



## **National Archives and Records Administration**

### **Standards of Conduct for Volunteers**

The National Archives and Records Administration (NARA) recruits as volunteers individuals who have an interest in American history, archives, genealogy, or the National Archives itself and its regional programs, educational programs, and special events. Volunteers donate their time and talents serving the agency, functioning in an important public relations capacity by promoting the goals and objectives of the National Archives to the public and by providing a variety of services on behalf of the National Archives in a variety of settings. Volunteers also may assist the NARA staff in performing reference or other archival project services.

Since the primary objective of the NARA Volunteer Program is to assist the National Archives and those using its services, the Standards of Conduct listed here have been developed to define the responsibilities and obligations that go with this volunteer service.

Serving as a NARA volunteer is an honor that is conditioned upon observance of the following Standards of Conduct. NARA reserves the right to terminate the service of a volunteer if we determine that the volunteer has not complied with any of these standards.

1. NARA volunteers must always act in a courteous, considerate, and prompt manner in dealing with the public, fellow volunteers, and National Archives staff. NARA volunteers must avoid any action, whether or not specifically mentioned in these Standards of Conduct, which might result in or create the appearance of:

- a. Using their NARA volunteer position for the private gain of themselves or others;
- b. Giving preferential treatment to any one NARA user over another;
- c. Impeding Government or NARA efficiency or economy;
- d. Losing independence or impartiality;
- e. Affecting adversely the confidence of the public in the integrity of the Government or of NARA.

2. NARA volunteers may not engage in activities or otherwise mislead anyone to identify NARA with the products or services of a private association, organization, or business.

3. NARA volunteers may not use, directly or indirectly, inside or other nonpublic information, whether or not use of such information is intended to further a private gain (financial or otherwise) for themselves or others, if such information is not generally available to the public or if such information was obtained solely by reason of their NARA volunteer service.

4. NARA volunteers who are members of a private group, association, or organization must avoid activities on behalf of the group, association, or organization that are incompatible with their NARA volunteer positions or which otherwise might imply endorsement of the group, association, or organization by NARA or the Government.

5. NARA volunteers must endeavor to promote equal access to NARA records and services to the fullest extent consistent with the public interest. Volunteers must avoid any appearance of preferential treatment or service that would give an individual user unfair influence or advantage over other users of NARA services.

6. NARA volunteers must preserve the security and integrity of Federal property, including archival and donated historical materials in the custody of the National Archives and the Presidential libraries. They must observe all NARA regulations and procedures for storing, handling, and disclosing information from these records and materials.

7. NARA volunteers may not solicit NARA-related research business in a NARA facility while serving as a NARA volunteer. Volunteers may post their business cards on specified bulletin boards. Volunteers may not include their volunteer status at NARA on any business card.

8. NARA volunteers may not personally seek or accept money or any other thing of value (including gifts of any kind) in connection with their NARA service, except in those instances when they are acting on behalf of an officially recognized NARA support organization.

9. NARA volunteers must not use, take, dispose of, or allow others to use, take, or dispose of Government records, property, facilities, or services of any kind for other than officially approved Government business. Government facilities, telephones, property, and staff may be used only for official NARA business and only when authorized by appropriate NARA officials.

10. NARA volunteers may publish and distribute the products of their volunteer service, such as indices or descriptive lists obtained or created in the course of the volunteers' duties for NARA, only after NARA has released the products or the information they contain to the public. In addition, NARA volunteers may not claim copyright in the products, because the products are NARA property (i.e., "works of the United States") and are not eligible for copyright protection.

11. The rules in paragraphs 1 – 10 above apply when a NARA volunteer is performing volunteer services for another Government entity as a NARA volunteer.

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Signature of Volunteer

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Date