

**National Archives and Records Administration**  
 FY 2013 Operating Plan under Sequestration  
 April 25, 2013

1. SEQUESTRATION IMPACT ON NARA MISSION AND THE PUBLIC

Sequestration has reduced FY 2013 appropriations to the National Archives and Records Administration (NARA) by \$19,695 thousand. The reduction amount is calculated as 5.0 percent of the amounts provided in the first FY 2013 Continuing Resolution (P.L. 112-175) and is the amount reported in the President's March 1 Sequestration Order. This reduction amount was then applied to the amount provided in the full-year FY 2013 CR (P.L. 113-6) to determine NARA's FY 2013 funded level.

**NARA FY 2013 Operating Plan**  
*(Dollars in Thousands)*

	FY 2013 Full-Year CR	0.2% Rescission	Sequestered Amount	FY 2013 Plan
Operating Expenses	\$ 373,300	\$ 747	\$ 18,779	\$ 353,774
Office of Inspector General	4,100	8	206	3,886
Repairs and Restoration	9,100	18	458	8,624
NHPRC Grants Program	5,000	10	252	4,738
<b>NARA Total</b>	<b>\$ 391,500</b>	<b>\$ 783</b>	<b>\$ 19,695</b>	<b>\$ 371,022</b>

*Note: Sequestration reduces mandatory appropriations to the National Archives Trust Fund by an additional \$51 thousand that is not reflected here.*

OPERATING EXPENSES:

- **Increased preservation risk.** NARA will defer work to conserve and protect some of the estimated 6 billion pages of textual records and miles of audio and video recordings identified as needing preservation action. This may delay public access to some audio and video records that are only available in obsolete formats.
- **Slower declassification of Presidential records.** NARA has reduced funding dedicated to the declassification of Presidential records. Instead, NARA staff will prepare documents for declassification, in addition to their existing duties. This will slow declassification processes and delay other work, including FOIA responses and special access requests.
- **Reduced effectiveness of ERA.** NARA has reduced the funds available to respond to concerns raised by Federal agencies that use ERA. NARA will only be able to address the most critical software errors as they arise.

- **Reduced maintenance of NARA-owned facilities.** Failure to meet maintenance standards will result in more frequent repairs, reduced building efficiency, and physical deterioration of our assets.
- **Reduced public hours.** NARA has reduced the number of hours that its Washington, DC, and College Park, MD, facilities will be open to the public to research government records and visit NARA museum exhibits.
- **Knowledge and experience gaps in our workforce.** NARA has lost substantial expertise through attrition and risks creating significant gaps in the agency workforce if NARA continues to lose staff without replacing them. An extended hiring freeze has inhibited NARA's ability to recruit and train the next generation of archival professionals.
- **Lost opportunities to deliver records to the public.** Staff reductions will slow processing of NARA records for public release. NARA will have fewer resources to support government-wide efforts to modernize Federal recordkeeping, and will fall further behind in efforts to provide timely and meaningful public access to electronic government records.

#### OFFICE OF INSPECTOR GENERAL:

- **Less oversight of NARA programs.** The NARA OIG will not be able to fill vacant auditor positions, which will result in fewer audits and fewer recommendations identifying opportunities to improve the efficiency and effectiveness of NARA programs.

#### NHPRC GRANTS PROGRAM:

- **Fewer, smaller grants.** The National Historical Publications and Records Commission (NHPRC) will reduce grants awarded to State and local governments, educational institutions, and non-profit organizations across the United States. This will have a direct, negative impact on employment in archival fields and will reduce the historically valuable documents that are preserved and made available to the public.

#### REPAIRS AND RESTORATION:

- **Fewer repairs of NARA-owned facilities.** Failure to perform building repairs when needed will reduce building efficiency, reduce the value of our assets, and increase the costs of repair projects when they are eventually performed. NARA will also delay projects to improve building energy efficiency that would generate immediate reductions in operating costs.

## 2. SEQUESTRATION IMPLEMENTATION

- **Personnel actions.** NARA does not plan to furlough employees in FY 2013 and will not conduct a reduction-in-force (RIF). NARA will continue the agency-wide hiring freeze that was instituted in November 2011.

- **Contract actions.** Sequestration will not interrupt the performance of any on-going contracts. Instead, NARA has carefully sequenced its contract reductions so that contracts can be re-scoped or terminated at the end of each contract's current period of performance.
- **Grant actions.** NARA awards competitive grants in consultation with the National Historical Publications and Records Commission (NHPRC). NARA will convene a special meeting of the Commission to deliberate and make recommendations to the Archivist of the United States on the necessary actions to realize sequestration cuts. The Commission may reduce all grant awards across-the-board, target specific grants for reductions, or cancel selected grants.
- **Administrative expenses.** Other than the hiring freeze, nearly all actions NARA has taken to address sequestration have come from administrative and support functions, primarily information technology and building maintenance and repair. In addition, NARA has cancelled all non-mission-essential conferences and has reduced travel budgets by 41 percent below FY 2010 levels.

### 3. REPROGRAMMING AND TRANSFER ACTIONS

NARA does not have any significant funding flexibilities available to offset or mitigate the impact of a sequestration. NARA will submit a request to reprogram 50 percent of its FY 2012 year-end unobligated balance in the Operating Expenses appropriation, as authorized by section 609 of the FY 2012 Consolidated Appropriations Act (P.L. 112-74).