



U.S. Department of State

AWARD/MODIFICATION OF INTERAGENCY ACQUISITION AGREEMENT

1. Agreement Number
 a. DOS 4490NEA141801
 b. Other Agency
 Modification Number

2. Name and Address of Requesting Agency DOS/NEA/I-Office of Iraq Political Affairs 2201 C Street NW Suite 2808, Washington, DC 20520	3. Name and Address of Servicing Agency National Archives and Records Administration 8601 Adelphi Road, College Park, MD 20740-6001						
DUNS Number 541352940	DUNS Number 146628057						
4. Name and Telephone Number of Requesting Agency POC William D. Cavness, Jr. (202) 647-5211	5. Name and Telephone Number of Servicing Agency POC Doris A. Hamburg (301) 837-1785						
6. U.S. Department of State Payment Office, Billing Address, and Name/Telephone Number of POC Afzal Hussain/ Budget Office, NEA/SCA/EX, SA 44, Room M06 301 4th St., SW Washington, D.C. 20547 Send original and <u> X </u> copies of all invoices.	7. Funding Obligations <table border="0"> <tr> <td>a. Previous Total</td> <td>\$0.00</td> </tr> <tr> <td>b. Amount of this Action</td> <td>\$2,976,783.00</td> </tr> <tr> <td>c. Total Amount</td> <td>\$2,976,783.00</td> </tr> </table>	a. Previous Total	\$0.00	b. Amount of this Action	\$2,976,783.00	c. Total Amount	\$2,976,783.00
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b. Amount of this Action	\$2,976,783.00						
c. Total Amount	\$2,976,783.00						

8. Accounting and Appropriation Data
1972831037001F-4490-4490141801-141600-6130-2581

9. Project Title, Description of Work to be Performed, and Deliverables
"Complete the Preservation of the Iraqi Jewish Archive" at the National Archives and Records Administration, as described in Sections I (Purpose) and II (Statement of Work) in the attached Interagency Agreement text.

See Attached Statement of Work.

10. Statutory Authorization <input type="checkbox"/> Economy Act (31 U.S.C. 1535) <input checked="" type="checkbox"/> Other 632(b) Foreign Assistance Act (22 USC 2392)	11. Performance Period From (mm-dd-yyyy) <u>06/20/2010</u> (mm-dd-yyyy) <u>06/19/2014</u>
12. Method of Payment <input type="checkbox"/> SF-1080 <input type="checkbox"/> SF-1081 <input checked="" type="checkbox"/> IPAC (Intra-Governmental Payment and Collection) System Agency Location Code (ALC) <u>19000001</u> <input type="checkbox"/> Other	13. Timing of Payment <input checked="" type="checkbox"/> Advance Billing <input type="checkbox"/> Progress Billing (Work Completed)

14. Limitations: U.S. Department of State (DOS) funds obligated on this agreement may not be exceeded without the written approval of a DOS official authorized to execute a modification to this agreement. Any DOS funds not utilized for the performance of the work described in this agreement shall be returned to DOS. This agreement may be terminated by either party by providing written notice to the other party 90 days prior to the intended termination date.

15. Requesting Agency Approval (Signature) 	16. Servicing Agency Approval (Signature)
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15A. Name and Title Michael Corbin Deputy Assistant Secretary	16A. Name and Title Thomas E. Mills Chief Operating Officer Lawrence Post Secretary, Trust Fund
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15B. Office Bureau of Near Eastern Affairs Department of State	15C. Date (mm-dd-yyyy) <u>06/14/2011</u>	16B. Office National Archives and Records Administration	16C. Date (mm-dd-yyyy) <u>6-20-2011</u>
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INTERAGENCY ACQUISITION AGREEMENT

Between the

U.S. DEPARTMENT OF STATE
(Bureau of Near Eastern Affairs, Office of Iraq Affairs)

and the

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

to

**COMPLETE THE PRESERVATION
OF THE IRAQI JEWISH ARCHIVE**

I. BACKGROUND TO THE PROJECT

In the spring of 2003, U.S. forces in Baghdad removed from the flooded basement of Iraqi intelligence headquarters a mass of badly damaged books and documents related to Iraq's Jewish community, which existed for thousands of years in Iraq, and shipped the material to the United States for a conservation and preservation project at the U.S. National Archives and Records Administration (NARA). In August 2003, NARA took temporary custody of the damaged and fragile books and documents, which had come to be known as the "Iraqi Jewish Archive" (IJA). In the first two phases of the project, specialists under NARA's direction freeze-dried the items in their original shipping containers, then removed them from the packing trunks, wrapped them, and inventoried them at a basic level. The materials remain very fragile, distorted and moldy, and they cannot be handled or accessed in their current condition.

NARA and the Department of State will consult with Iraqi government officials and individuals or organizations that may have expertise in the disposition of the IJA materials in order to ensure that the substantive and technical decisions that must be made during this preservation project will have the support of the Iraqi government and stakeholders.

II. PURPOSE

In the third and final phase of the preservation project, for which this IAA provides funding, NARA will stabilize and digitize the priority books and documents, and prepare all the materials for their safe return to Iraq. This will fulfill the U.S. government commitment in accordance with the August 2003 Agreement between NARA and the Coalition Provisional Authority (which subsequently designated the Iraqi Ministry of Culture as the party responsible for the IJA).

A key outcome in this final phase of NARA's project, which NARA will undertake in consultation with the Iraqi Ministry of Culture and the Iraq National Library and Archives (INLA) or other official bodies as designated by the Iraqi government, will be the establishment of an accessible digital record that will enable access to a listing of the collection and the digitized contents of priority books and documents by Iraqi Jews and others interested in the history of that ancient community. An additional key outcome will be

the use of selected restored books and documents in an educational exhibit in Iraq, developed in conjunction with the INLA or other bodies as designated by the Iraqi government and organizations with expertise in the IJA material as appropriate, to remind the Iraqi people, and especially younger Iraqis, that for centuries Jews and other minorities lived in Iraq in relative harmony with their Muslim compatriots and that persecution of minorities – in particular, Iraq's Jews – is a recent aberration in a culture that was generally tolerant of its minority populations. The renewal of such tolerance and pluralism is crucial to Iraq's democratic future as a sovereign, unified, and stable country. The scope of the exhibit will depend on funding under this IAA and other funding that might become available from other sources, to include private donations.

The Office of Iraq Affairs will provide NARA with policy guidance and technical assistance on issues related to the IJA project as outlined in the objectives and activities specified below. The Office of Iraq Affairs will also assist NARA in liaison with the U.S. Embassy in Baghdad, Iraqi authorities, and any expert groups. The Office of Iraq Affairs will serve as liaison with non-governmental entities to identify any additional funding sources that may be required. In addition, NARA will consult with subject matter experts on questions related to the cultural, religious, and historical significance of material in the IJA collection.

III. STATEMENT OF WORK

Under this IAA, the Department of State (the Requesting Agency), through the Office of Iraq Affairs will provide the U.S. National Archives and Records Administration (the Servicing Agency) through the National Archives Trust Fund Board (NATF)¹, funds to complete the project to preserve, conserve, document and digitize the Iraqi Jewish Archive. The Servicing Agency will proceed with the final phase of the Iraqi Jewish Archive Preservation Project by implementing the NARA action plan and budget appended below. The project should be completed and all material returned to Iraq within three years. The major components of the plan include:

¹ The National Archives Trust Fund Board is a statutorily created entity established to support activities in the interest of the national archival and records activities administered by NARA. 44 U.S.C. 2301 *et seq.*

- Hiring a project manager and other specialists, all on a temporary basis, to carry out the IJA project, and procuring the required supplies and equipment
- Conserving and preserving selected priority individual items, in consultation with Iraqi authorities and subject matter experts
- Developing an accessible archival database including each item, or groups of archival items
- Digitizing selected items, and providing Iraq with a set of the digital files
- Rehousing individual items according to their preservation requirements
- In coordination with Iraqi authorities and subject matter experts, identifying, packing, and returning early to Iraq those items in the collection that do not warrant digitizing, additional conservation treatment, or retention for use in preparing an educational exhibit for display in Iraq, and packing and returning all remaining items in the collection at the conclusion of the project
- Training Iraqi preservation and conservation specialists
- With the participation of Iraqi government authorities, and, as appropriate, representatives of the Iraqi Jewish community in the United States, and other expert groups, preparing a bilingual (English/Arabic) set of display panels relating the “story” of the Iraqi Jewish Archive – the historical context in which the material came into the hands of Iraqi state intelligence and the place of the Iraqi Jews in the history of Iraq for use in a future exhibit to take place in Iraq
- Preparing a web site that will provide online access to a listing of the contents of the Iraqi Jewish Archive and the content of selected items, and an online version of the exhibition

SPECIFIC OBJECTIVES

Within three years of the date of signature of this IAA, NARA, in coordination with Iraqi authorities, will complete the conservation, preservation, documentation, digitization, and preparation for exhibition of the material designated as the Iraqi Jewish Archive, and return the material to Iraqi custody.

1. Hiring temporary staff and procuring equipment:

Objectives:

- (1) Hire a project manager, qualified professional staff for the conservation, preservation and digitization of the IJA material, and an exhibit designer.
- (2) Procure the necessary supplies and equipment to carry out the work.

Activity:

NARA will recruit and hire a project manager/conservator to manage the complete project and perform conservation treatment. NARA will work with the project manager to hire professional conservators and conservation technicians. Owing to the deteriorated condition of the materials, the conservation staff will prepare the materials for safe scanning. A librarian/archivist(s), with expertise in Hebrew and Arabic, will provide guidance in decision making, cataloguing information needed for the database and metadata creation, and in determining items with personal identity information, which should be redacted. Regular communication with the INLA (or other authorities as designated by the Government of Iraq), which NEA and Embassy Baghdad will facilitate as necessary, and with a panel of subject matter experts already familiar with the IJA content will further inform the work. NARA will also contract to hire a professional exhibit designer to develop and fabricate an educational panel display of IJA materials for exhibit in the Iraq National Library and Archives (or other venues in Iraq) that establishes the context of the IJA in Iraq's recent political development and explains the long history of Iraq's Jewish community.

Digitization quality will meet NARA requirements for projects intended to be accessible to a wide audience via the internet. Digitization staff will include scanning technicians, quality control and metadata technicians and an imaging specialist. NARA will employ handling protocols to ensure that the fragile books and documents do not sustain damage as a result of the scanning process. NARA will procure or lease the overhead scanners, computers, monitors, worktables, chairs, software, targets, and IT network processing and storage resources.

At the conclusion of the project, NARA will ship the technical equipment procured for the IJA project to Iraq for use by Iraqi specialists.

Timeline: Completed six months from signature of the IAA.

2. Treatment of Individual Items in the IJA:

Objectives:

- (1) Complete all required conservation, preservation, and documentation of individual items.
- (2) Prepare selected individual items for digital imaging.

Activity:

Based on the curatorial and conservation assessment at the item level, these actions are expected to include one or more of the following steps for each entry:

- Stabilization of the priority documents and books to enable digitization
- Mold remediation on selected items to enable digitization and exhibition
- Conservation treatment to enable access via digitization and/or through the original
- Full conservation treatment of selected individual items of high intrinsic value and exhibit interest
- Rehousing of items in accordance with improved condition, shipment needs and long term storage
- Preparation of materials for digitization
- Completion of cataloguing
- Development of basic metadata
- Review of documents to determine those documents with personal identification information (PII) in order to take the appropriate measures to protect the PII
- Quality control of files and overall work
- Preparation of the items, packing and shipping for return to Iraqi National Library and Archives

Timeline: Completed 30 months from signature of the IAA.

3. The IJA Database:

Objectives:

- (1) Update and complete the basic level inventory database if/when the conservation and preservation process generates fresh information.
- (2) Make the database accessible via the internet, after redaction of personal identification or other sensitive information.

Activity:

NARA has prepared an extensive database to document the materials found in the collection. Each entry includes representative photographs (where available) of the title page and covers of the entry, basic descriptive and content information to the extent available from the photographs in the database, and notes on the format and condition of the materials. The database will be a significant and permanent record of the Iraqi Jewish Archive. As an outcome of this project, State and/or NARA will identify a host for the database (and the proposed online exhibition), but this will require provision of detailed information to prospective hosts that will not be available until an advanced stage in the conservation and documentation of the material. The database will be available via on-line access by researchers and others interested in the content of the IJA, taking into account the requirement to protect personal identification or other sensitive information. The IJA expert review panel and NEA will assist NARA in identifying information that should be redacted and not publicly accessible. The database will be ready for launch within the first 18 months of the project with additions made throughout the project.

Timeline: Completed within 36 months from signature of the IAA.

4. Digitization of the IJA:

Objectives:

- (1) As selected by the subject matter experts and INLA, prepare priority IJA materials for high quality digital imaging.
- (2) Complete a digital record of the most important material in the IJA, thereby creating an easily accessible and broadly shared resource for study of Iraq's Jewish heritage.

Activity:

Based on the assessment of a panel of subject matter experts that met in May, 2010 and additional guidance from subject matter experts, NARA will digitize selected items to make the content readily available to anyone interested in the collection. Using the IJA database, the subject matter experts recommended digitization of almost all the archival materials and a selected group (approximately 18%) of the printed books to enable online access to high quality digital images of the priority items in the collection. This approach ensures broad sharing of the unique information about the Jewish community in Baghdad. Published works noted in the database that are either duplicated within the collection or readily found in libraries or elsewhere will not be digitized, thereby reducing the overall expense of the digitization component of the project.

Specialists will carry out conservation treatment to stabilize items selected for digitization to permit full image capture to the degree possible. Removal of inactive (dry) mold will also make it safer for project personnel to handle the materials during digitizing. Mold debris and associated staining will be minimized to the degree reasonable and possible to enable image capture. Pages that are blocked (adhered together) because of water and subsequent mold damage will be separated. Items that are physically distorted will be flattened to the degree possible to permit safe scanning. While the appearance of many of the books and manuscripts will be enhanced following treatment, the primary goal is stabilization, not cosmetic improvement. In general, books will not be rebound nor missing covers replaced. Some treatment time will be reserved, however, to respond more fully to the needs of materials of great importance or those selected for digital or physical exhibition. For those items determined to be lower in priority, the only treatment may be boxing to facilitate storage and access in Iraq.

Timeline: Completed within 30 months from signature of the IAA.

5. Rehousing Individual Items:

Objectives:

- (1) Rehouse individual items according to their preservation needs and archival importance.
- (2) Ensure custom-made boxes will facilitate packing and shipping IJA material to Iraq.

Activity:

To date, selected materials in the Iraqi Jewish Archive were housed in custom boxes owing to their size or fragility. Most items awaiting next preservation steps were more simply wrapped and tied in alkaline paper. During the upcoming project, time permitting, conservation staff will place selected bound items in custom-made corrugated boxes or, as appropriate, in archival document boxes that will provide safe rigid support and will expedite access to and handling of the collection. Corrugated boxes will also help contain any residual mold or debris, and, equally important for the mold-damaged materials, will provide an environmental buffer against fluctuating temperature and relative humidity. The boxing will facilitate transport to Iraq as well as access and storage in Iraq.

Timeline: Completed within 30 months from signature of the IAA.

6. Early Return of Non-Priority Items:

Objective:

In consultation with Iraqi authorities and subject matter experts, return to Iraqi custody material that does not warrant further conservation, documentation, or consideration for use in preparing an exhibit.

Activity:

NARA will, as soon as practicable after the start of the project, return to Iraqi custody, in one or several shipments, items that will not be subject to any further NARA preservation work or inclusion in preparing an IJA exhibit for use in Iraq. These IJA items will be packed, crated, prepared for shipment and shipped via protocols appropriate to library and archival materials of

similar value and importance. The subject matter experts panel has identified material for early return.

Timeline: Completed within eleven (11) months from the signature of the IAA.

7. Training Iraqi Conservation Staff

Objectives:

- (1) Train two Iraqi mid-career professional staff in aspects of preservation, conservation, and digitization techniques, and provide specialized guidance on the handling of the IJA material once it is returned to Iraqi custody. The training period will depend on available funding.
- (2) If the training is judged to have benefit for Iraqi participants and if funds are available, continue the training for additional participants.

Activity:

NARA will invite the INLA or other Iraqi government offices with responsibility for preserving and conserving documents (e.g., the State Board of Antiquities and Heritage) to send staff to NARA to serve as project conservation Fellows, when the conservation of the damaged IJA items begins. To the extent practicable, Iraqi staff will participate in digitization of IJA material. The program will begin with invitations for two Fellows, and, if evaluated by NARA and the Iraqi authorities as a successful professional development experience, continue with additional Iraqi participants – contingent on availability of funding. The duration of the training remains to be determined, keeping in mind that extended access to U.S. government facilities by foreign nationals is subject to security constraints.

Timeline: Completed within 30 months from the signature of the IAA.

8. Panel display and on-line exhibit:

Objectives:

(1) Prepare a display suitable for an exhibition area of 1500 square feet in Iraq using high quality digital images of items in the IJA collection and narrative text in English and Arabic explaining the significance of the material and the history of the Jewish community in Iraq.

(2) Develop an on-line version of the exhibit.

Activity:

Under NARA's general guidance, and in consultation with the Iraq National Library and Archives (or other Iraqi government offices), the subject matter experts, and, as appropriate, interested members of the Iraqi Jewish community and other individual experts in the United States, the exhibit designer will develop a concept and arrange for fabrication of a series exhibition panels with high quality images of IJA materials and a narrative in English and Arabic that explain the historical context of the IJA, the role of Iraq's ancient Jewish community, and the political developments in Iraq and the region that led to the forced departure of virtually the entire community from Iraq. The exhibition will be suitable for display in a 1500 sq.ft. display area. The exhibit's purpose will be to remind Iraqi citizens, and especially younger Iraqis, of Iraq's long record of cultural pluralism and tolerance for minorities, and to show that the recent sectarian violence and persecution of minorities does not reflect Iraq's traditions. NARA will make the panel display available in an on-line version.

NARA, working in collaboration with the exhibit designer, will ensure that selected artifacts of the greatest historical and cultural significance are prepared for exhibition, should the Iraqi government or other organizations interested in the material wish to sponsor and fund the costs associated with a physical display of the artifacts.

9. Return Shipment:

Objective:

Return to Iraqi custody all material related to the IJA project remaining in the United States.

Activity:

Upon completion of the Iraqi Jewish Archive Preservation Project, NARA will arrange for the packing, crating, and shipping of books, documents, display panels, and program equipment for delivery to Baghdad, Iraq. Packing and crating for IJA items will require fine arts quality shipment. The material can be returned in multiple shipments.

Timeline: Completed within 36 months from the signature of the IAA.

10. Project Venue:

NARA will carry out the project at its campus in College Park, MD, where NARA can assure the physical security of the IJA material. The IJA material is now stored at that facility.

11. Ongoing Oversight of the Project:

Work is to be done under the oversight of the National Archives and Records Administration, in accordance with NARA and American Institute for Conservation (AIC) standards, and in consultation with the Director General of the Iraq National Library and Archives or other officials as designated by the Minister of Culture.

IV. SPECIAL STATUTORY AUTHORITIES AND RESTRICTIONS

A. Authorities

1. This IAA is undertaken pursuant to the authority and funding is provided in the Supplemental Appropriations Act, 2008 (P.L. 110-252), which provides funding to carry out the purposes of the Chapter 4 of Part II of the Foreign Assistance Act of 1961, as amended, (FAA) for economic and political stability. These funds remain available for obligation pursuant to section 611 of the Department of State, Foreign Operations and Related Programs Appropriations Act, 2008 (Div. J, P.L. 110-161).

2. This IAA is also undertaken pursuant to the authority of Section 632(b) of the FAA, 22 U.S.C. 2392:

22 U.S.C. 2392. Government agencies.

(b) Utilization of services and facilities of other agencies.

Any officer of the United States Government carrying out functions under this chapter [Chapter 32 - Foreign Assistance] may utilize the services (including defense services) and facilities of, or procure commodities, defense articles, or military education and training from, any agency of the United States Government as the President shall direct, or with the consent of the head of such agency, and funds allocated pursuant to this subsection to any such agency may be established in separate appropriation accounts on the books of the Treasury.

3. Funds under this IAA are available for travel and per diem of program participants under Section 636 of the Foreign Assistance Act, 22 U.S.C. 2396, which provides authority to pay for expenses of attendance at meetings.

B. Restrictions and Responsibilities

The Servicing Agency shall control and administer the activities financed under the program in compliance with the following restrictions:

1. Pursuant to Section 632 of the Department of State, Foreign Operations, and Related Program Appropriations Act, 2008 (Div. J, P.L. 110-161) none of the funds provided under this IAA may be obligated or expended to provide—
 - (a) any financial incentive to a business enterprise currently located in the United States for the purpose of inducing such an enterprise to relocate outside the United States if such incentive or inducement is likely to reduce the number of employees of such business enterprise in the United States because United States production is being replaced by such enterprise outside the United States;
 - (b) assistance for any project or activity that contributes to the violation of internationally recognized workers' rights, as defined in section 502(a)(4) of the Trade Act of 1974, of workers in the recipient country, including any designated zone or area in that country; *provided*, that in recognition that the application of this subsection should be commensurate with the level of development of the recipient country and sector, the provisions of this subsection shall not

preclude assistance for the informal sector in such country, micro and small-scale enterprise, and smallholder agriculture.

2. Additional restrictions in both the applicable Appropriations Act, including the Supplemental, and in the Foreign Assistance Act of 1961, as amended, are also applicable to the funds provided under this IAA.

3. The Servicing Agency agrees to carry out its responsibilities in accordance with applicable U.S. laws and regulations, and U.S. foreign policy directives. The Servicing Agency agrees to consult with State concerning any questions that arise about activities covered under this agreement. Funds will be used only for specific projects and purposes delineated in the agreement or as mutually agreed upon by State and NARA and workplans approved by NARA and State. No funds provided under this agreement will be used for activities that would normally be performed in the absence of this agreement. NARA and the NATF shall maintain accountability and controls in accordance with its agency rules and regulations. Funds shall not be expended on activities, services or materials that cannot be justified in terms of their contribution to meeting program objectives.

V. OBLIGATION OF FUNDS, DRAWDOWN PROCEDURES, AND REPROGRAMMING OF FUNDS

Funding in the amount of \$2,976,783 is herein obligated by this IAA for the purpose of carrying out the Statement of Work described in Section II above and in accordance with the budget agreed to by both Parties and presented in Tab 2. This amount (\$2,976,783) is intended to cover all costs incurred by the Servicing Agency in discharging its obligations for the three years of the project

The first advance of funds by the Department of State to the Servicing Agency and the NATF will be based on a request for funds to cover activities through September 30, 2011. Thereafter, the Servicing Agency will provide the Department of State with a fiscal year spending plan at least 45 days before the start of each of the remaining fiscal years of the project; upon approval of the annual spending plan by the Department, the requested amount will be provided to the Servicing Agency and the NATF via an IPAC payment to the NATF's ALC number account cited below. The Servicing Agency will report on disbursements quarterly in accordance with the procedures set out in Article VII below ("Reporting Requirements").

All funding requests and financial reports submitted to the Department of State paying office should mention the fund, allotment, and obligation codes as cited below.

With the approval of the Department of State, the Servicing Agency will be permitted to reprogram up to 25 per cent of the project funds over the course of the project in case such reprogramming is required to meet the project's objectives.

NEA fiscal data is:

Fund: 197283103700IF

Allotment: 4490

Obligation: 4490141801

Organization Code: 141600

Function Code: 6130

Object Class: 2581

The Servicing Agency's funding and account information is outlined below:

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NARA Trust Fund Account Information:

ALC: 88000001
TAS: 88X8436
Document number: NAR11NABINC002
DUNS Number: 146628057

NARA Fiscal data:

Fund: FY 2011 NAR8436TFXXXX
FY 2012 NAR8436TFXXXX
FY 2013 NAR8436TFXXXX

Cost Center: NAR7570000
Project Code: NARTPIQJA

VI. EFFECTIVE DATE AND TERM OF THE AGREEMENT

This agreement becomes effective upon the date of signature of both parties. Project execution by the Servicing Agency will begin upon receipt of the first tranche of funding from the Department of State to the NATF. This agreement permits NARA and the NATF to expend funds through grants, sub-grants, contracts, sub-contracts, cost-reimbursable, personnel hires, and cooperative agreements for purposes set forth in Section II (Statement of Work). This agreement will remain in effect for three years from the effective date, unless previously terminated pursuant to Section VI.

The funds that are obligated upon the signing of this agreement remain obligated and may be expended until the specified performance is completed or terminated. Thus, these funds do not have to be deobligated until the end of the period of performance specified for this agreement.

VII. TERMINATION

The parties may terminate this IAA before completion of the project by providing 90 days written notice to the other party. Upon termination or expiration of this IAA, any funds not expended or sub-obligated for allowable expenses shall be refunded to the DOS. Such unexpended or unsub-obligated funds shall be returned to the DOS within 30 days of acceptance of the Final Financial Report by the DOS." Nothing contained in this Agreement will be construed as binding NARA and the NATF to obligate or expend funds in advance of or in excess of available appropriations, or otherwise in a manner inconsistent with federal law.

VIII. REPORTING REQUIREMENTS

The Servicing Agency shall provide NEA/I-POL with the following reports:

- a) **Quarterly Report:** The Servicing Agency shall provide a quarterly report, coinciding with federal fiscal year quarters, to State/NEA/I-POL on progress toward achieving program objectives. The Servicing Agency will provide this report no later than 30 days after the end of each quarter. This report shall include a programmatic update with information on the status of achieving goals, objectives, and benchmarks specific in the NARA action plan (Tab 2), identification of significant problems or delay related to the achievement of objectives or activities, a brief summary of correction

actions, and major activities planned for the next reporting period. The quarterly report shall report on all disbursements made during the quarter, as well as the balance of undisbursed funds. By tying the quarterly reporting schedule to federal fiscal quarters, the Department recognizes that the first and final quarterly reports submitted by the Servicing Agency may cover periods longer or shorter than three months.

- c) **Fiscal Year Report:** The Servicing Agency shall use the 4th quarter report at the end of each federal fiscal year to provide a cumulative programmatic update on the status of the project, along with other information provided in regular quarterly reports pursuant to (b) above.
- d) **Final Report:** The Servicing Agency shall provide a final report to NEA/State no later than 90 days after completion (or, as applicable, termination) of the project. This report shall include a chronological summary of the information required for the monthly and quarterly reports described in this section from the beginning of this program to its completion and the assessment by the Servicing Agency of the impacts of the program.

One copy of all reports shall be mailed to the NEA address below.

Afzal Hussain
Budget Office
NEA/SCA/EX, Room M06
301 4th St, SW
Washington, D.C. 20547

One copy of all reports shall be emailed to the NEA/I-POL address below.

William D. Cavness, Jr
E-mail: cavnessw@state.gov

Additional contact information for William Cavness:

Office of Iraq Political Affairs – HST Room 2808
Department of State
Washington, D.C. 20520-4241

Tel: 202-647-5211
Fax: 202-736-4464

IX. MODIFICATIONS

This IAA may be modified by written agreement of the Parties and signed by the responsible officials listed in section X below, or by an authorized designee.

X. RESOLVING DISAGREEMENTS

Any disagreements concerning this IAA that cannot be resolved between the designated points of contact shall be referred for discussion and resolution to the Deputy Assistant Secretary, Bureau of Near Eastern Affairs, U.S. Department of State and the Chief Operating Officer, National Archives and Records Administration.

XI. RESPONSIBLE OFFICIALS

The principal points of contact shall be the officials responsible for agreeing on all needed modifications of the Attachments, which may be made by exchanges of e-mails between these principal points of contact.

The following officials are the principal points of contact between the Parties in the performance of this Agreement:

Department of State

NARA/NATF

William D. Cavness, Jr.
Support Contractor/Desk Officer
Office of Iraq Political Affairs
Bureau of Near Eastern Affairs
U.S. Department of State
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Doris A. Hamburg
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National Archives and Records
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Fax: 301-837-3701


e-mail: cavnessw@state.gov

e-mail: doris.hamburg@nara.gov

The Deputy Assistant Secretary, Bureau of Near Eastern Affairs, Department of State, the Chief Operating Officer, NARA, and the Director, NATF, shall be the officials responsible for signing all modification clauses except modifications of the Attachments.

Signatories:

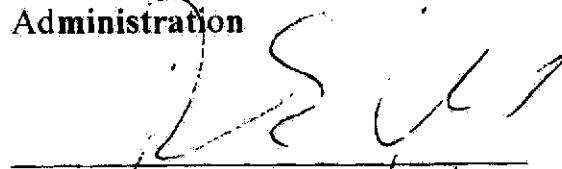
U.S. Department of State



Michael H. Corbin
Deputy Assistant Secretary
Bureau of Near Eastern Affairs

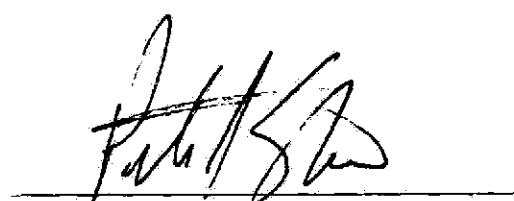
06/14/11
Date

National Archives and Records Administration



Thomas E. Mills
Chief Operating Officer
National Archives and Records Administration

6/20/11
Date



for Lawrence Post
Secretary
National Archives Trust Fund

Date

Attachments:

Appendix 1: NARA Action Plan

Appendix 2: NARA budget

Appendix 1: NARA Action Plan

IRAQI JEWISH ARCHIVE
PRESERVATION PROJECT

Project Completion
Action Plan and Budget
April 29, 2011

EXECUTIVE SUMMARY

The damaged and fragile books and documents found in the flooded basement of the Mukhabarat in Baghdad in 2003, which have come to be called the Iraqi Jewish Archive (IJA), have been dried, removed from their packing trunks, wrapped and inventoried at a basic level. The materials are still very fragile, distorted and moldy; they cannot be handled or accessed in their current condition. The final steps of the preservation project will stabilize and digitize the priority books and documents, and prepare all the materials for their safe return to Iraq and the collection's long term storage. As a result of the preservation project to be completed at the National Archives and Records Administration, and with the approval of the Iraqi Ministry of Culture-Iraq National Library and Archives, it will be possible to provide worldwide access to the information in the Iraqi Jewish Archive for present and future generations. The total cost for the project, outlined below, is \$2,976,783

- Preservation (Phase 3) funding requirement: \$ 2,446,783 to hire staff skilled in conservation and digitization and to fund the necessary supplies, resources, and equipment to perform the work.
- The return of the books and documents is to be done in multiple shipments, with more than 50% to be returned in the first shipments. The cost to return the Iraqi Jewish Archive to Iraq is estimated at \$130,000.
- In conjunction with the preservation of the Iraqi Jewish Archive, additional projects are proposed to provide for exhibition and access to the collection. These include developing an online exhibition to provide international access to the digitized images and database of the IJA, and the design, development and fabrication of a 1500 sq ft panel travelling exhibition that will display images of selected items in the collection and tell the history of the Iraqi Jewish community. The cost for the online exhibition and travelling exhibition is \$330,000
- Training for two Iraqi conservators at the National Archives. Training costs are \$70,000

IRAQI JEWISH ARCHIVE PRESERVATION PROJECT

BACKGROUND

In spring 2003, American military personnel discovered certain historic and modern books, documents and parchment scrolls, including printed and manuscript materials in Hebrew, Arabic, Judeo-Arabic and English, in the flooded basement of the Iraqi Intelligence Headquarters (Mukhabahrat) in Baghdad. Most of the books and documents pertain to the Jewish community of Iraq. In order to rescue the wet books, documents and scrolls, they were retrieved from the basement, partially air dried outdoors, preliminarily sorted, and placed into metal trunks. During this recovery process, many items sustained damage and extensive mold growth because of the wet state of the records and the high temperatures in Baghdad.

In June 2003, the Coalition Provisional Authority (CPA) requested the assistance of the US National Archives and Records Administration (NARA) to address the preservation of the wet and moldy materials. The materials were frozen in a freezer truck in Baghdad to stabilize the collection and slow their deterioration. If not frozen, wet organic materials—including paper, leather, and parchment—serve as perfect hosts for mold. Freezing also prevents water sensitive or soluble inks from continuing to feather and bleed. NARA sent two preservation experts in June 2003 to assess the condition of the materials and make recommendations for the preservation of the materials. During the visit, the assembled materials were given the name Iraqi Jewish Archive (IJA) for ease of reference. Vacuum freeze-drying was recommended for drying the Iraqi Jewish Archive. The vacuum freeze-drying process causes frozen water to sublime to a vapor without passing through a potentially reactive liquid stage. Efforts to find options for drying the materials in the region were not successful.

In July 2003, NARA's IJA preservation report was submitted to and approved by Vice President Dick Cheney and Secretary of Defense Donald Rumsfeld. As a result, NARA was requested to provide preservation assistance and oversight for the collection. The Coalition Provisional Authority and the National Archives and Records Administration, with the concurrence of the Iraqi State Board of Antiquities and Heritage, which was under the direct supervision of the CPA's cultural advisors, entered into an agreement to send the materials to the United States for preservation, as there were no suitable local resources that could perform the work. The Department of State provided guidance in developing the legal instruments for the transfer.

Because the IJA is not a US Government collection, NARA funds cannot be used for this project. Accordingly, NARA was assured that funding would be provided by private donors or other government agencies.

In June 2004, a letter of designation was signed in which the CPA designated the Iraqi Ministry of Culture as its successor for the purposes of the Agreement with NARA. Communication by NARA with Iraqi representatives, US Department of State and Iraq Embassy representatives has continued during the project.

IJA PRESERVATION TO DATE

IJA Preservation Project Phase 1

In August 2003, the CPA shipped via courier the frozen Iraqi Jewish Archive to Texas, where NARA assumed the physical custody of the Archive and, with funding from the Department of State, the materials were vacuum freeze dried in Texas. As a result of this first phase of preservation (Phase 1), the collection is dry and secure. It is important to note that many of the books and other materials that exhibited physical distortion as a result of being submerged under water and then packed in trunks retained their distorted shapes at the conclusion of the drying process. Materials that sustained mold damage still exhibit mold debris following freezing. Subsequent conservation treatment is therefore necessary to return materials to their original shapes and formats and to remove mold and surface dirt, to the degree that this is possible. The collection subsequently was moved to the NARA facility in College Park, MD. NARA has provided for the security, preservation guidance and oversight of the IJA since its arrival in the US.

IJA Preservation Project Phase 2

In late 2005, the National Endowment for the Humanities (NEH) awarded the Center for Jewish History (CJH) \$98,536 to fund Phase 2 of the preservation activities pertaining to the Archive. The goals in this phase of the preservation process were to gain physical and intellectual control over the Iraqi Jewish Archive, to evaluate the condition and content of each item in order to determine next preservation steps, and to budget needs and options for access. Due to the extensive mold covering many items and the still very fragile and fragmented nature of the damaged books and documents, access will not be possible until the necessary preservation work is done as part of Phase 3.

A team, consisting of a conservator and a conservator technician, was hired by CJH under the NEH grant to work under NARA's oversight in accordance with NARA protocols. The team began by systematically removing books and documents from the trunks and giving each item a unique identification number. The conservation team made several digital photographs of each item to show the title page, annotations and covers, as appropriate. Items were vacuumed to remove the first layer of surface dirt and mold in order to permit initial handling and photography; nonetheless considerable mold remains. Since the mold spores continue to pose health risks, work was done in a fume hood and in a special room. Each item was wrapped in acid free paper and housed in a box. The conservation team completed a basic conservation assessment of each item or group of materials. The conservation assessment provides general information on the type of item and its condition, and will identify preservation issues, potential preservation options and general cost estimates for future phases of the project.

Next steps included achieving a basic level of bibliographic and subject content identification of the collection items based on the photographs. Language experts worked from the photographs and with research tools and library databases to avoid handling the fragile, untreated volumes and documents as well as to avoid exposure to mold. Information regarding each item was entered into a database developed at NARA.

Five subject matter experts met in May 2010 to provide an item level curatorial assessment and to assist in developing an action plan with budget requirements for the preservation and access of the Iraqi Jewish Archive. The assessment of the collection by the experts focused on the curatorial and archival importance, intrinsic/artifactual importance, exhibit interest, and digitization interest of the items in the collection. Subject matter experts knowledgeable in Hebraic rare books, general Jewish history, Iraqi Jewish history, archives, Iraqi history, Middle Eastern studies, and related subjects provided the assessment. A copy of the database was provided to the Iraqi National Library and Archives (INLA) in order to solicit INLA's perspective regarding the item level review.

Preservation strategies have been developed as an outcome of this assessment of research and curatorial values. For example, for items that are to be made widely available via digitization, the strategy focuses on stabilizing the materials for image capture and assuring that a legible copy can be achieved. A small number of selected items in the Iraqi Jewish Archive warrant more complete treatment, due to intrinsic or artifactual value, and as appropriate for the online exhibition. Merging curatorial perspectives with conservation information on the physical and chemical condition of the collection and available treatment options has made it possible to establish estimates for preservation treatment requirements and the associated budgetary needs.

As a result of Phase 2, the following were completed by the end of June 2010.

- A basic level inventory database has been created, which includes 3848 entries;
- Title and/or selected key pages have been photographed digitally (imaging choice has been based on the format and condition of the items, handling issues, and the ability to achieve good quality output);
- A basic item level condition assessment has been performed;
- The fragile books and documents have been removed from the trunks and repacked, providing improved support to the individual items;
- Working from digital images, language experts have finished creating a basic descriptive/ bibliographic listing of the collection;
- Subject matter experts have provided curatorial assessment and assisted in developing an action plan and budget requirements for the preservation needs of the Iraqi Jewish Archive.

COMPLETION OF THE IRAQI JEWISH ARCHIVE PRESERVATION PROJECT

IJA PRESERVATION PROJECT PHASE 3/ FINAL PHASE

With the information gained in Phase 2, it is possible to proceed with the third and final phase of the Iraqi Jewish Archive Preservation Project. Based on the curatorial and conservation assessment at the item level, these actions are expected to include one or more of the following steps for each entry:

- Stabilization of the priority documents and books to enable digitization
- Mold remediation
- Conservation treatment to enable access via digitization and/or through the original
- Full conservation treatment of selected individual items of high intrinsic value and exhibit interest
- Rehousing of items in accordance with improved condition, shipment needs and/or long term storage
- Preparation of materials for digitization
- Completion of cataloguing
- Development of basic metadata
- Review of documents to determine those documents with personal identification information (PII) in order to take the appropriate measures to protect the PII
- Digitization
- Quality control of files and overall work
- Preparation of the items for return to Iraqi National Library and Archives

The Iraqi Jewish Archive Database documents the materials found in the collection. Each entry includes representative photographs of the entry, basic descriptive and content information to the extent available from the photographs in the database, and notes on the format and condition of the materials. As such, the database is a significant and permanent record of the Iraqi Jewish Archive.

Based on the assessment of the panel of subject matter experts, selected items will be digitized to make the content readily available to everyone. Using the IJA database, subject matter experts have recommended that almost all of the archival materials and a selected group (approximately 18%) of the printed books be digitized to facilitate online access. This approach ensures that the unique information about the Jewish community in Baghdad can be broadly shared, while utilizing scarce resources wisely. Thus, published works noted in the database that are either duplicated within the collection or readily found in libraries or elsewhere will not be digitized.

Conservation treatment to stabilize items for digitization will be carried out to permit full image capture to the degree possible. Removal of inactive (dry) mold will also make it safer for project personnel to handle the materials during digitizing. Mold debris and associated staining will be minimized to the degree reasonable and possible to enable image capture. Pages that are blocked (adhered together) because of water and subsequent mold damage will be separated. Items that are physically distorted will be flattened to the degree possible to permit safe scanning. While the appearance of many of the books and manuscripts will be

enhanced following treatment, the primary goal is stabilization, not cosmetic improvement. In general, books will not be rebound nor missing covers replaced. Some treatment time will be reserved, however, to respond more fully to the needs of materials of great importance or those selected for exhibition. For those items determined to be lower in priority, the only treatment may be boxing to facilitate access in Iraq.

To date, selected materials in the Iraqi Jewish Archive were housed in custom boxes due to their size or fragility. Most items, awaiting next preservation steps, were more simply wrapped and tied in alkaline paper. During the upcoming project, bound items will be placed in custom-made corrugated boxes or, as appropriate, archival document boxes that will provide safe rigid support and will expedite access to and handling of the collection. Corrugated boxes will also help contain any residual mold or debris, and, equally important for the mold-damaged materials, will provide an environmental buffer against fluctuating temperature and relative humidity. The boxing will facilitate transport to Iraq as well as access and storage in Iraq.

A project manager/conservator will manage the complete project and perform conservation treatment. Conservation work will be performed by professional conservators and conservation technicians. Due to the deteriorated condition of the materials, the conservation staff will prepare the materials so they can be scanned safely. A librarian/archivist(s), with expertise in Hebrew and Arabic, will provide guidance in decision making and metadata creation, and in determining items with personal identity information, which should not be made available. Communication with the INLA and the panel of subject matter experts will further inform the work.

Digitization quality will meet NARA requirements for access projects. In addition to the actual scanning, image processing, metadata and file management, file storage, and quality control will be performed. Due to the fragile nature of the items, suitable handling protocols will be employed to ensure that the books and documents do not sustain damage as a result of the scanning process. Digitization staffing will include scanning technicians, quality control and metadata technicians and an imaging specialist. Supplies and equipment needs are overhead scanners, computers, monitors, worktables, chairs, software, targets, and a server/network system.

This proposal to complete the preservation work on the Iraqi Jewish Archive has been developed with the expectation that the work is to be carried out at the National Archives and Records Administration in College Park, MD, where security requirements for the Iraqi Jewish Archive can be met. Upon project completion, the collection will be ready for crating for its return shipment to Iraq. Those items not designated for digitization are to be returned very quickly at the start of the project, either with custom boxes or not.

Work is to be done under the oversight of the National Archives and Records Administration. Work will be done in accordance with NARA and American Institute for Conservation (AIC) standards, and in consultation with the Director General of the Iraq National Library and Archives.

IJA Preservation Project Phase 3 Funding Requirement: \$2,446,783²

² See Appendix A Budget for IJA Project Final Phase/Phase 3 for breakdown of the costs: Excel Spreadsheet

IRAQI JEWISH ARCHIVE – RELATED PROJECTS

CRATING AND RETURN SHIPMENT OF THE IRAQI JEWISH ARCHIVE TO IRAQ

Upon completion of the Iraqi Jewish Archive Preservation Project, the books and documents will require packing, crating and shipment for delivery to Baghdad, Iraq. Packing and crating will require arts quality shipment and customs brokerage. The books and documents can be shipped in multiple segments.

Crating and Return Shipment Funding Requirement: \$130,000

ONLINE EXHIBITION

Develop an online exhibition to host and provide access to the Iraqi Jewish Archive Database and digitized documents and books in the IJA for interested constituents worldwide. The online exhibition will tell the story of the Iraqi Jewish Archive, its rescue and its preservation. Digitized images will be provided as a result of the work done through the IJA Preservation Project. The site could also host the online version of a travelling exhibition, if implemented. The INLA will contribute to the online exhibition by digitizing and posting its collection of Hebrew publications directly related to the Iraqi Jewish community. A US host for the site will be identified to provide and fund long term access and maintenance of the site. Language: English, Arabic and Hebrew. Cost factors: Project Manager/Curator, Website designer and programmer, translators, software modules.

Online Exhibition Funding Requirement: \$150,000

TRAINING FOR TWO IRAQI CONSERVATORS

The Iraqi National Library and Archives will send two conservation staff to the US National Archives and Records Administration to receive training in conservation, while working on the conservation of the damaged IJA begins. The duration of the training is to be determined. Funding costs include travel, per diem, lodging, incidentals and translators, as needed.

Training Funding Requirement: \$70,000

TRAVELLING EXHIBITION

Develop a travelling exhibition (1500 sq ft) that displays the Iraqi Jewish Archive as it connects with the story of the history and contributions of the Jewish community in Iraq. The exhibition will include its own panels and signage that would travel with the exhibition. The exhibition could be shown in one or more venues in the United States and then in Iraq. Selected items from the Iraqi Jewish Archive would be displayed. The local venue could supplement the exhibition with artifacts as desired. The exhibit would have its final venue in Baghdad at the Iraqi National Library and Archives or other venue(s) as desired by the Government of Iraq. Free standing panels will include photos and graphics. Display of original books and documents are not included in the budget for the travelling exhibition. Languages: English, Arabic. Costs: Project manager, curator, translator, exhibition design

and fabrication, crating, and shipment to Iraq. Costs associated with presenting the exhibition in the United States will be covered with funds donated or otherwise provided to NARA specifically for that purpose and are not included in the NARA budget for this project.

Funding Requirement: \$150,000 plus \$30,000 for travel/venue

**For further information, contact: National Archives and Records
Administration**

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Appendix 2

Costs for Final Phase IJA Preservation Project

Budget Summary for Project and Related Activities

Budget Spreadsheet

**Iraqi Jewish Archive Budget Summary
for Preservation Project and Related Activities***

	Budget
Iraqi Jewish Archive Preservation Project	\$ 2,446,783
Return Shipments of the Iraqi Jewish Archive to Iraq	\$ 130,000
Online Exhibition	\$ 150,000
Exhibition design, development and fabrication (no original books or documents)	\$ 150,000
Exhibition travel to Iraq	\$ 30,000
Apprenticeships for Iraqi Conservators	\$ 70,000
Total	\$ 2,976,783

*At the time of implementation, costs for the different budget elements may vary, requiring movement of the funds among categories within the overall budget