customer feedback and continuously improve the customer experience.*

Description of measure: NARA will develop a system to evaluate the customer experience across NARA business lines and use the results to modernize its service channels. NARA must develop a methodology to measure the customer experience, especially when the customer journey crosses multiple NARA services and service providers. Once developed, NARA will analyze the metrics to identify opportunities to better meet customer needs and expectations. NARA will publish the results of its data-driven approach so that customers can review the changes and assess the results.

NARA will evaluate service delivery from the customer's perspective to improve service delivery and identify trends for improvement across the enterprise. Recent analysis found that many NARA service providers do not measure customer satisfaction and that existing data collections are not consistent or comparable across service lines. NARA must develop an enterprise customer experience measurement methodology and a tool to collect and analyze customer

experience metrics. NARA must develop the expertise to solicit customer feedback, analyze customer experience metrics, and identify and implement improvements in NARA services based on customer insights.

Performance summary: NARA's objective of systematically evaluating service delivery from the customer's perspective will be considered successful when we have the capacity to consistently assess service delivery across various customer interactions with NARA, encompassing in-person experiences, website interactions, email correspondence, and more. This achievement hinges on the establishment of an enterprise-level customer experience measurement framework that accommodates the diverse ways customers engage with NARA, traverse their journeys, and cultivate customer relationships.

In FY 2023, NARA created a self-assessment tool to gauge service provider involvement in understanding customers and participating in customer experience measurement activities. Additionally, NARA designed customer experience metrics to bring structure and consistency to our approach, solidifying the foundations laid in our Customer Experience Measurement Framework. NARA used the results of this study to formulate a Customer Research Agenda.

NARA will prioritize opportunities for enhancing service delivery through human-centered research and design. Furthermore, NARA has already identified two enterprise service channels for the consistent collection of customer feedback, facilitated by the acquisition of a customer feedback management system, which was achieved ahead of schedule. NARA is also working to develop requirements for the future deployment of a customer experience data dashboard.

Objective 2.3: *By FY 2026, NARA will deliver a national program of museums, education, and public programming that demonstrates leadership in equity, accessibility, and diversity.*

Description of measure: NARA is committed to increasing the diversity, equity, inclusion, and accessibility of its civic education program. NARA engages the public in civic education and discourse through a national program of museum exhibits, education, and public programs. NARA will increase the representation of underserved communities in its programming. NARA will increase its online programming and exhibits and will modify its physical infrastructure to make its civic education programs more accessible for the public.

NARA will partner with underserved communities and peer institutions to develop culturally appropriate ways to present records of importance to underserved communities. NARA must diversify its workforce and strengthen internal capabilities to develop relevant, relatable, and respectful content for museum displays and educational materials. NARA must invest in audience evaluation tools to ensure that new materials are meaningful and appropriate to a diverse body of patrons. NARA must invest in its physical infrastructure to ensure that NARA museum exhibits and on-site programs are accessible for all.

Performance summary: As the 250th anniversary of the Declaration of Independence approaches, NARA is working to ensure its public programs and events advance NARA goals for inclusivity, expanding community engagement, and enhancing historical narratives. In FY 2023, NARA conducted research and engaged outside groups to ensure that the redesigned National Archives Museum (NAM) embraces visitors with a variety of physical, sensory, and cognitive accessibility needs. NARA also conducted extensive engagement to ensure that the exhibits in the redesigned NAM recognize the contributions of all Americans to the founding of

the Nation. Finally, as announced by the Archivist of the United States, NARA is preparing to display the original Emancipation Proclamation in the Rotunda in time for the 250th Anniversary celebrations.

In FY 2024, NARA will continue to focus on the 250th anniversary while developing visitor research and audience evaluation tools to measure our success and identify opportunities for improvement. NARA will publish and implement new standards in museum design to ensure that newly-constructed NARA exhibits meet accessibility goals for the physical space and exhibit content. All new museum exhibit development efforts will be best practices for engaging underrepresented communities in the conceptualization, development, and presentation of exhibits and public programs.

Maximize NARA’s Value to the Nation

Maximize NARA’s Value to the Nation recognizes that public access to government information creates measurable economic value, which adds to the enduring cultural and historical value of our records. We are modernizing records management practices across the Federal government, advancing digital preservation of archival electronic records, and supporting the transition to digital government. NARA will explore new technology to find low-cost, practical solutions to improve processing, access review and redaction, and digitization, to accelerate the delivery of electronic and digitized records to the public.

Objective 3.1: *By FY 2026, NARA will provide policy, requirements, and oversight to support a transparent, inclusive, and fully digital government.*

Description of measure: NARA must provide its customer agencies with the policy, guidance, and training necessary to appropriately manage records in their custody. NARA will provide agencies with guidance on the appropriate retention of records in modern formats, including records created using virtual and collaborative tools, social media, and websites. NARA will provide agencies with guidance on digitizing permanent records in paper and other analog formats to support the transition to fully electronic recordkeeping. NARA strives to provide initial responses to agency records management questions within three days of receipt.

NARA must also provide its stakeholders with reasonable and independent assurance that other agencies are complying with records management laws and regulations. NARA will support equity goals by developing procedures to better account for the interests and viewpoints of underserved communities when determining which records should be retained and for how long. NARA will promote transparency by providing greater public access to information NARA collects about other agencies’ records management programs. NARA will continue on-site inspections of other agencies’ records management practices to help those agencies strengthen their record-keeping programs and ensure that records are being managed appropriately.

Performance Measure	Year	2020	2021	2022	2023	2024	2025
Percent of agencies who use NARA collaboration records guidance	<i>Target</i>	—	—	—	*Baseline	50%	—
	<i>Actual</i>	—	—	—	—		
Number of new underserved communities engaged with (annual)	<i>Target</i>	—	—	—	*Baseline	2	—
	<i>Actual</i>	—	—	—	—		

* *Baseline numbers will not be available until April 2024 based on updates from the 2023 Federal Agency Records Management (FARM) Annual Reporting Cycle.*

Performance summary: In FY 2023, NARA issued regulations on digitization standards for permanent paper and photographic records in 36 CFR 1236 Subpart E. This work will continue with the development of digitization standards for film records. NARA created a Digitization of Federal Records webpage to help agencies find the information they need to digitize federal records as part of the transition to a fully digital government.

NARA is making steady progress in efforts to develop guidance for managing, retaining, and transferring federal records in collaborative working environments, social media, and websites. In FY 2023, NARA issued NARA Bulletin 2023-04: Managing Records Created on Collaboration Platforms. NARA also chartered an internal working group that developed recommendations on archiving federal government websites. This working group will continue developing guidance, public access approaches, metadata requirements, and technical strategies needed to implement a new NARA web archiving program. NARA has deferred work on social media records management guidance until after FY 2024.

To support NARA's goals to better account for the interests and viewpoints of underserved communities, guidance was completed to agencies and internal procedures for tribal coordination related to records schedules, including embedding requirements within the records scheduling business objects in NARA's Electronic Records Archives (ERA) 2.0.

NARA is also working to identify approaches and solutions for a public-facing dashboard with data on agency records management programs. A dashboard would provide NARA, agencies, and the public with a greater awareness of records management issues across the federal government.

Objective 3.2: *By 2026, NARA will reduce the time it takes to start complex Freedom of Information Act (FOIA) requests for unclassified records.*

Description of measure: NARA is committed to reducing the length of time that members of the public must wait to receive responses to Freedom of Information Act (FOIA) requests for NARA records. NARA receives FOIA requests for the internal records created during NARA business as well as requests for records from among the five million cubic feet of archival records that NARA holds on behalf of the American people. In many cases, FOIA requests are the only way that members of the public can access records that contain personally identifiable information (PII) or are otherwise not available to the public.

NARA responds to most FOIA requests within the statutory 20 days. However, NARA's most complex FOIA requests can take as long as eight years before NARA can begin reviewing responsive records. NARA's most complex FOIA requests seek access to large volumes of Presidential and federal records containing highly sensitive information, which require NARA to review and redact millions of pages of records, line-by-line. NARA must modernize its business processes and workflows for managing FOIA responses and deploy new tools and additional staff to increase the volume of records reviewed to reduce the cycle time for responding to complex FOIA requests. NARA will also improve business processes to accelerate the appropriate declassification and public release of classified records.

Performance Measure	Year	2020	2021	2022	2023	2024	2025
Number of pages of paper records digitized at Clinton Library. (Final target 70M) (cumulative)	<i>Target</i>	—	—	—	10M	30M	50M
	<i>Actual</i>	—	—	4.7M	5.5M		
Number of pages of paper records digitized at Bush 43 Library. (Final target 50M) (cumulative)	<i>Target</i>	—	—	—	—	5M	15M
	<i>Actual</i>	—	—	—	20.4k		

Performance summary: NARA's primary approach to modernizing the FOIA process is to digitize analog records to permit electronic search and processing and to explore, acquire, and apply modern technologies, such as artificial intelligence and machine learning (AI/ML), to expedite processing and response. In FY 2023, NARA continued its multi-year project to digitize the analog records of former President Clinton. NARA is preparing to begin the process of digitizing the analog records of former President George W. Bush. NARA is coordinating with the Barack Obama Foundation to begin the digitization of analog records of former President Obama. In FY 2024, NARA will bring digitization processing of the George W. Bush records online and expects to begin accepting digitized Obama records. Once digitized, NARA can more effectively apply technology to support review and redaction to expedite our responses to FOIA requests for these records.

In FY 2023, NARA continued to explore the use of eDiscovery tools to search for records in response to Special Access and FOIA requests. NARA is also hiring new staff to augment FOIA processes as a result of funding provided in FY 2023. In FY 2024, NARA will begin developing plans to acquire, provision, and manage AI/ML technology for FOIA processes.

Objective 3.3: *By 2026, NARA will advance existing physical and intellectual controls for the agency's holdings to enable digital preservation risk planning and risk mitigation in a trustworthy repository and ongoing access to electronic records.*

Description of measure: NARA must have a comprehensive system in place to assess the preservation risk of record holdings and take action to mitigate that risk so that NARA records — in traditional (analog), digitized, and born-electronic formats — are protected and remain available to the public in perpetuity. NARA must have preservation risk assessments and risk mitigation strategies in place to demonstrate that NARA is a trustworthy repository and a reliable source for archival records of the federal government. NARA has already established expertise in preserving records in traditional (analog) formats and is committed to the continued preservation of these records as well. NARA has created a digital preservation framework that established a comprehensive plan for preserving NARA's electronic and digitized records; however, NARA requires additional investment to implement risk assessments and risk mitigation strategies for these records.

NARA must take additional actions to provide reasonable assurance that more than one petabyte of electronic and digitized archival records in NARA custody are protected and will be preserved in perpetuity. NARA must develop a technical infrastructure for risk assessment, including tools for file format, characterization and transformation, data integrity, format and media sustainability, and information security. One of NARA's greatest challenges relating to

electronic records is the volume of records that must be preserved. NARA must develop automated tools to detect risk and apply preservation actions automatically over extremely large volumes of electronic records.

Performance Measure	Year	2020	2021	2022	2023	2024	2025
File Format & MIME Types successfully identified for ERA 2.0 (cumulative)	<i>Target</i>	—	—	—	—	10%	25%
	<i>Actual</i>	—	—	—	113 TBs		
Digital content managed in ERA 2.0 (in TBs)	<i>Target</i>	—	—	100	150	225	340
	<i>Actual</i>	100	100	103	108		
Numbers of files managed in ERA 2.0 (in millions)	<i>Target</i>	—	—	—	30	45	68
	<i>Actual</i>	18.4	18.4	18.5	19.7		

Performance summary: In FY 2023, NARA deployed ERA 2.0 for use by customer Federal agencies. ERA 2.0 engages records managers across the Federal government in modern, electronic recordkeeping by allowing them to manage their records schedules, initiate transfer requests, and oversee records via customizable dashboards. In FY 2024, NARA will continue to expand the functionality available to users inside and outside of NARA, as well as deploy planned upgrades to make the environment more stable and more responsive to customer needs.

In FY 2024, NARA digital preservation efforts will focus on preparing the platform and its users for deliverables due in FY 2025. NARA is working to develop automated tools to provide a second instance of ERA 2.0 with an alternative Cloud service provider. NARA already maintains multiple back-up copies in different geographic regions of its current Cloud provider; however, NARA plans to establish continuous back-ups with a second service provider to provide even greater assurances that electronic archival records will be available in perpetuity.

NARA also plans to deploy new tools in FY 2025 to automatically identify file formats within the repository; this is the first step towards developing functionality that will allow NARA to automatically detect and address format risk without continuous human intervention.

Build our Future through our People

Build our Future through our People is our commitment to provide all our employees with learning and leadership opportunities necessary to successfully transition to a digital environment, support career development, and thrive in an inclusive, supportive, and diverse work environment. We are dedicated to building a workplace culture based on the principles of Diversity, Equity, Inclusion, and Accessibility (DEIA) so that all employees are empowered, engaged, and prepared to become the next generation of leaders. We are building relationships with underserved communities, educational institutions, and professional organizations to develop new recruitment pipelines to attract and retain a diverse workforce with the skills necessary to fulfill our mission.

Objective 4.1: *By FY 2026, NARA will increase the frequency of effective coaching that employees receive by 50 percent to improve performance, retention, and relationships across the organization.*

Description of measure: NARA must have a cadre of skilled leaders in both supervisory and non-supervisory positions to fulfill the agency’s mission and effectively transition to a fully electronic environment. Effective coaching is a critical success factor in building a workplace culture of strong organizational and individual performance, employee development, and working relationships that instill a sense of pride and inclusiveness. NARA invests in leadership development activities to ensure the agency has a diverse pool of competent leaders with appropriate technical skills and experience.

Performance Measure	Year	2020	2021	2022	2023	2024	2025
Annual increase the agency-wide average frequency of coaching above baseline	<i>Target</i>	—	—	Baseline	12.5%	25%	37.5%
	<i>Actual</i>	—	—	3.5%	683%		
Provide training opportunities in effective coaching for new supervisors. (cumulative)	<i>Target</i>	—	—	70%	85%	90%	95%
	<i>Actual</i>	—	—	88%	TBD		
Provide training opportunities in effective coaching for all supervisors and team leads. (cumulative)	<i>Target</i>	—	—	Baseline	10%	30%	50%
	<i>Actual</i>	—	—	6.6%	TBD		
Provide internal and external individual and group coaching services to employees at all grade levels. (cumulative)	<i>Target</i>	—	—	1%	5%	10%	15%
	<i>Actual</i>	—	—	1.2%	TBD		

Performance summary: In FY 2023, NARA expanded its nascent group coaching program to offer new coaching experiences tailored specifically for supervisors. In total, NARA offered group coaching opportunities for all employees, group coaching for supervisors, and individual coaching opportunities. NARA has also incorporated coaching into its Supervisors’

Development Program to ensure that all new supervisors receive coaching. In FY 2024, NARA will continue to expand coaching opportunities and increase awareness among the workforce. NARA is also developing a methodology to evaluate coaching effectiveness by tracking coaching outcomes over time.

Objective 4.2: By FY 2026, NARA will increase the diversity of employees in mission critical occupations for GS-12 and above positions to mirror the Civilian Labor Force (CLF).

Description of measure: NARA must have a highly qualified, motivated, and diverse workforce to achieve the agency’s strategic goals and objectives. Workplace diversity is proven to offer employees a better sense of community, increase employee engagement, and a more positive workplace culture. In addition, a more diverse workforce is more resilient and agile, which are critical characteristics that will help NARA transition to a fully electronic government.

NARA’s workforce is generally very diverse in total; however, mission critical occupations such as archivist and archives specialist are less diverse at higher grade levels. NARA will address these gaps with recruitment and internal promotion strategies. To develop new recruitment pipelines, NARA will build new relationships with educational institutions and professional organizations that represent underserved communities. NARA will also explore available hiring flexibilities to provide hiring managers with expedited options to hire qualified candidates for entry level, journey level, and senior positions in the agency.

NARA’s long-term goal is to increase representation in mission-critical occupations for General Schedule (GS) grade 12 and above positions to equal 100% of representation in the Civilian Labor Force (CLF) for major race / national origin and gender groups by FY 2026.

Performance Measure	Year	2020	2021	2022	2023	2024	2025
Increase the diversity of employees in mission critical occupations for GS-12 and above positions to mirror the Civilian Labor Force (CLF).	<i>Target</i>	—	—	—	Baseline	25% of CLF	80% of CLF
	<i>Actual</i>	—	—	—	—		
Conduct virtual job fairs (annual)	<i>Target</i>	—	—	2	2	2	2
	<i>Actual</i>	—	—	—	TBD		

Performance summary: In FY 2023, NARA revitalized its internship program to support diverse hiring. NARA restored its Pathways internship program, hiring its first Pathways employee since 2017. In FY 2024, NARA will develop a structured paid internship program that will hire interns in cohorts who will train and work together on a pathway to Federal employment.

NARA’s DEIA team, which includes both Human Capital and the Office of Equal Employment Opportunity, analyzed workforce demographics to identify trends, barriers, and opportunities for improvement. As a result of this analysis, NARA changed its disciplinary policies to increase objectivity and separate performance-based issues from misconduct. In FY 2024, the DEIA Team will continue to analyze data and make changes to NARA personnel policy as needed to address trends and barriers.

Objective 4.3: By FY 2026, NARA will increase the percentage of employees who believe they have similar access to career advancement opportunities as other, similarly-situated employees to 70 percent.

Description of measure: NARA employees must see reasonable and achievable paths to rewarding and productive careers to engage in their work and build an inclusive workplace. NARA must provide employees with a roadmap that allows them to plan their careers, as well as training and experiential learning opportunities to develop skills needed for career progression. NARA must establish an equitable method to cultivate qualified internal candidates for future vacancies and leadership pipelines for succession planning.

NARA will analyze qualifications and competencies needed for NARA positions in all job series. NARA will assess career ladders to ensure that all employees have real opportunities for advancement. NARA will review vacancy announcements to ensure that competencies are appropriately captured and communicated, and that educational requirements are not required if the necessary competencies can be demonstrated through experience. NARA will develop new training and certification opportunities so that employees can demonstrate mastery of required competencies. NARA will expand leadership training to non-supervisors to allow motivated employees opportunities to prepare for future responsibilities and self-identify for inclusion in leadership pipelines for succession planning.

NARA’s long-term goal is to increase the percentage of employees who respond “agree” or “strongly agree” to this question in the annual Federal Employee Viewpoint Survey (FEVS): “I have similar access to advancement opportunities (e.g., promotion, career development, training) as others in my work unit.”

<i>Performance Measure</i>	<i>Year</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>
Employees believe they have similar access to career advancement opportunities as others in their work unit	<i>Target</i>	--	--	Baseline	68%	68%	68%
	<i>Actual</i>	--	--	68%	TBD		

Performance summary: In FY 2023, NARA, the employee Union, and NARA’s human resources shared services provider, the Department of the Treasury, Bureau of the Fiscal Service, Administrative Resource Center (ARC) partnered to conduct a detailed position assessment of critical Archives Technician positions in the National Personnel Records Center. NARA is currently developing an Action plan based on the results of the study. NARA plans to implement changes in FY 2024. NARA is also identifying additional mission-critical positions to assess in FY 2024.

In FY 2023, NARA explored models and structures for documenting career paths, and developed systems to engage managers and supervisors in position management. In FY 2024, NARA Human Capital staff will work with internal stakeholders to determine the skills needed for the future and to identify skills gaps in the current state. NARA’s goal is to publish skills maps for select mission critical job series in FY 2025.

Objective 4.4: By FY 2026, NARA will foster a culture that encourages civil interaction, equity, and inclusion that allows employees to feel connected to the agency’s mission and contribute to their full potential.

Description of measure: NARA must provide all employees with a safe and supportive, equitable, and inclusive work environment. NARA is committed to the principles of Diversity, Equity, Inclusion, and Accessibility (DEIA) and fair treatment of employees always. NARA promotes collaborative, civil interactions and has established expectations for civility in the workplace.

NARA will create a workplace culture that is diverse, inclusive, respectful, and welcoming for all employees. NARA will continue to provide visible leadership support for DEIA programs. NARA will promote DEIA education and training and implement a communications strategy that elevates DEIA as a key strategic priority. NARA will partner with its employee Union to develop new working groups and other opportunities for employees to participate in agency decision-making.

NARA’s long-term goal is to increase the Agency’s aggregate score in four DEIA Indices calculated by the Office of Personnel Management (OPM) using survey results from the annual Federal Employee Viewpoint Survey (FEVS).

Performance Measure	Year	2020	2021	2022	2023	2024	2025
OPM DEIA: Diversity Index	<i>Target</i>	--	--	Baseline	73%	73%	73%
	<i>Actual</i>	--	--	73%	TBD		
OPM DEIA: Equity Index	<i>Target</i>	--	--	Baseline	70%	70%	70%
	<i>Actual</i>	--	--	70%	TBD		
OPM DEIA: Inclusion Index	<i>Target</i>	--	--	Baseline	76%	76%	76%
	<i>Actual</i>	--	--	76%	TBD		
OPM DEIA: Accessibility Index	<i>Target</i>	--	--	Baseline	74%	74%	74%
	<i>Actual</i>	--	--	74%	TBD		

Performance summary: In FY 2023, NARA deployed the new Respectful, Inclusive, and Safe Environments (RISE) training program to its staff. RISE is a collaborative program made available to NARA through a partnership with OPM and the US Agency for International Development. OPM and USAID trained 40 NARA employees to serve as peer-to-peer RISE instructors. NARA trainers trained nearly 150 NARA employees in eight work units over 16 weeks. NARA will continue to train employees through the RISE curriculum. NARA has committed to train at least 500 employees in at least four cohorts.

Also in FY 2024, NARA’s DEIA Team developed a DEIA policy and dashboard. NARA’s DEIA Team will explore quantitative metrics that can be used to create a dashboard for transparently reporting agency progress and opportunities for improvement in meeting DEIA goals.

Federal Records Management Programs

This section reports on the annual results of NARA's records management activities in compliance with [44 U.S.C §2904\(c\)\(8\)](#).

OMB/NARA Memorandum, Transition to Electronic Records (M-23-07)

In December 2022, OMB and NARA issued the joint memorandum [M-23-07](#), *Update to Transition to Electronic Records*. This memorandum directs all federal agencies to ensure that federal records are created, retained, and managed in electronic formats, with appropriate metadata, by June 30, 2024.

NARA provided [guidance](#) to agencies on how to request exceptions if they could not meet the deadline. As of February 2024, a total of 23 exception requests have been processed. Fourteen agencies were granted limited exceptions, subject to annual reporting contingencies, while nine requests were either deemed unnecessary or returned with a request for additional justification.

Records Management Oversight and Reporting

NARA's [Records Management Oversight and Reporting web pages](#) provide comprehensive information about our oversight activities. In FY 2023, NARA conducted the following oversight projects:

- **Federal Agency Records Management (FARM) Annual Report.** In 2023, NARA required three submissions for 2022 federal agency records management programs and activities:
 - Senior Agency Official for Records Management Reports
 - Records Management Self-Assessment
 - Federal Electronic Records and Email Management Maturity Reports.

NARA reviewed the submissions and issued a consolidated report with analysis on the state of federal records management programs. The [2022 FARM report](#) is available on NARA's website.

- **Records management inspections.** NARA inspects the records management programs of federal agencies under the authority of 44 U.S.C §2904(c)(7) and §2906. The final inspection reports have been posted to our [Records Management Inspections](#) website.

In FY 2023, NARA completed inspections of the following agencies and topics:

- Department of Defense/Department of the Army Records Management Program
- Department of Defense/Department of the Navy Records Management Program

Monitoring and follow-up. Following the issuance of final inspection reports, NARA requires agencies to prepare corrective action plans with measurable action items and milestones. NARA monitors progress through agency-submitted progress reports until all actions are completed. During FY 2023, NARA tracked 671 individual recommendations and 208 of those recommendations were closed.

- **Records management assessments.** An assessment is an evaluation of a specific records management topic, issue, or activity affecting RM processes, procedures and policies.

Assessments are useful for both NARA and federal agencies to evaluate records management practices and inform guidance, policy, training, and tools. In FY 2023, NARA completed the following four topical assessments.

- Records Management Assessment of Electronic Mail and Calendar Information Systems
- Managing Social Media Records
- Portable Electronic Devices
- Video Surveillance

Published [Assessment reports](#) are available on NARA's website.

- **Alleged Unauthorized Disposition of Federal Records.** Under 44 U.S.C. §3106 and 36 CFR §1230, federal agencies are required to notify NARA of any alleged unauthorized disposition of the agency's records. NARA also receives notifications from other sources such as the news media and private citizens. NARA tracks each allegation and communicates with the agency until the issue is resolved. To support transparency and open government specific information about each case, including the findings of [alleged unauthorized disposition of federal records](#) is available on NARA's website.

NARA Records Management Training for Agencies

In FY 2023, NARA's Records Management Training Program in the Office of the Chief Records Officer continued to leverage online learning technology to provide agency records officers with the Agency Records Officer Credential (AROC). NARA also increased role-based training materials for records custodians, records liaisons, and agency records officers, which are available on NARA's website at: <https://www.archives.gov/records-mgmt/training>.

In FY 2023, 52 agency records officers (AROs) were enrolled in the AROC program. NARA training staff were designated as mentors to assist each agency records officer working through the AROC curriculum. NARA support also included weekly sessions to address any questions on assignments and key concepts. The AROC was awarded to 39 AROs in FY 2023. Of those who participated in the training and received their credential, 98 percent of participants were "satisfied" or "strongly satisfied" with their experience. One hundred percent of those who received their credential and used an AROC mentor throughout the process reported a positive experience.

NARA's [Records Management Instruction Support](#) (ReMIS) services provided the customized eLearning course RM Fundamentals for agencies to train their staff. In FY 2023, ReMIS completed 38 individual requests from 27 agencies—12 of the agencies previously used ReMIS services. NARA developed and delivered 15 versions of RM Fundamentals to agencies for training their staff.

Records Management Policy

Expanding Capstone for Electronic Messages. In January, NARA issued [NARA Bulletin 2023-02: Expanding the Use of a Role-Based Approach \(Capstone\) for Electronic Messages](#). This Bulletin recognizes that the use of additional types of electronic messaging often now replaces conversations previously occurring over email and authorizes agencies to use the Capstone approach for managing emails to these kinds of electronic messages.

Records Created on Collaboration Platforms. In September, NARA issued [NARA Bulletin 2023-04: Managing Records Created on Collaboration Platforms](#). This Bulletin addresses agencies' increased use of intra/inter-agency collaboration platforms to accomplish their missions. The capabilities of collaboration platforms are increasingly robust and can be used when working from any location. Within the federal government, these platforms provide an environment that supports rapid and effective collaboration. This bulletin addresses the management of federal records created when agencies use collaboration platforms.

FERMI. In FY 2023, NARA's Federal Electronic Records Modernization Initiative (FERMI) continued to serve as NARA's comprehensive government-wide strategy for procuring records management solutions and services. In June, NARA released Version 3 of the [Universal Electronic Records Management Requirements](#). NARA partnered with the General Services Administration Multiple Awards Schedule team to incorporate Version 3 into the [list of vendors](#) capable of providing electronic records management services to the federal government. Included in this work is maintaining the [Electronic Records Management Federal Integrated Business Framework](#).

Records Management Standards. In FY 2023, NARA staff participated in the International Organization for Standardization (ISO) technical committees TC 46/SC 11 (archives/records management) and TC 46 WG 13 (information governance). NARA staff held several roles in TC 46/SC 11. NARA served in leadership roles on the Advisory Group on Strategic Directions and on the Advisory Group and Planning Task Force. NARA also served as experts on several working groups.

Document Standards (PDF). In FY 2023, NARA staff served on ISO TC 171 (document management applications). NARA staff served as the Convenor for the working group on development of the PDF/A (archiving) standard and as technical experts on the working groups for the PDF standard; PDF/E (engineering) standard; PDF/UA for universal accessibility; EA-PDF for email; file format guidelines; electronic document management (EDMS) guidelines; and metadata. NARA staff participated in the TC 42 Joint Working Group 26 (imaging system capability qualification for archival recording and approval).

Digitization Standards. In FY 2023, NARA issued regulations on digitization standards for permanent paper and photographic records in [36 CFR 1236 Subpart E](#). This work will continue in FY 2024 with the development of digitization standards for film records. In addition, NARA developed several guidance products to help agencies with implementation that will be issued in early FY 2024. These products include a digitization quality management guide and success criteria for digitizing permanent records as well as FAQs on non-compliant permanent digitized records and digitizing temporary records. NARA's records management standards team dedicated significant resources to answering agency questions related to implementation as agencies begin to use these new standards. We also worked with the General Services Administration to identify vendors who can self-certify that they can provide digitization services that meet NARA's requirements. To locate these and other helpful resources related to digitization, please see our [Digitization of Federal Records](#) webpage.

Records Management Outreach

Outreach Events. NARA's primary outreach activity for the federal records management community is the Agency Services [Bimonthly Records and Information Discussion Group](#) (BRIDG) meeting streamed live on YouTube. BRIDG meetings inform agencies of news from the Federal Records Centers Program as well as updates on federal records management

reporting, policy, scheduling, and training. In FY 2023, NARA hosted six BRIDG meetings. Additionally, NARA hosted five meetings of the Federal Records Management Council, an interagency council which provides input, advice, and recommendations to NARA on records management policy and guidance. Finally, NARA hosted two large scale webinars for the entire records management community. First was a January 2023 webinar on the NARA Bulletin to allow agencies to manage other types of electronic messages by using the Capstone approach. Second was a June 2023 webinar focused on the updated regulations for digitizing permanent records. Both webinars attracted hundreds of participants from across the federal government.

External Engagement. In FY 2023, NARA participated in over 40 outreach events, including speaking at conferences hosted by professional organizations and workshops hosted by media and vendor groups. These presentations communicated the importance of transitioning to a fully digital government and electronic records management as well as highlighting the Bulletins NARA issued in 2023 and the updated digitization regulations for permanent records.

Microsoft Engagement. During FY 2023, NARA continued to manage a Microsoft 365 user community of nearly 600 agency records and information staff. NARA hosted monthly meetings that included presentations from agency experts as well as Microsoft experts. The success of this engagement has led to several resources for agencies looking to implement electronic records management within the Microsoft 365 platform.

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National Archives and Records Administration
Resources for Cyber Activities
(Dollars in Thousands)

Framework Function	Function & Capability	FY 2025 Request
Identify	Identify: Authorization and Policy	\$4,554.0
	Identify: Continuous Diagnostics and Mitigation (CDM)	\$778.0
	Identify: Non-CDM Information Security Continuous Monitoring (ISCM)	\$642.0
	Identify: Other Identify Capabilities	\$122.0
Identify Total		\$6,096.0
Protect	Protect: Cloud Security	\$844.0
	Protect: Credentialing and Access Management	\$10,070.0
	Protect: Data Safeguarding	\$94.0
	Protect: Other Protect Capabilities	\$0.0
	Protect: Secure Data Transmission	\$141.0
	Protect: Security Log Management	\$94.0
	Protect: Security Training	\$327.0
	Protect: System Security Testing and Analysis	\$630.0
Protect Total		\$12,200.0
Detect	Detect: Anti-Phishing and Malware Defense	\$481.0
	Detect: Endpoint Detection and Response	\$49.0
	Detect: Intrusion Prevention	\$750.0
Detect Total		\$1,280.0
Respond	Respond: Incident Management and Response	\$702.0
	Respond: Prosecution & Investigation of Cyber Intrusions	\$51.0
Respond Total		\$753.0
Recover	Recover: Incident Notification	\$322.0
	Recover: Incident Recovery	\$61.0
Recover Total		\$383.0
Grand Total		\$20,712.0