

**NARA Function Descriptions for OMB Function Codes  
(FY 2013 FTE summarized across all locations)**

<b>Act Code</b>	<b>Activity</b>	<b>2013 FTE</b>
B710	Human resources administration	29.31
B910	EEO and diversity programs administration	5.47
C000	Trust Fund financial support services	3.00
C110	Financial and budget management and control	19.07
C403	Revolving fund administration	1.00
C700	Financial support services	20.04
C999	Trust Fund management and control	23.76
F110	NARA life-cycle programs planning and administration	5.94
F310	Procurement administration	14.25
F320	Procurement support services	3.00
I000	OIG Administrative Support	1.00
I105	OIG Legal Services	1.00
I110	OIG Management Headquarters-Audit	2.00
I115	OIG Program Management	1.00
I430	OIG Performance Audits	7.85
I440	Security classification programs oversight	28.23
I520	OIG Criminal, Counter Intelligence, and Administrative Investigative Services	5.00
L100	Grants management	9.22
R120	Applied Research	5.00
S000	Volunteer services administration	19.41
S100	Facility management	15.10
S210	Facility support services	8.81
S500	Space and security management	25.81
S732	Publication distribution	3.97
S733	Facility operations and repairs	12.00
S742	Materiel management	8.00
S750	Museum shop operations	27.34
S751	Document preservation services	149.95
S752	Exhibits and public programs services	104.18
S753	Emergency management and operations program	2.15
S999	Exhibits and public programs management and oversight	10.99
T101	Records center operations	1,018.46
T130	Storage and warehousing	3.00
T140	Archival records control and description	54.02
T199	Records management inventory services	28.53
T801	Materiel management services	9.40
T802	Archival description support services	176.79
T820	Personnel support services	3.34
T999	Archival reference operations	253.21
U605	Staff training and professional development oversight	6.08

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<b>Act Code</b>	<b>Activity</b>	<b>2013 FTE</b>
U699	Staff training and professional development services	0.40
W100	Information technology management	55.38
W399	Web site management	10.20
W410	Information technology operations	40.14
W499	Open Government	13.61
Y000	Federal Register	55.81
Y105	Administration and policy-making for NARA programs	48.36
Y210	Administration and policy-making for records programs	89.15
Y215	Internal records management program operations	5.45
Y320	OGIS review FOIA compliance and provide mediation services	6.19
Y405	Legal affairs and representation	12.73
Y415	Legal and regulatory compliance auditing for NARA facilities	4.04
Y501	Communications administration	11.01
Y515	Communications services	5.00
Y620	Legislative Affairs	4.00
Y810	Administrative services management	77.18
Y999	Administrative services operations	6.72
Y815	Records accessioning and declassification	195.28
Y815	Records accessions and declassification operations	30.33
Y830	Records preservation management and oversight	19.48
Y840	Records management and appraisal	96.95
Y850	Digitization services	45.68
Y860	Copier equipment support services	1.00
Y899	Archival reference	51.75