

NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

PARKING

at the
NATIONAL ARCHIVES
at **COLLEGE PARK**



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WHAT EVERY DRIVER NEEDS TO KNOW

- Parking is available for NARA staff, contractors, volunteers, and the general public.
- Motorcycles and bicycles don't need to be registered, but you need to park them in the designated spots.
- You may park in the parking garage and the satellite parking lot.
- There is no assigned parking, except for spaces reserved for Government vehicles and for employees who need reasonable accommodation.
- If you park in a space that says "no parking" or "reserved," you will be ticketed and towed.
- *The spaces marked "compact car" are smaller than the usual spaces. Only compact cars can park there. Don't squeeze in if you drive a truck, van, or SUV (even if the manufacturer has called it a "compact" SUV). If you do, you will be ticketed.*
- You need permission to leave your car overnight. If your car won't start, you can ask for a temporary overnight permit. Contact security at 301-837-2900 or ask any security officer for assistance.
- If you receive a special permit, make sure it is clearly visible from the front windshield.
- If you break the rules, you may lose your parking privileges, and your vehicle may be towed.
- The parking policy is enforced at all times.

AMERICANS WITH DISABILITY ACT (ADA) PARKING

- If you have a valid disability certification document and disability license plate, placard, or permit, you may park in the ADA spaces. ADA spaces are for the person with the disability, not others just driving a car with the plate or placard.
- There are ADA spaces in the Archives II parking garage.
- If you park in an ADA space without the proper permit, you will be ticketed and may be towed. Repeat offenders will lose their parking privileges.

STAFF

- You must register your vehicle if you regularly park at Archives II. Ask your supervisor or sponsor to complete NA Form 6006 and submit it to the Security Management Division. Registered vehicles don't need hangtags.
- You can receive a public transit subsidy and still register your vehicle.
- Staff who do not regularly park at Archives II don't need to register. Just show your badge to the security officer.
- You can register up to three vehicles.
- If you get a new car or license plate, you need to re-register with the office within 15 calendar days. You can do this by emailing ID@nara.gov.
- You may park in the garage or the satellite parking lot from Monday to Friday, 5:30 a.m. to 7:30 p.m., or on Saturday, 6 a.m. to 6 p.m.
- Only staff with approved 24-hour access may park overnight on Sunday or Federal holidays. If you are traveling or your vehicle is disabled, security will give you a special 24-hour permit.
- When you no longer work at College Park, you need to inform the Security Management Division and return any special tags.

CONTRACTORS AND AGENCY REVIEWERS

- You need to register your vehicle with the Security Management Division.
- You may park in the satellite parking lot on a first-come, first-served basis.
- Operations and Maintenance contractors need to register their vehicles. They may park on a first-come, first served basis in the
 - Loading dock: M–F, 5:30 a.m. to 6 p.m.
 - Satellite lot: M–F, 5:30 a.m. to 7:30 p.m.
 - Parking garage: M–F, 2:30 p.m. to 7:30 p.m.
 - Parking garage: Sat & Sun & Federal holidays, 6 a.m. to 6 p.m.

GENERAL PUBLIC

- Researchers, official visitors, and other members of the public don't need to register.
- You may park in the garage or satellite lot (the security officer will direct you), Monday through Saturday, 8 a.m. to 5:30 p.m.
- You must have a valid driver's license for identification to use the parking facilities.

QUESTIONS?

See the full directive (NARA 232) for all the details about parking at Archives I and Archives II. Ask questions about parking or update your registration by sending an email to ID@nara.gov. You can also drop by the Security Management Division in Suite 2300 at Archives II.



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