

Too Much Paper?

Make the Federal Records Center Work For You

The Problem

Most offices maintain too much paper at too high a cost. Government-wide it costs over \$26 a year to store a foot of records in office space. Studies show that in most offices only 1/3 of what is in a file cabinet needs to be maintained on-site.

The Solution

The National Archives and Records Administration (NARA) operates a system of Federal Records Centers (FRCs) for the economic storage of and access to non-current records of the Federal government. This government-wide program is authorized by 44 U.S.C. 2903, 2907, and 3103. Agency Headquarters offices can use the FRC located in Suitland, Maryland, also known as the Washington National Records Center (WNRC).

Benefits to You

- Records are secure.
- Records can be recalled.
- Records can be used at the FRC.

Why Transfer Records?

Federal Records Centers save space and money. Fourteen times as many records can be stored in FRC space as in agency office space for the same cost to the taxpayer.

Who Regulates Access to the Records?

You do. Records stored at the FRC can not be accessed without your consent. Federal Records Centers are able to answer most inquiries within 24 hours of receipt.

Are the Records Secure?

Yes, they are. The staff at the FRC have appropriate clearances to retrieve and refile your records. They have an automated tracking system to manage your boxes, and they will notify you when your records are eligible for destruction.

How Do I Get Started?

By contacting the APHIS Records Management Program. They can give you all the forms, publications, information, and on-site technical support necessary for transferring records to the FRC.

For more information about retiring your records, e-mail records@aphis.usda.gov.