

Archivist IV - Scientific and Technical Information (Classified Collections)

NASA Langley Research Center - Hampton, VA (on-site)

Secret Clearance required

Take your career to new heights. Come join us at MORI Associates and help us support the most exciting projects at NASA. As an Archivist IV you will be part of a dedicated team of diverse professionals creating and supporting cutting-edge solutions for our client's critical missions. MORI is a mid-sized nationwide company founded in 1997 with the ideals that creating an agile organization full of innovative and passionate people will progress science and technology for all life on earth. We focus on offering a complete range of services from strategic consulting to the development of Information Systems and providing advanced engineering solutions. Now, let's see if this opportunity is the right challenge for you.

Position Summary: The Archivist is responsible for categorizing, organizing, collecting, maintaining, and dispositioning both newly created data and legacy scientific and technical information collections. This role ensures proper stewardship of classified materials by applying strict security protocols and adhering to all applicable federal policies, regulations, and standards for records retention, storage, access control, and disposition.

Key Responsibilities:

- Categorize, organize, and manage new data and legacy collections containing scientific and technical information in both digital and physical formats.
- Apply standardized archival practices to ensure data integrity, accessibility, preservation, and long-term usability.
- Identify, classify, and properly label collections in accordance with federal classification guidelines and agency-specific security requirements.
- Implement and monitor safeguard measures for classified information, including controlled access, secure storage environments, and proper handling protocols.
- Maintain comprehensive documentation and metadata to support traceability, compliance, and audit readiness.
- Ensure all archival processes comply with governmental policies and regulations governing classified materials, scientific and technical records, and mandatory records-retention schedules.

- Coordinate secure transfer, declassification review, or approved destruction of records based on authorized disposition instructions.
- Collaborate with program offices, security personnel, and records management officials to ensure consistent compliance with federal archival standards.
- Evaluate collections for historical, operational, or long-term scientific value to support retention decisions.
- Support inspections, audits, and reporting activities related to classified records, archival management, and information security.

Required Qualifications:

- Master's degree in library and information science from an ALA accredited program with a concentration in information science, archives management, or digital curation.
- Fifteen (15) years of relevant experience
- Must hold a Secret Clearance
- Demonstrated knowledge of both physical and digital archives, electronic records management, metadata standards and digital preservation practice. Demonstrated knowledge of the federal records lifecycle. including disposition schedules and compliance frameworks.
- Experience working with classified materials and understanding of required protective measures (e.g., access controls, secure handling, storage, transmission requirements).
- Ability to apply governmental policies governing STI, records management, and classification.
- Strong attention to detail, organizational skills, and ability to manage complex collections.
- Good oral and written communications

Salary range is: \$80 to \$87K

MORI is an EEO/AA/Disability/Vets Employer and complies with E-Verify.