



Employee Benefits

Personal Time Off

All staff receive 4 weeks or twenty (20) days paid personal time off. In addition, staff receive sixteen (16) paid Holidays as part of their benefits package including an entire week between December 25th and New Year's Day as follows:

Paid National Holidays

New Year's Day
Martin Luther King, Jr.'s Birthday
Presidents Day
Memorial Day
Independence Day and July 5th
Labor Day
Columbus Day
Veterans Day
Thanksgiving and the day after
December 25
The entire week from December 26-31

Retirement Plan

The National Archives Foundation offers a tax deferred 401 (K) retirement plan with a National Archives Foundation contribution match of up to 5% of the employee contribution.

Health Insurance Package

A competitive medical insurance plan through Blue Cross/Blue Shield including dental and vision with an option for either a Health Insurance Account (HSA) or Flexible Spending Account (FSA).

Life Insurance

Employees of the National Archives Foundation are offered Life/AD&D, Long-Term Disability, and Short-Term Disability insurance programs at no additional cost.

Mass Transit Subsidy

To encourage public transportation to and from work, the National Archives Foundation offers a SmartBenefits program subsidy that includes the option for additional employee contributions towards SmartBenefits at a pre-taxed rate.

Health Facility

The Foundation offices are located in the National Archives building and all employees of the National Archives Foundation are provided full access to the gym at no additional cost.

National Archives Store Discount

All Foundation employees are eligible for discounts of twenty (20) percent on all items in our nationally recognized museum store.