

**National Archives and Records Administration**  
Report on FY 2020 Spend Plan for the CARES Act Appropriated Funds

The FY 2020 Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) provides NARA’s Operating Expenses appropriation with \$8.1 million “to prevent, prepare for, and respond to the COVID-19 pandemic.” These funds are available until September 30, 2021, and may be used to provide for coronavirus-related expenses of NARA’s appropriated activities as well as the reimbursable Federal Records Centers Program. Funds provided address the most immediate, critical COVID-19 response requirements for NARA:

- **\$2,610 thousand** in savings initiatives defined within NARA’s FY 2020 budget which cannot be realized due to the COVID-19 emergency:
  - \$1,646 thousand in savings from reductions in guard services that could be realized by removing classified records from field sites and consolidating them in the Washington, DC metropolitan area. The classified moves are being performed through an IAA with DoD. To date, six moves have been completed but five moves are remaining. DoD has suspended all non-essential travel in order to prevent the spread of COVID-19. NARA cannot move the records without DoD support and cannot reduce our guard force at targeted facilities if the classified records are not moved.
  - \$750 thousand in savings from decommissioning the Presidential Electronic Records Library (PERL) information system and migrating its contents to a cloud-based system for electronic Presidential records.
  - \$214 thousand in savings from reduced janitorial services at the National Archives building in Washington, DC, and College Park, MD. Our savings estimates included reducing the number of times the buildings would be cleaned each day and reducing the number of “deep cleanings” for public and common spaces.
- **\$5,490 thousand** to continue to deliver mission critical functions while maximizing telework for all employees.
  - \$3,625 thousand to provision laptops for 2,500 NARA employees. Government-issued laptops would allow NARA employees to use a secure Virtual Private Network (VPN) to access NARA’s network without using Citrix. This solution would significantly reduce the network limitations experienced by Citrix users and would allow all NARA staff to access NARA’s network concurrently. With Government laptops and VPN service, NARA can require remote users to authenticate using their PIV cards, adding critical cyber protections during a time of increased threat.

- \$1,615 thousand to accelerate NARA's planned migration to Google Drive. NARA has initiated the migration of all shared drives from on-premises servers to Cloud-based Google Drive; however, we are currently not scheduled to complete migration until August 2020. These funds would allow NARA to hire additional contractor resources to accelerate the migration to Cloud-based file shares. Once shared drives are in the cloud, NARA teleworkers can access their files directly from the Cloud without using NARA's network. This would further reduce the burden on the network from remote access and support long-term telework by a larger number of NARA employees.
- \$250 thousand to provide for continuous monitoring and cybersecurity incident response. Large-scale, continuous teleworking by NARA employees will increase NARA's internet traffic, which would require additional resources to monitor and respond to incidents in NARA's information technology environment. Based on guidance from the Federal Chief Information Security Officer, NARA expects that the COVID-19 emergency, plus increased internet traffic from expanded telework, will generate increased phishing attempts and more attempts to penetrate NARA's network. This funding would provide for additional IT security contractor resources to monitor, respond to, and mitigate increased cyberattacks due to the COVID-19 emergency.

NARA will adhere to guidance issued to ensure that these resources are not comingled with regular appropriations. NARA will maintain appropriate financial controls and track the funds using the GTAS Disaster Emergency Fund Code (DEFC) provided.

**NARA FY 2020 Spend Plan for the CARES Act Supplemental Appropriation by Object Class**  
*(Dollars in Thousands)*

The following table displays, by object class, the supplemental funding provided to the National Archives and Records Administration (NARA) in response to the Coronavirus Disease 2019 (COVID-19).

	Dollars
25.1 Advisory and assistance services.....	\$ 250
25.2 Other services.....	1,646
25.4 Operation and maintenance of facilities.....	214
25.7 Operation and maintenance of equipment.....	2,365
31.0 Equipment.....	3,625
<b>99.0 Total obligations.....</b>	<b>\$ 8,100</b>