

# National Archives and Records Administration

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**Voluntary Internship Agreement**  
**between the**  
**National Archives and Records Administration**  
**and**

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*(Student)*

In accordance with 44 U.S.C. 2105(d), the National Archives and Records Administration (NARA) and the student enter into this agreement to provide for the acceptance of the volunteer services of the student named above for the period indicated.

**In accepting the services of the student intern, NARA agrees to:**

1. Designate a staff member to serve as a point of contact with the educational institution.
2. Establish work schedules that are consistent with the school's academic calendar that do not interfere with academic performance.
3. Orient the student to NARA's mission and policies, and to the specific requirements of the office to which they are assigned.
4. Provide quality work assignments, and a description of such assignments to the educational institution and student.
5. Provide progressive and diversified work experiences to prepare the student for employment in the occupations in which they have an interest.
6. Correlate work and study in a manner that will expand the student's educational development.
7. Assist the student in learning the job requirements and provide performance feedback.
8. Coordinate with the educational institution and student to ensure that completion of the educational program (awarding of diploma, certificate, degree, etc.) and the internship are accomplished in the appropriate time frame.
9. Maintain and provide the educational institution with the student's attendance records, work experience, and performance evaluation, if requested.
10. Provide the student with materials, information, and working space based on regulations, laws, safety conditions, and budget.

# National Archives and Records Administration

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**By signing this agreement, the student intern agrees to:**

1. Acknowledge that volunteer service will be uncompensated and is not creditable for employee benefits.
2. Adhere to the rules and regulations of the federal government and NARA.
3. Notify supervisor or point of contact of deviations or absences from the scheduled work period.
4. Provide supervisor or point of contact with a copy of the project(s) or work assignment(s) completed during the internship, along with any associated reports or evaluations.
5. Acknowledge NARA's right to terminate this agreement before the completion of the internship.
6. Operate in a courteous, professional, and efficient manner when dealing with the public, fellow volunteers, and NARA staff.
7. Avoid any action that might result in or create the appearance of:
  - a. using this position for private gain (financial or otherwise) of yourself or others;
  - b. giving preferential treatment to anyone;
  - c. impeding government or NARA efficiency or economy;
  - d. acting with impartiality or bias; or
  - e. adversely affecting the confidence of the public in the integrity of the U.S. government or NARA.
8. Not use non-public information, for yourself or others, if such information is not generally available to the public or was obtained solely through your NARA volunteer service.
9. Preserve the security and integrity of federal property, including archival and donated historical materials in the custody of the agency; observing all regulations and procedures for storing, handling, and disclosing information.
10. Government facilities, telephones, property, and staff may only be used or accessed for official NARA business when authorized by appropriate NARA officials. Do not use or allow others to use, take, or dispose of government records, property (including laptops), facilities, or services of any kind for other than officially approved government business.

# National Archives and Records Administration

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11. Acknowledge that theft of government property, which includes federal records and laptops is a federal offense and if committed may result in a fine, imprisonment, or both.
12. Not publish any information, including indices or descriptive lists, obtained or created in the course of the performance of duties. The products of your internship belong to NARA. If you intend to publish information obtained or created while interning at NARA, this may be done only after the product has been made available to all researchers.

**By signing below, I accept the provisions of this agreement.**

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Name, Title  
Office of Human Capital

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Signature and Date

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Student Name

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Signature and Date

*Full opportunity will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.*