



# FEDERAL RECORDS CENTERS

of the National Archives and Records Administration



## **Save your agency time & money!**

The Fort Worth Federal Records Center provides an array of records services, that are bound to clear up space, and enable your office to work more efficiently & effectively. Whether it is digital imaging, records storage, data entry, or for any of your records needs, the FRCP is here for you!

**Call today for a free quote!**

### Records Inventory

File Management  
Data Entry  
Quality Control  
Business Process Reengineering  
Production and Reporting Requirements

### Document Storage

Storage  
Digital Storage/Archiving  
Electronic Records Storage  
Electronic Media/Document Destruction  
Electronic Database Creation



### Imaging Services

Document Preparation  
Scanning  
Smart Scan-Electronic Delivery Service  
Indexing  
Electronic Storage  
FastPak Retrieval

### **Contact Information:**

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Records Center Director**

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**Tel: 817-831-5904**





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- Data Entry
- Quality Control
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### Imaging Services

- Document Preparation
- Scanning
- Smart Scan Electronic Delivery
- Indexing
- Electronic Storage
- FastPak Retrieval
- MetroCourier Service
- Document Management
- Backup/Recovery

### Document Storage

- Storage
- Digital Storage/Archiving
- Electronic Vaulting/Backups
- Electronic Media Destruction
- Document & Records Management



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