

**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN THE GOVERNMENT PRINTING OFFICE AND THE NATIONAL  
ARCHIVES AND RECORDS ADMINISTRATION**

**Purpose**

The purpose of this agreement is to establish an affiliated relationship between the U.S. Government Printing Office (GPO) with preservation and access responsibilities codified in 44 U.S.C. Chapter 41, and the National Archives and Records Administration (NARA) which operates under the authority of 44 U.S.C Chapters 21, 29, 31, and 33. To implement NARA Directive 1501, Custody of Federal Records of Archival Value, dated February 28, 2003, NARA and GPO agree to the following conditions for the continued deposit of the electronic government records of the Government Printing Office in the facilities of the Government Printing Office. Implementation of this agreement will eliminate potentially duplicative preservation activities at both GPO and NARA for records within the scope of this MOU.

**Scope**

This agreement encompasses the content (hereinafter referred to as “the records”) on *GPO Access*, GPO’s publicly accessible Internet site. As authorized in 44 U.S.C. 4101, this content includes the online versions of the *Congressional Record* (beginning with volume 140, 1994), the *Federal Register* (beginning with volume 59, 1994), the *Code of Federal Regulations* (beginning with 1996), and other appropriate publications distributed by the Superintendent of Documents, and subsequent records as GPO adds them to *GPO Access*.

All records subject to this agreement shall be additionally defined in Records Schedules to be established between NARA and the GPO. The records are designated as part of NARA Record Group 287, Publications of the U.S. Government, Records of the Government Printing Office. This MOU provides for the deposit of the records outside of the physical custody of NARA.

**Actions**


1. The records will be transferred into the legal custody of NARA and will be legally part of the National Archives of the United States.
2. GPO will retain physical custody of the complete set of the records for public access and preservation purposes. GPO agrees to provide for the permanent preservation of this set of the records.
3. GPO will provide public access to the records and the information in the records including (if necessary):
  - a. special expertise needed to interpret the records and the recordkeeping system.
  - b. special equipment or specially designed facilities needed to provide ready access to records.
  - c. records metadata, user or systems documentation or other essential research resources necessary to provide essential context or usability for the records.

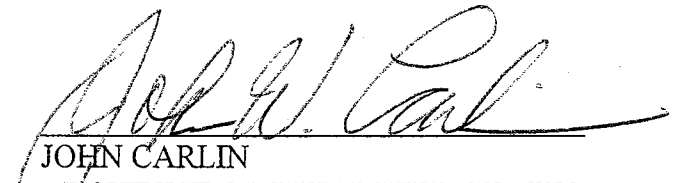
- d. access through GPO's geographically-dispersed network of Federal depository libraries which provide specialized assistance and services to local users.
4. NARA will refer researchers of the records to GPO and the GPO web site.
5. In accordance with NARA guidance in effect on the signing date of this MOU, GPO will manage the records to ensure their long-term preservation by storing and managing them under preservation conditions that are at least equal to those that would be provided by NARA. *See Appendix.*
6. In accordance with NARA guidance in effect on the signing date of this MOU, GPO agrees to follow NARA reference, arrangement, description, preservation, and security guidance. *See Appendix.*
7. GPO will permit NARA to examine the records and review how they are being managed, preserved, and made available for research.
8. GPO will report annually on management activities for these records and quarterly on the level of public use.
9. GPO will notify NARA as early as possible of any risk that GPO might not be able to continue to preserve or provide electronic public access to the records.
10. If for any reason, GPO is unable to maintain, preserve, and provide electronic public access to the records, GPO will transfer the access and preservation sets of records to NARA.
11. NARA may, after providing notification and an opportunity to correct problems, take physical custody of the access and preservation sets of the records if they are not maintained in accordance with this MOU.
12. If both the access and preservation copies of the records are transferred to NARA, NARA shall continue permanent public access to the records comparable to the online access provided by *GPO Access*.
13. When GPO, at the request of a publishing agency, terminates access to a record subject to this MOU, GPO will transfer the preservation copy of that record to NARA.
14. When there is a major change in the underlying software or user interface to GPO Access GPO will transfer the preservation copy of the non-current version to NARA.

**Effective Date, Modifications, Termination**

1. This agreement shall be effective upon signature, and shall remain in effect until terminated.
2. This agreement may be modified or terminated by agreement of both parties.
3. Material changes in the NARA requirements in the Appendix are considered modifications of this MOU, and require the consent of both parties.

**Signatures**

  
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BRUCE R. JAMES  
PUBLIC PRINTER OF THE UNITED STATES  
Date 8/12/03

  
\_\_\_\_\_  
JOHN CARLIN  
ARCHIVIST OF THE UNITED STATES  
Date 8-12-03

## Appendix NARA Requirements

### Governing Directives:

36 CFR 1234.30 and 1234.32 (Electronic Records Management)

[http://www.archives.gov/about\\_us/regulations/part\\_1234.html](http://www.archives.gov/about_us/regulations/part_1234.html)

NARA. *NARA 1501, Custody of Federal Records of Archival Value*. NARA: Washington, DC. February 28, 2003. <http://staffonly.nara.gov/directives/nara1501.html>

NARA. *NARA 1561, Records Emergency Preparedness and Recovery in NARA Facilities*. NARA: Washington, DC. February 15, 2002. <http://staffonly.nara.gov/directives/nara1561.html>

NARA. *NARA 1571, Archival Storage Standards*, NARA: Washington, DC, February 15, 2002. <http://staffonly.nara.gov/directives/nara1571.html>

NARA. *NARA 1701, Loans of Holdings in NARA's Physical and Legal Custody*. NARA: Washington, DC: <http://staffonly.nara.gov/directives/nara1701.html>

NARA. *NARA 1702, Transporting Holdings in NARA's Physical and Legal Custody*. NARA: Washington, DC, 2001. <http://staffonly.nara.gov/directives/nara1702.html>

## **A. Preservation and General Collections Management:**

1. Ensure security of electronic records from theft, vandalism, terrorism, damage, and loss through a 24 hour a day and 365 day a year systematic security and monitoring program as specified in NARA 1571.21.
2. Meet or exceed NARA standards for archival storage environmental conditions specified in Table 1.
3. Monitor and record environmental conditions in all storage spaces in accordance with NARA 1571.9d; consult with building engineers to improve conditions when environmental set points are exceeded.
4. Obtain, store, and use appropriate preservation, housing, and storage supplies and equipment that meet NARA standards and specifications.
5. Arrange for duplication/migration/refreshing of any at risk materials.
6. Obtain and manage offsite storage as specified in Table 1.

## **B. Operational Procedures to Ensure Data Longevity for Electronic Records:**

1. Perform weekly backups of the entire system (ie. data, server operating system, and configurations) that holds these records and daily incremental backups. Retain two months of weekly backups before the medium is reused.
2. Store backups in an offsite location on tape, cartridges, or other NARA approved storage medium.
3. Store back-up and master tapes, cartridges, and other magnetic media upright in NARA approved containers in stable environments that are dust-free and meet the standards specified in Table 1.
4. Monitor the environment (e.g., temperature and relative humidity) using NARA-approved monitoring equipment and report the results to NARA quarterly.
5. Read a statistical sample of all permanent data sets stored on magnetic tape annually to detect any loss of data in accordance with 36 CFR 1234.30(g)(3).
6. Copy records onto new or recertified tapes at least once every decade or more frequently when problems are noted to prevent the physical loss of data or technological obsolescence of the medium.
7. Use magnetic tape (e.g., reels, cartridges) as the only approved storage media for the GPO public access set of the records.

## **C. Arrangement and Description:**

1. The records constitute one series that has already been described in Archival Research Catalog (ARC). That series description will need to be updated once to reflect the existence of electronic records and then updated annually to reflect changes in dates of holdings. NARA will provide GPO with Archival Research Catalog (ARC) worksheets and instructions for completing them.

## **D. Reference and Access:**

Provide equal access to all public research customers.

## Temperature and Relative Humidity Standards for Archival Records

**Table 1. Records Storage Areas**

<b>Records medium</b>	<b>Dry Bulb <u>Maximum</u> Temperature</b>	<b>Relative Humidity Set Point</b>
<b>Magnetic/electronic media</b> including computer tapes and disks, video tapes, audio tapes, optical disks	65°F*	35%± 5%

\*Cooler temperature set points and within the specified range drier relative humidity set points should be used for these media whenever possible in order to improve the preservation of the records. Magnetic/electronic media should not be stored at a temperature lower than 46°F.