

	Questions	The Archivist's Task Force on Racism was chartered to identify recommendations to internal and external systems, policies, processes and procedures in support of an equitable environment. This is where we need your help. This tool was created to help identify concrete actions we can take together.
		1 Start by selecting a category for your suggestion below.
		2 Have you already shared this recommendation for action in another forum?
		3 What actions do you recommend to improve [Summary of Selected Issue]?
		4 Help us understand the actions you recommend above with a summary of the problem the action will improve.
Unique to Archival Dscription Theme		5 What process do you recommend to ensure we continue to guard against racist or offensive language in the Catalog?
Unique to Archival Dscription Theme		6 What statements, guidance, or other documented information from other institutions that would be helpful for us to review during this process? Please share the link:
		7 This is anonymous. However you can add your name if you like

Timestamp	Theme	Shared	Action/Rec	Problem Summary	Archival Rec	Outs de Resources	Name Opt
10/23/2020 13: 8:18	Museums	First Time	(b) (5)	(b) (5)			
10/27/2020 9:30:36	Diversity and Inclusion	First Time	The A divest of the US ed S sites has made, through this Task Force, a blanket sta ement which makes the cam that their is system c racism throughout the National Archives and Records Administration. This s a salacious charge. 1) It s illegal in the United States of America, for any government agency, or private company, to hire or fire based on a person's race. The afore, there is no syste emic racism. 2) If there are people who have had complaints made against them because of rac st acts, those individua s must be repimanded and not the enirety of the Na onal Archives and Records Administr at on. I'm over 0 year work history, I have never had a complaint against me because of rac sm. I find AOTUS' sta emen s - and this Task Force - offensive. The National Archives and Records Administration is no pace for Social Justice Warriors o gain and wield power. I have already repor ed this Task Force to the proper gove rnment channels.	DEMAND THE BREAK UP OF TH S TASK FORCE IMMEDIATELY.			
10/27/2020 9:32:01	Race Based Harassment	First Time	(b) (5)	Allow ALL staff members to apply for the task force and select staff members randomly until the desired number of participants is reached. I feel like having staff members who received ow atings, also eliminates a group of staff members who may have eg ima e concerns regarding fair treatment within the agency.			
10/27/2020 9:33:57	Employee Experience	First Time	1) I call an emp-oyee men onship ogram. I've seen too often qualif ed BIPOC individuals not be given opportun lies, support, and most of a encouragement to advance. I know that the Government s an equal opportunity employee, but I don't think there is anything wrong w th approaching a staff member to encourage them to apply for a post on. When th s doesn't happen, the usual types of people get promoted. In add on, o a men onship ogram. 2) management should discuss how they can encourage qualif ed people to apply for jobs so that the agency can have the best and most diverse ed emp-oyees in the r ght positions.	see above			(b) (6)
10/27/2020 9:37:16	Archival Description	First Time	(b) (5)	na			
10/27/2020 9: 2:15	Diversity and Inclusion	First Time	Simply put, NARA has a culture problem. NARA people are not nice, not professional, and everyone is jiaous of someone. Please no more annoying parties and cutesie photo contests or baking competitions. Grow up. Treat people with respect, like adults, in a professional manner. Diversity and Inclusion means treating people respectfully. If you can do that across the board, diversity and inclusion will improve.	na			
10/27/2020 9:5 :00	Museums	First Time	(b) (5)	(b) (5)			
10/27/2020 9:5 :03	Employee Experience	First Time	1. Support PAID internships to train students to become professionals in the various fields covered by NARA. Giving students an income while they earn will allow for a more diverse group of internship candidates. 2. Proactively advise the NARA job openings and internships in HBCUs, community job centers, and other places that support diverse populations. 3. Build in promotion potential to all jobs. Re-think how promotion is given from their more-or-less automatic way o only give them when they are truly deserving. Give people who show potential the chance to move up. Government regulations prohibit this, but it is in our mind-level jobs so that people who have interesting jobs have a natural pathway up. I've been hearing for years that NARA is trying to do this but I've yet to see this really come to fruition.	Many students of this ed means cannot afford o work for free. Giving paid internships will open opportunities to them that they could not otherwise afford to take advantage of. When you give more people an opportunity to participate, you end up with a more diverse candidate pool, and have more a ant to choose from. It's a shame that people who alle US S jobs are o ten pigeon-holed into being stuck at the bottom of the NARA ladder with no way o move up. I know some of people who have taken those jobs in order to just HAVE a job, but they are actually qualified by experience and education for US S or US 11 work. When they prove their worth in the workplace, their supervisors wish they could promote them, but because of the archaic way things go, there's usually no way to promote o US S to a US S. They are stuck having o crimb a ladder that may never make sense. This keeps the agency from developing talent it already has.			
10/27/2020 10:03: 3	Museums	First Time	(b) (5)	(b) (5)			
10/27/2020 10:08:31	Diversity and Inclusion	Shared to ICH	(b) (5) I would like to see better training on unconscious bias and customer service o improve our interactions with each other and our customers. We taking the Harvard Implicit Bias test. I've noticed distinctions in how researches of color are treated by archival staff and, in many cases, the tone and exp andition is unwe coming. Researchers of color are over-polic ed, so I rized more, and assumed to not be as knowledgeable when they enter our research rooms. (b) (5)	What I hope is that by having unconscious bias training combined with customer service training that discuss with real scenarios that our archival staff has encountered, it can improve our customer service, make all researches feel we come in our facilities, and hopefully, improve the way we treat each other by starting to recognize when it's happening and how to fix it in the moment o improve the interaction. I come an opportunity to explain further. If you would like more clarity.			
10/27/2020 10:10:50	Employee Experience	First Time	More transparency! Meaning linking job announcements with positions allowed by the Freeze board or announced to be coming down the pipe, showing if they were internal only, merit based, or open to the public, how many applicants applied, and how many made it to the interview stage. Same with details. How many people applied for a de a if? And more importantly, especially for large departments, can employees apply? There was a discussion on the ICH about employees being o d by their supervisor that they could not apply for a detail. Or maybe figure out how f emp-oyees can apply first and get on lists on their. As far as recruitment, talk about how NARA has reached out to local HBCUs to recruit students or even advocated to host classes on using primary source materials. Maybe even get to extreme transparency by posting court cases, brought before a local or Federal judge of EEO cases against NARA. This does not include EEO complaints that don't make it to court.	The whole employment advancement and promotion thing is wrapped in mystery and confusing language. Being transparent and maybe explaining it in simple terms that any regular person can understand could help people who feel trapped in their GS level. There are people who feel trapped and believe they can't get ahead in this agency because they are BIPOC or have a recognized disability or debt go to college or aren't a veteran. Reaching out to local HBCUs and Gallaudet will either bring potent al new colleagues in the form of co-workers or users. By bringing in more of this group of people NARA staff will have o take o ake o individuals of color and gain more experience working with these user groups. The ast suggestion would be to have the uncomfortable opportunity o look at ourselves and our behavior. In WA s a file with this: www.govinfo.gov/content/pkg/USCOURTS-dc-17-00189/pdf/USCOURTS-dc-17-00189.pdf , we see what does not rise to the level of discrimination in the workplace as far as the courts are concerned. Typically people want others o have the hard conversations, okay, let's have the hard conversation on where it is hard for everyone and no one gets o it comfortably, be the accuser and not the accused.			(b) (6)

10/27/2020 10:21:51	Archival Description	First Time	(b) (5)	(b) (5)		
10/27/2020 10:27:02	Archival Description	First Time	(b) (5)	(b) (5)		
10/27/2020 10:27:30	Diversity and Inclusion	First Time	This is probably not practical, but it would be great if we could have a way to have a diverse group of people get together, either virtually, or in person, and discuss these issues. (b) (5)	Ignorance of others and the lives they lead.		(b) (6)
10/27/2020 11:19:37	Employee Experience	First Time	RECRUITMENT: There should be a concerted effort to recruit African American and other racial minorities to upper management positions. They would, of course, be recruited from a pool of qualified applicants. NARA also needs to foster an atmosphere that retains these individuals at the agency. ADVANCEMENT: There needs to be more varied opportunities for advancement for people of color (job shadowing, cross-departmental training, cross-departmental assignments to help promote them forward etc.) It is imperative to create an environment in which employees can maintain their strengths and weaknesses as it relates to work. Also, this supervisory role are open-minded, encourage their employees to succeed and foster a sense of inclusivity among their staff.	RECRUITMENT (the problem): Too few African Americans represented in upper management positions at NARA. ADVANCEMENT (the problem): There is a disparity at the agency. We find a disproportionate number of African American officers in Grades 9 and below, whereas whites are largely represented in grades 9 and above. There is a problem if someone starts their career at a GS grade 5 and retires at a GS 5 or starts at a grade 6 and retires at a GS 6 or 7 or when he or she finds it extremely difficult to move from a grade 7 to 8 (not for a lack of trying or applying or having the credentials). This needs to be improved upon and remedied.		(b) (6)
10/27/2020 11:38:36	Race Based Harassment	First Time	(b) (5)	(b) (5)		
10/27/2020 11:21:23	Employee Experience	First Time	I'd like to recommend that NARA take a good look at the demographics of employees who've been promoted to GS-13 and higher. Locate and record as much anonymized information as possible about who has the positions and who interviewed but wasn't selected. I'd suggest looking at the interview panels, too. How valued was the representation on the panels. (b) (5)	The impression I have and that I have heard anecdotally from others is that NARA lacks diversity in its upper ranks. It seems that the ratio of minorities to non-minorities at NARA gets more skewed the higher you look up the GS ladder, so there is a disproportionate white group of POSs at the GS-13 level and above. Having as much actual data as possible about these positions (and the people who apply for them) would be an important first step in combating this problem.		
10/27/2020 11:53:29	Archival Description	First Time	(b) (5)	(b) (5)		
10/27/2020 19:07:08	Museums	First Time	(b) (5)	(b) (5)		
10/27/2020 21:00:10	Museums	First Time	(b) (5)	(b) (5)		
10/28/2020 6:35:18	Employee Experience	First Time	(b) (5)	A diverse workforce needs diverse candidates to make it through the hiring process. We don't see enough diverse candidates in interviews.		
10/28/2020 6:13:13	Employee Experience	First Time	Segment EV's response data according to gender, generation, ethnicity, geography, etc., where employees have provided that data.	(b) (5)		
10/28/2020 15:39:58	Employee Experience	First Time	Most of the positions or work that I have had spots and tend to be very competitive which leads to some people missing out on growth opportunities. When I worked in RRE I improved my quality and Mike called me in on his office and said there was a detail and I learned the opportunity to be part of the team if I was interested. I took the opportunity and earned new skills that can move me to a different department. At the time I was my biggest critic even though my quality improved I didn't feel deserving of career advancement. I remember asking my peers to teach me different aspects of (technical) and Mike hadn't done anything I wouldn't have any lead, or more specific positions in RRE and I didn't know where I was currently. I wasn't just me a lot of my peers had opportunities to specialize in different areas in RRE. Retention is a part of it that many people have to deal with and the fear of not being good enough or missing out on their own abilities makes people miss out on opportunities.	Ensure there is an equal opportunity for career advancement and training opportunities available to anyone who is interested.		
10/28/2020 16:17:00	Diversity and Inclusion	First Time	Be more aware of non-retention biases - People tend to sometimes gravitate toward people with common interests. I don't think people realize that they are excluding or making people uncomfortable. To just be more open and aware and not feel guilty about acknowledging it is a problem.	(b) (5)		
10/30/2020 11:31:00	Archival Description	First Time	(b) (5)	(b) (5)		anonymous
						(b) (6)

10/30/2020 11:32:06	Museums	First Time	(b) (5)	(b) (5)			(b) (6)
11/22/2020 12:51:21	Emp-oyee Experience	First Time	(b) (5)	(b) (5)			
11/22/2020 15:15:35	Archival Description	First Time	(b) (5)	I watched a presentation on the National Geographic's work on original copyright, and they mentioned a process similar to the above. It was from a presentation on Palestine during SAA 2020.			
11/22/2020 16:08:20	Emp-oyee Experience	Shared to ICN	Site training, possibly covering some of the items mentioned in this intranet checklist: https://docs.google.com/document/d/1L0rdhTLCALag_XL5ZuJ6_a-Di8ogY2KZRUS1U3/edit	The session I like the training aspect's that it helps with awareness (b) (5)			
11/22/2020 16: 0:06	Emp-oyee Experience	First Time	(b) (5) Maybe we could start an asynchronous educational book club where a specific video could be suggested and placed on the ICN event log. The event could link to a post where people could comment and discuss their thoughts after watching. It happens one link per week.	(b) (5)			(b) (6)
11/22/2020 16: 9:18	Emp-oyee Experience	First Time	(b) (5)	Talk to people there to find out what action items they're taking and see if that offers any ideas for us. The report above identifies key factors or recruiting, such as increasing sense of belonging, mentorship, academic support, and structure. We could offer paid in-ernships, mentorships, appearances at universities, offer solo workshops, participate in programs to reduce student loans, etc.			(b) (6)
11/22/2020 17:38:38	Race Based Assessment	First Time	Especially an anonymous advice column on the ICN. Have an anonymous column where people can submit their question or comment in order to create a safe space for people to express an experience or their thoughts and feelings. The input can send the advice column for recommendations on what to do next and can be an online way to offer a more lasting mechanism for feedback. (Or an option for people to leave a name if they'd like to be contacted directly), the way this form does, so the choice is available if they'd like.)	From seeing something not unlike the Ask a Manager column here: https://www.askamanager.org/archives Since there were many questions after the more recent presentation on race where people asked "Is this harassment?" I had this experience, who do I talk to about it?" (and more). The reason for having a format like a column is similar to the History Hub and why we had seed questions to grow a community. If you just start with a great FAQ page (which is still valuable), you miss turning topics into a dialogue. It keeps the content fresh. Although similar topics appear repeatedly in both the History Hub and the Ask a Manager column, users are still engaged and the communities are growing.			(b) (6)
11/22/2020 17:11:23	Emp-oyee Experience	Shared with working group or EEO	Create a mentoring program where staff who want to learn about a particular job can shadow someone and learn about a day in the life of... for whoever ones have an available mentor.	There could be a mentoring list, like the Language Row or where staff are identified and manage on their own, or could be a specific day, like "Take Your Child to Work Day" that is named as a "Try On Another Job" day where people sign up for sessions and one-on-one conversations with various staff to learn more about their fields and work. (I've mentioned it before but I don't remember where I think verbally.)			(b) (6)
11/22/2020 17:16:23	Museums	First Time	(b) (5)	(b) (5)			(b) (6)
11/22/2020 17:3: 0	Diversity and Inclusion	First Time	How about some advice on, or a forum for, how to open a discussion on about race issues in the workplace and in the larger community? Where questions such as: "What does it mean to be an ally?" "What everyday things do people say and do that are racially insensitive, if not racist, without even realizing and knowing?" How can they be pointed out without it being a calling out? Or is it calling out what it talks to get the message across?	(b) (5)			(b) (6)
11/22/2020 17:38:23	Diversity and Inclusion	Shared to ICN	(b) (5)	(b) (5)			
11/3/2020 7:01:52	Diversity and Inclusion	First Time	This is a general suggestion. After a few months of planning, I suggest communicating our on-going commitment to this new program. Task sounds like a one-time project and then it's behind us. What happens in the coming years and decades after? How are we going to show continuing commitment and improvement - no matter who's leading our agency or Human Capital? This one is a keeper. I'm excited to see this cultural change within our agency. Thank you!	Plan and then continuously communicate new and ongoing time staff that this is who we are - an agency committed to improving in these areas.			(b) (6)
11/3/2020 7:03:05	Emp-oyee Experience	First Time	(b) (5) Another idea is to consider pairing up with colleges and universities that have history, archives, or library science programs and have internships or programs with those institutions. (b) (5)	Having interns of diverse backgrounds is helpful in many ways - it provides opportunities for the site, but it also provides opportunities for the staff of the site where the interns work. The more people of diverse backgrounds that we work with, the better. It also lets interns know about the National Archives as a possible career.			(b) (6)

11/9/2020 10:05:50	Archival Description	Final Time		(b) (5)		
11/9/2020 10:28:30	Overview and Inclusion	Final Time	Deep in the president's EO limiting diversity and inclusion training that is exactly what NASA needs. Specifically training related to white privilege and systemic racism.	(b) (5)		(b) (6)
11/9/2020 11:22:29	Employee Experience	Final Time	(b) (5)	(b) (5)		
11/9/2020 12:16:28	Milestone	Final Time	(b) (5)	(b) (5)		(b) (6)
11/9/2020 15:08:5	Milestone	Final Time	(b) (5)	(b) (5)		
11/9/2020 15:18:51	Race Based Harassment	Final Time	Should be focus on both diversity equity C asks a these way concerns how when an incident occurred right way. A direct supervisor should not be the main person to open the dialogue but third party support should be involved.	(b) (5)		(b) (6)
11/9/2020 15:23:38	Employee Experience	Final Time	Diversity in high-up decision making is needed.	High-up management in diversity makes better and fair decisions in all institutions.		(b) (6)
11/9/2020 15: 29:28	Milestone	Final Time	(b) (5)	(b) (5)		(b) (6)
11/9/2020 16:59:28	Milestone	Final Time	(b) (5)	(b) (5)		(b) (6)
11/ 2020 10:08:39	Archival Description	Final Time	(b) (5)	(b) (5)		
11/ 2020 10:10:38	Milestone	Final Time	(b) (5)	(b) (5)		
11/ 2020 12: 3:35	Employee Experience	Final Time	I would be terrific if the National Archives Foundation were able to obtain funding to support paid internships for a variety of series and grades within NARA in order to be able to provide high school, college, and graduate-level learning opportunities.	If successful, this recommendation could help to expand the diversity of the candidate pool for a wide variety of NARA positions. It is hard to obtain experience, or receive mentorship, or get a job in the field when one needs to rely on paid employment to pay for their living expenses. Unless it is possible, of course, only for those who can afford them.		(b) (6)

1/1/2020 17:39:58	Given by and Inclusion	Final Time	(b) (5)	(b) (5)			
1/1/2020 17: 1:08	Emp-oyee Expe-rience	Final Time	Reinforce that emp-oyee services with a strict or phone service is available. o use of employee with processing face-based. issue and distribution.	Emp-oyee need a place to work when they are in a situation			
1/1/2020 17: 7:37	Given by and Inclusion	Final Time	Let's make a culture of openness for those who do the wrong thing. There is a lot of change taking place in our society. Let's not using that to be OK to make in others if we see pronounced people names or do not feel someone by their professional pressure as long as we're trying to improve.	(b) (5)			
1/1/2020 17:51:2	Given by and Inclusion	Final Time	(b) (5)	(b) (5)			
1/5/2020 13:12:31	Emp-oyee Expe-rience	Final Time	I recommend that the race at Task Force be shut down immediately.	(b) (5)			
1/5/2020 13:20:38	Given by and Inclusion	Final Time	(b) (5)	(b) (5)			(b) (6)
1/5/2020 13:21:58	Emp-oyee Expe-rience	Final Time	I think that managers and supervisors should do a job update in leadership training our existing DEI issues. We need leadership to be trained and aware of how they can support DEI in a proactive way. (b) (5) I think I would be most effective to have this training annually to ensure that there is continuous learning and accountability for what's happening, instead of it just being a box to be checked.	(b) (5) Leadership is not proactive in being a good role model. (b) (5)			(b) (6)
1/5/2020 13:23:23	Emp-oyee Expe-rience	Final Time	(b) (5)	(b) (5)			(b) (6)
1/5/2020 16:21: 3	Measure	She said with working group or EOC	(b) (5)	(b) (5)			
1/5/2020 17:19:17	Measure	Final Time	(b) (5)	(b) (5)			(b) (6)
1/5/2020 17:23:36	Measure	Final Time	(b) (5) Perhaps creating more job positions for interns due to the fact that many folks we don't serve in these positions need to see a job.	(b) (5)			
1/5/2020 17:28:01	Given by and Inclusion	Final Time	Leadership (direct and deputy direct) are not in touch with or prioritizing diversity and inclusion in any way. I am only speaking from my own experience at my museum. To matter what the staff talks or pushes, the leadership has a close minded and not motivated. o make changes for real change. I feel very performative.	Staff feels isolated and more so.			
1/5/2020 11:18:01	Archival Description	Final Time	(b) (5)	(b) (5)			
1/5/2020 13: 3: 6	Measure	Final Time	(b) (5)	(b) (5)			
1/5/2020 1: 58:3	Archival Description	Final Time	(b) (5)	(b) (5)			
1/5/2020 1: 2: 37	Given by and Inclusion	Final Time	I recommend that NARA further promote its resources. o commitment of co- or, via, customized exhibits, programs, and educational resources. or conducting general digital and general research at the archives. I.e., records relating to immigration research, access to documents, resources of children adoptees who were born during of war and are searching for an American parent, etc.) I also recommend that NARA's records requests (recently unless FOIA requests) processes are reviewed to determine whether equal treatment, effort, and results occur for requests of color vs. white requests, and/or requests that relate to top or high-level access that look on people of color vs. others. Surveys should be required to be sent to all requesters to determine whether excellent customer service is achieved and requesters are made. The feedback from customers should be anonymous. Similar surveys should also be considered to researchers to document and improve the customer experience, if needed.	(b) (5)			
1/5/2020 15:22:28	Emp-oyee Expe-rience	Final Time	Recommend one that Task Force: 1. Emp-oyee recommendations at NARA and how to affect a group from different races, ethnicities and cultures across NARA. Including so, reaching out to individuals and/or groups that represent o get their input on experiences as well as feedback on potential strategies. 2. Examine the demographic make-up of fact sets, drive outreach (and the nature of the work within), grade levels. 3. Examine whether staff evaluation ones are used as a tool to prohibit individuals from professional opportunities (i.e., talk, some, cross-training, government fellow programs). Also, examine demographics of the work/professional level of additional opportunities. Examine FOIA or file look o look at records issues at fact sets outside of the DC area and full and who emp-oyees often complain about request from HQ (A1 and A2).	(b) (5)			
1/5/2020 21: 8: 0	Emp-oyee Expe-rience	Final Time	Have a outline employees in the spotlight. Highlighting an emp-oyee accomplishments within the agency and others as well, educational background, awards, etc. o reduce the stigma of false thought that a grievance and/or type of protest one happens. This will turn us those around us who are getting to know our fellow coworkers.	I've heard people say, "I've not get the job because Person is also interviewing and they are 'been inside' as they have an advantage since they need to balance out the numbers in higher positions.			