



Office of the Chief
Records Officer for the
U.S. Government

AC 07.2021

Date: October 22, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Appraisal Activities during the COVID-19 Pandemic

Due to the ongoing COVID-19 pandemic, our appraisal staff will not hold in-person, on-site appraisal meetings with other Federal agency staff until both NARA and its agency partners have completed Phase 3 (or equivalent) facility reopening procedures.

NARA continues to gradually reopen its facilities in phases to ensure the safety and health of NARA staff and federal agency staff. We will provide updates on the resumption of in-person, on-site appraisal services as NARA [reopening procedures](#) progress.

During this challenging time, we will continue to support agency records management programs and provide records appraisal services to our customers remotely to the greatest extent possible. Please review our [tips](#) on how to prepare for a virtual appraisal meeting. To arrange for a virtual appraisal meeting or to request a non-routine or emergency site visit, please contact your assigned [NARA appraisal archivist](#) directly.

LAURENCE BREWER
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for the U.S. Government