**Plain Language Report Card for: National Archives and Records Administration (NARA)**

**Agency Home Page: http://www.archives.gov/index.html
Grade: Basic requirement: B (80)
 Other activities: C (91)**

**Part 1: How well does the agency comply with the basic requirements of the Act**

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| --- | --- | --- |
| Criteria | Notes | Score |
| Agency plain language page URL | <http://www.archives.gov/open/plain-writing/> | **10** |
| Linked from the homepage? | No | **0** |
| Do they name a senior official? | Yes | **10** |
| Do they list other contacts? | Yes | **10** |
| Is there contact info for the other contacts? | Yes, but only a link | **10** |
| Do they have an implementation plan? | http://www.archives.gov/open/plain-writing/reports/compliance-report-071311.pdf  | **10** |
| Do they have a 2012 compliance report? | http://www.archives.gov/open/plain-writing/reports/compliance-report-0412.pdf  | **10** |
| Does the website provide feedback mechanism? | plainwriting@nara.gov  | **10** |
| Are they using plain language in all new or substantially revised covered documents? | Clearly not, as they listed only web site and letters to vets as being working on | **3** |
| How did they inform employees of requirement | Internal pl webpage, blog, newsletter articles. No directives. | **7** |

**Total score for basic compliance with Act: 80 (out of 100)**

**Part 2: Agency compliance with the Plain Writing Act – Supporting activities**

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| --- | --- | --- |
| Criteria | Notes | Score |
| Implementation Plan |  | **12** |
| Does the plan list objectives | They just repeat the Act  | **2** |
| Do they identify specific actions to implement objectives | Update NARA style guide, develop training, review documents | **10** |
| Do they identify time frames | No | **0** |
| Compliance Report |  | **12** |
| Does agency list types of covered docs? | No | **0** |
| Does plan discuss sustaining change? | Minimal, just review documents and train.  | **6** |
| What docs are focus of pl work pl? | Vet letters and web site  | **6** |
| Tracking documents created in or revised into pl? |  | **0** |
| Measurements |  | **0** |
| Testing pl quality of documents | No | **0** |
| Testing effectiveness of documents? | No | **0** |
| Is agency measuring effectiveness of program? | No | **0** |
| What else, if anything does agency measure | No | **0** |
| Other Supporting Info |  | **67** |
| Do they list contact info for the lead official on the pl page? | Yes | **10** |
| What categories of employees must take training? | Not listed | **0** |
| How long is the training | Not clear, but there has been some training  | **5** |
| How is training delivered? | Instructor led | **5** |
| Who have they gotten trained so far? | 85 | **4** |
| Did they respond to our email? | Yes | **10** |
| Did they provide all requested info? | Yes | **10** |
| Did they provide sample docs? | Yes, but they were 2 very short form letters. Hard to tell quality of agency PL writing  | **8** |
| How well did docs score | Vet letter A Bog index 47 averageSentence length 14 excellentPassive 14 excellentVet separation ltr bog 71 poorsentence 15 excellent passive 14 excellent | **15** |

**Total score for supporting activities 91 (out of 200**