

Facebook Comment and Posting Policy

You are encouraged to share your comments, ideas, and concerns. Please be aware of the following policies for the National Archives' Facebook fan page:

- NARA will only post comments from users **over 13 years of age** that relate to topics on the specific fan page subject matter.
- NARA will delete comments that contain abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups.
- NARA will delete comments that are clearly off-topic, that promote services or products, or that promote or oppose any political party, person campaigning for elected office, or any ballot proposition.
- Gratuitous links to sites are viewed as spam and may result in the comment being removed.
- Communications made via the Facebook fan page will in no way constitute a legal or official notice or comment to the NARA or any official or employee of NARA for any purpose.
- The content of all comments is immediately released into the public domain, so do not submit anything you do not wish to be broadcast to the general public.
- Do not post personally identifiable information such as social security numbers, addresses and telephone numbers. Comments containing this information will be removed from the Facebook fan page wall.
- NARA does not discriminate against any views, but reserves the right to remove posted comments that do not adhere to these standards.

Members of the media are asked to pose your questions to the NARA Public Affairs Office through their normal channels and to refrain from submitting questions here as comments. Media questions or comments will not be posted. NARA Public Affairs can be reached at 202-357-5300

The Policy and Planning Staff manages this Facebook fan page as a portal for information from the U.S. National Archives and Records Administration. However, information posted here is not official policy of NARA and will in no way grant anyone any rights, privileges, or standing on any matter. All information should be verified through official channels at NARA. For contact information at NARA, please check <http://www.archives.gov>.

NARA Twitter Account Following Guidelines

When a [NARA Twitter account](#) “follows” another Twitter account, it may be construed as an endorsement of that account holder. The Policy and Planning Staff developed these guidelines in coordination with NARA’s General Counsel to avoid any potential ethical conflicts. In general, the policies in NARA Directive 807, Content Rules and Requirements for NARA Web Sites (Internet, Intranet and NARA-hosted Extranets) and Presidential Library Web Sites, regarding external links, inform these guidelines and can be consulted for additional information.

A. Official NARA Twitter accounts may “follow” certain types of other Twitter accounts, including those created and maintained by:

- NARA, including Presidential Library and Foundation accounts
- The Archivist of the United States
- The Foundation for the National Archives
- The Smithsonian Institution
- The Library of Congress
- Federal, state, county, city and international government entities and cultural institutions such as the White House, the U.S. Environmental Protection Agency and the British Library
- Non-profit cultural institutions such as museums, libraries, archives and historical societies and projects of these organizations.
 - For example, http://twitter.com/JQAdams_MHS is a project of the Massachusetts Historical society (<http://www.masshist.org/adams/jqa.php>)
- Non-profit professional organizations that are not political in nature and whose mission relates to NARA’s mission, services or programs, such as Society of American Archivists, ARMA International or genealogical societies

B. Official NARA Twitter accounts should not “follow” certain types of other Twitter accounts, including those created and maintained by:

- Commercial entities, such as companies or commercial websites, blogs, publications and periodicals
- Commercial entities that have a working relationship with NARA, such as consultants or contractors
- Schools or universities, whether public or private (but their museums, libraries or archives may be followed)
- Individuals, regardless of whether they post in a personal or professional capacity
- Non-profit groups whose mission is unrelated to NARA’s mission, services and programs
- Any group or individual that is engaged in political activity, as covered by the Hatch Act. The Hatch Act defines political activity as an activity directed toward the success or failure of a political party, a candidate for partisan political office, or a partisan political group.

C. Official NARA Twitter accounts maintained by individuals in a professional, official capacity (e.g. the Chief Information Officer) may “follow” other individuals’ Twitter accounts similarly created and maintained in a professional, official capacity. These may include individuals employed by:

- NARA, including Presidential Libraries and Foundations
- The Foundation for the National Archives

- The Smithsonian Institution
- The Library of Congress
- Federal, state, county, city and international government entities and cultural institutions such as the White House, the U.S. Environmental Protection Agency and the British Library
- Non-profit cultural institutions such as museums, libraries, archives and historical societies and projects of these organizations
- Non-profit professional organizations that are not political in nature and whose mission relates to NARA's mission, services or programs, such as Society of American Archivists, ARMA International or genealogical societies

D. Official NARA Twitter accounts maintained by individuals in a professional, official capacity (e.g. the Chief Information Officer) should not "follow" other individuals' Twitter accounts similarly created and maintained in a professional, official capacity if they are employed by:

- Commercial entities, such as companies or commercial websites, blogs, publications and periodicals
- Commercial entities that have a working relationship with NARA, such as consultants or contractors
- Schools or universities, whether public or private (but individuals from their museums, libraries or archives may be followed)
- Non-profit groups whose mission is unrelated to NARA's mission, services and programs
- Any group or individual that is engaged in political activity, as covered by the Hatch Act. The Hatch Act defines political activity as an activity directed toward the success or failure of a political party, a candidate for partisan political office, or a partisan political group.

E. Official NARA Twitter accounts maintained by individuals in a professional, official capacity (e.g. the Chief Information Officer) should not "follow" other Twitter accounts maintained by individuals in a personal capacity. They should create separate, personal Twitter accounts for personal use.

If you have questions about whether it is appropriate for your NARA Twitter account to follow a particular Twitter account, please contact the Social Media Team at socialmedia@nara.gov. We will provide further guidance and, when appropriate, will consult with the Chief Digital Access Strategist and NARA's General Counsel.

Please note that these "following" guidelines for Twitter do not apply for NARA Facebook pages. At the present time, NARA Facebook pages may only list other NARA Facebook pages as "Favorite Pages."

Photo Comment and Posting Policy

We welcome your comments on our photographs. Here is some information you should know in advance.

- Our Flickr photostream is moderated and we will only post comments from commenters **over 13 years of age**.
- We will remove comments that contain abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups.
- We will remove comments that contain personal information (whether your own or someone else's), including home address, home or cell phone number, or personal e-mail address.
- We will remove comments that are clearly off-topic, that promote services or products, or that promote or oppose any political party, person campaigning for elected office, or any ballot proposition.
- Communications made through Flickr's e-mail and messaging system will in no way constitute a legal or official notice or comment to NARA or any official or employee of NARA for any purpose.
- The content of all comments are released into the public domain unless the commenter clearly states otherwise, so do not submit anything you do not wish to broadcast to the general public.
- We do not discriminate against any views, but reserve the right not to post or remove comments that do not adhere to these standards.

See our [National Archives on Flickr: Frequently Asked Questions \(FAQs\)](#) for more information.

Reporters are asked to send questions to the NARA Public Affairs Office through their normal channels and to refrain from submitting questions here as comments. Reporter questions will not be posted. NARA Public Affairs can be reached at 202-357-5300.

Video Comment and Posting Policy (YouTube)

We welcome your comments on our videos and here is some information you should know in advance.

- The channel is moderated and we will only post comments from commenters **over 13 years of age**.
- We will review all comments before posting them.
- We will not post comments that contain abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups.
- We will not post comments that contain personal information (whether your own or someone else's), including home address, home or cell phone number, or personal e-mail address.
- We will not post comments that are clearly off-topic, that promote services or products, or that promote or oppose any political party, person campaigning for elected office, or any ballot proposition.
- Communications made through the channel's e-mail and messaging system will in no way constitute a legal or official notice or comment to NARA or any official or employee of NARA for any purpose.
- The content of all comments are released into the public domain unless the commenter clearly states otherwise, so do not submit anything you do not wish to broadcast to the general public.
- We do not discriminate against any views, but reserve the right not to post comments that do not adhere to these standards.

We will make every effort to review comments and post them as quickly as possible.

Reporters are asked to send questions to the NARA Public Affairs Office through their normal channels and to refrain from submitting questions here as comments. Reporter questions will not be posted. NARA Public Affairs can be reached at 202-357-5300.