Archives and Records Centers Information System (ARCIS)

ARMA
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Baltimore, MD





What are the objectives of ARCIS?

- Reduce IT operating costs
- Reduce the cost and cycle time and improve the quality of FRC transactions
- Provide growth opportunities with the development of new products and services
- Improve customer satisfaction





How will customer satisfaction be improved?

• Customers will have improved <u>access</u> to and <u>control</u> over their holdings and transactions





How will customer access be improved?

• Single Point of Entry – web-based interface that is secure, fast, easy to navigate and responsive to NARA staff and customers

 Notification – enter data, access data and receive status updates for all allowable transactions





How will customer control be improved?

• Authentication – levels of access will be tailored to the individual user needs

 Tracking – capable of tracking assets and transactions across functions





What else will ARCIS do?

- Records can be managed at the required level
- Each records object can be identified uniquely with a bar code
- Records status is updated whenever handled
- Customers are routinely notified of transaction status as frequently as desired
- Transaction data will populate the billing system for invoicing
- Scanned images can be attached to assets



How will agency staff learn about ARCIS?

- Customer briefings
- Training (currently under development) to perhaps include:
 - Web-based training
 - Classes in key geographic areas
 - NARA participation in agency trainings
 - Ongoing training at FRCs





Functions

Core Transactions

✓ Records Transfer

✓ Disposition/Accession

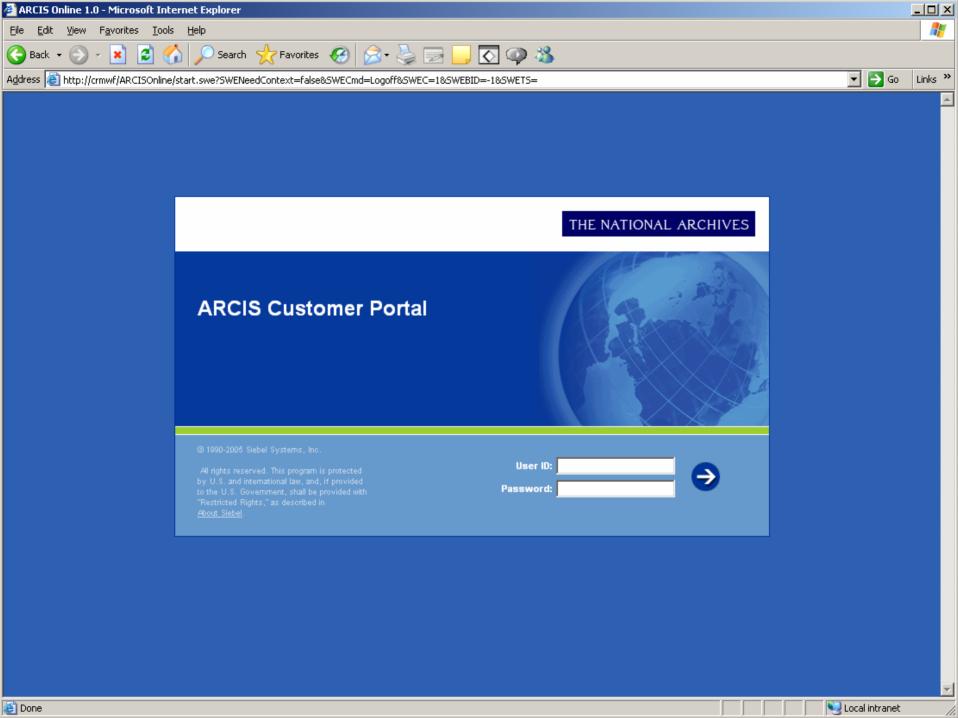
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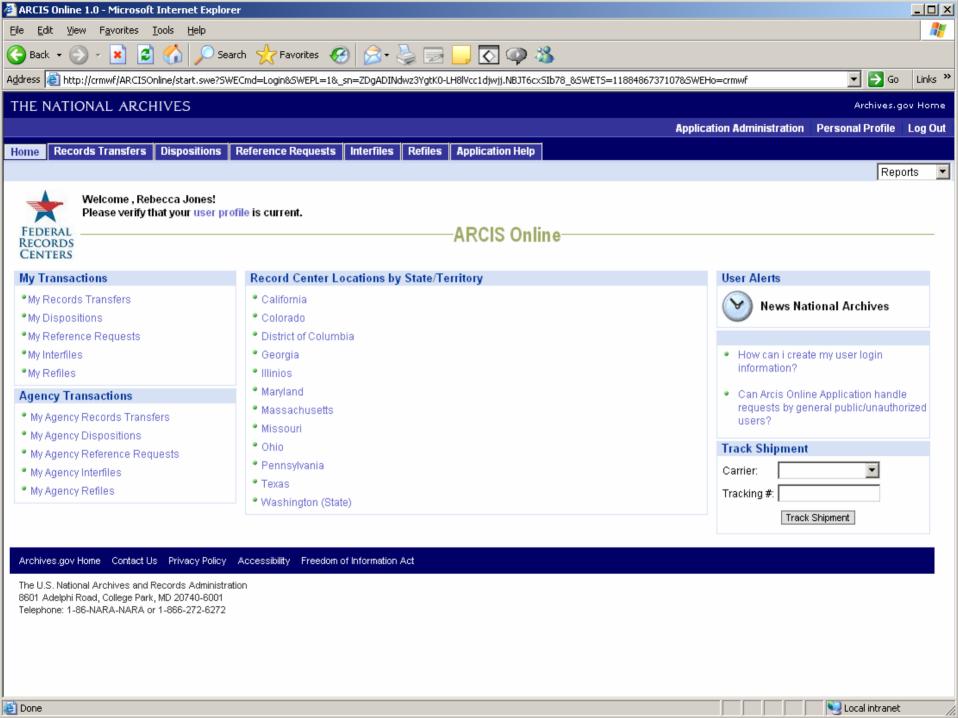
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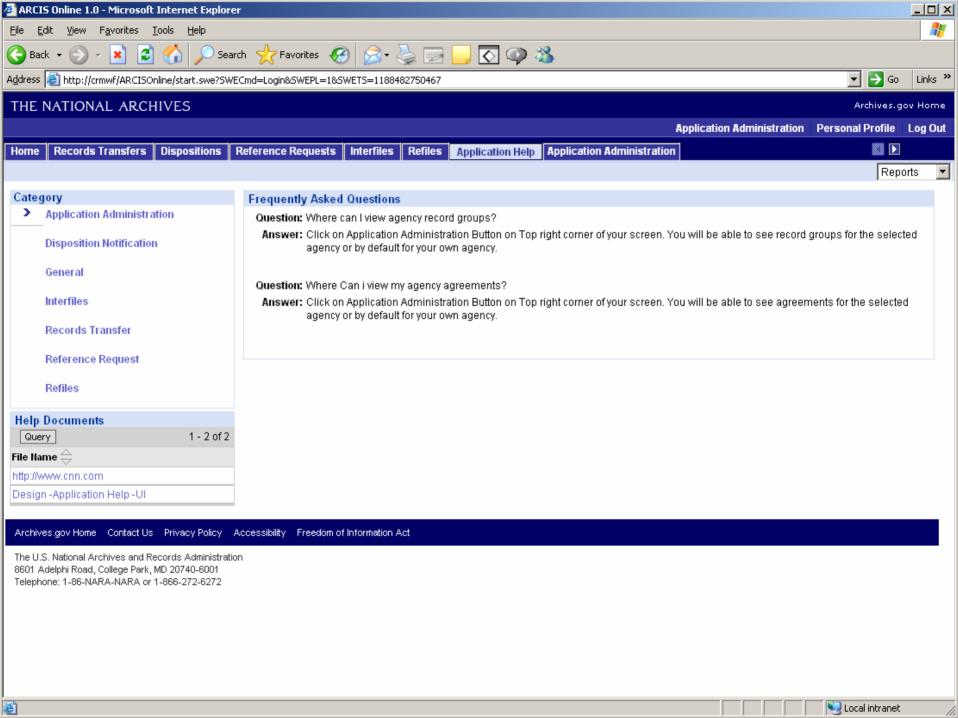
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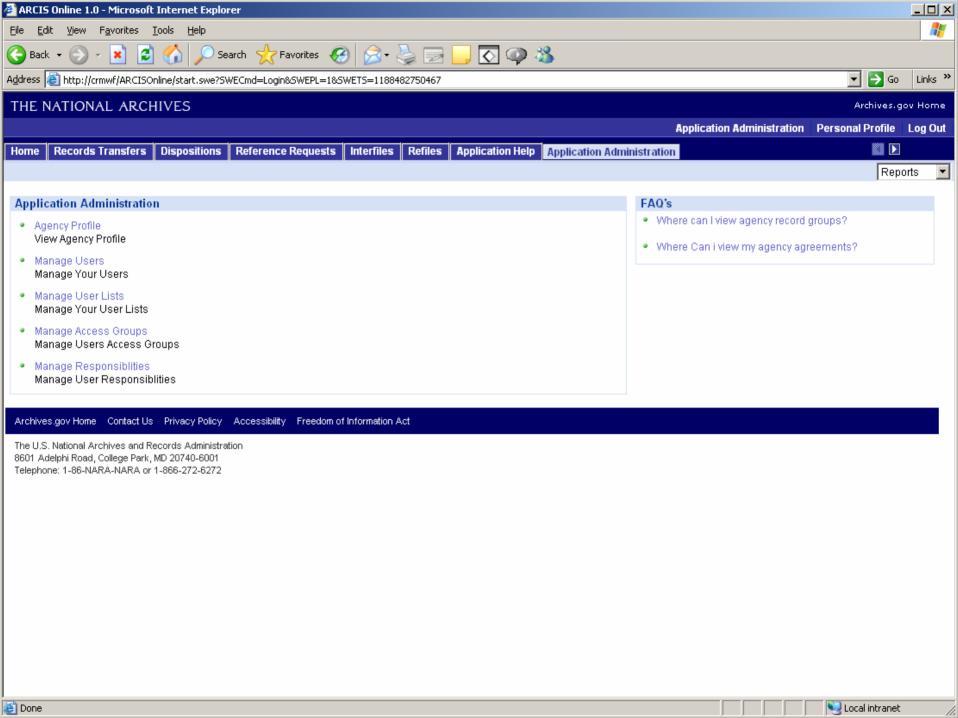


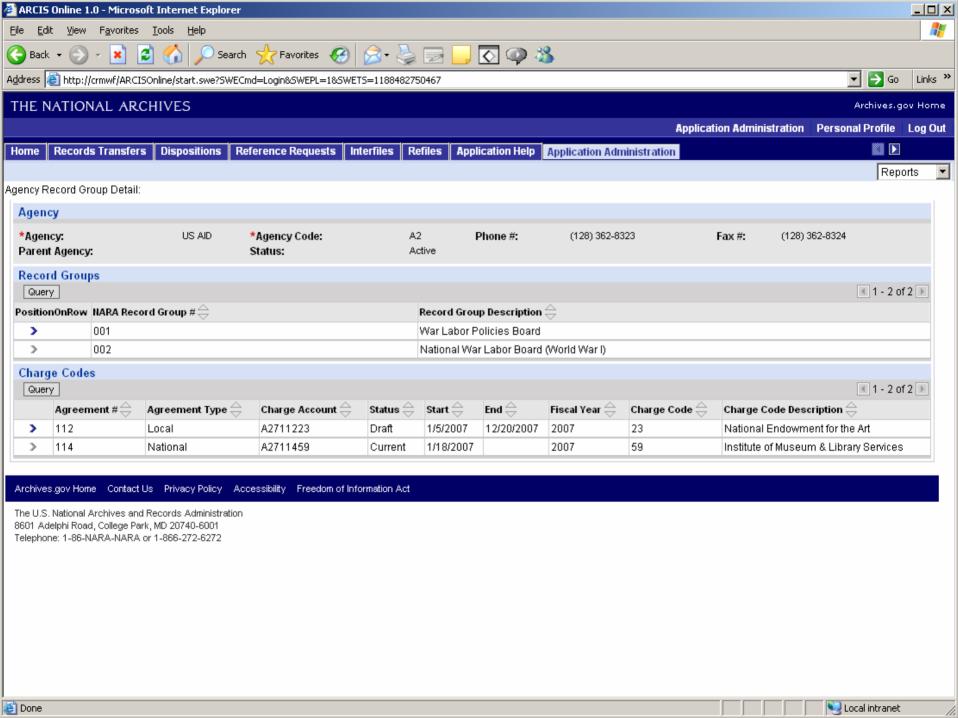
FEDERAL RECORDS CENTERS

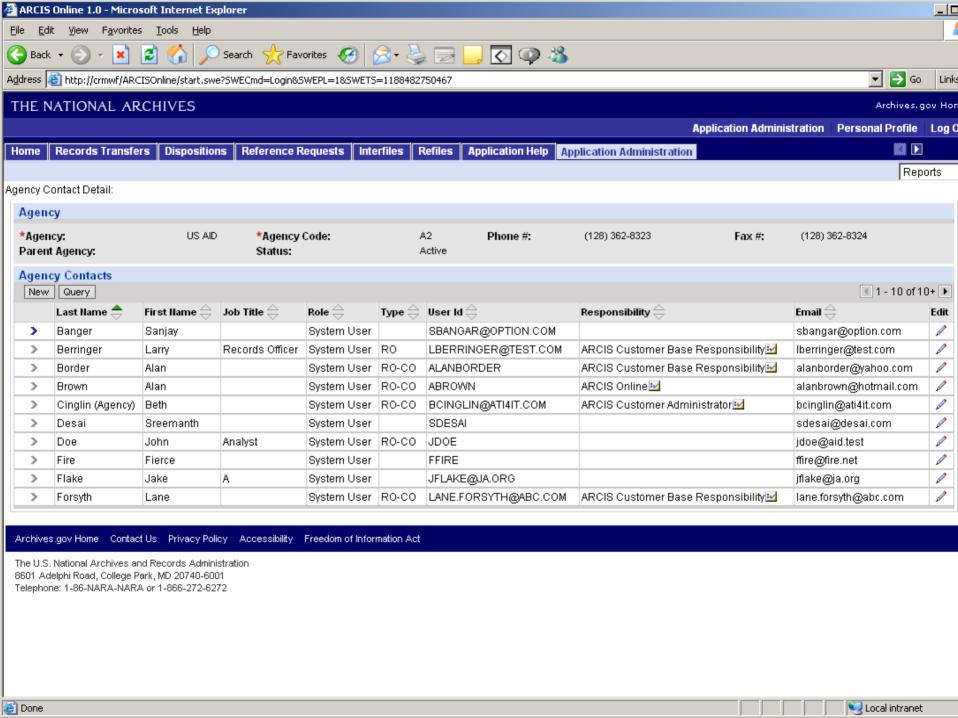


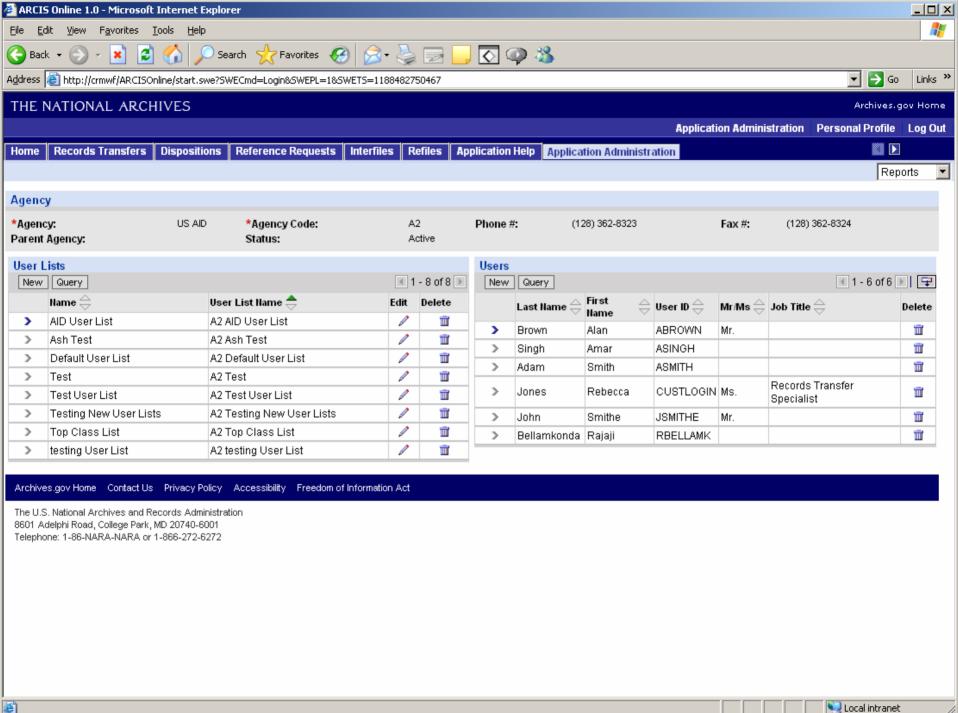


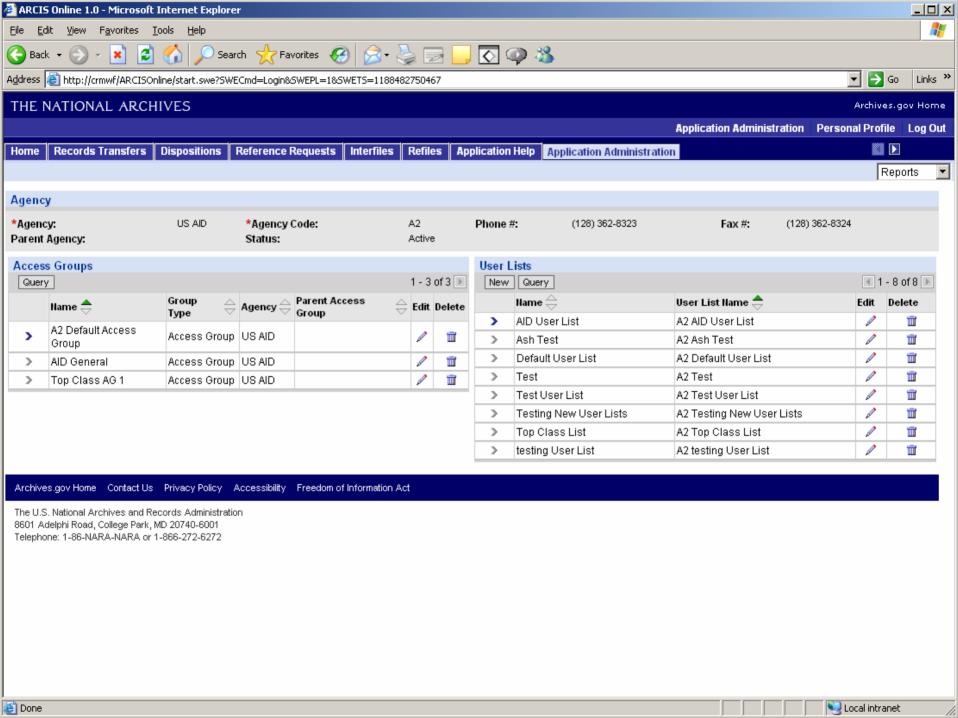


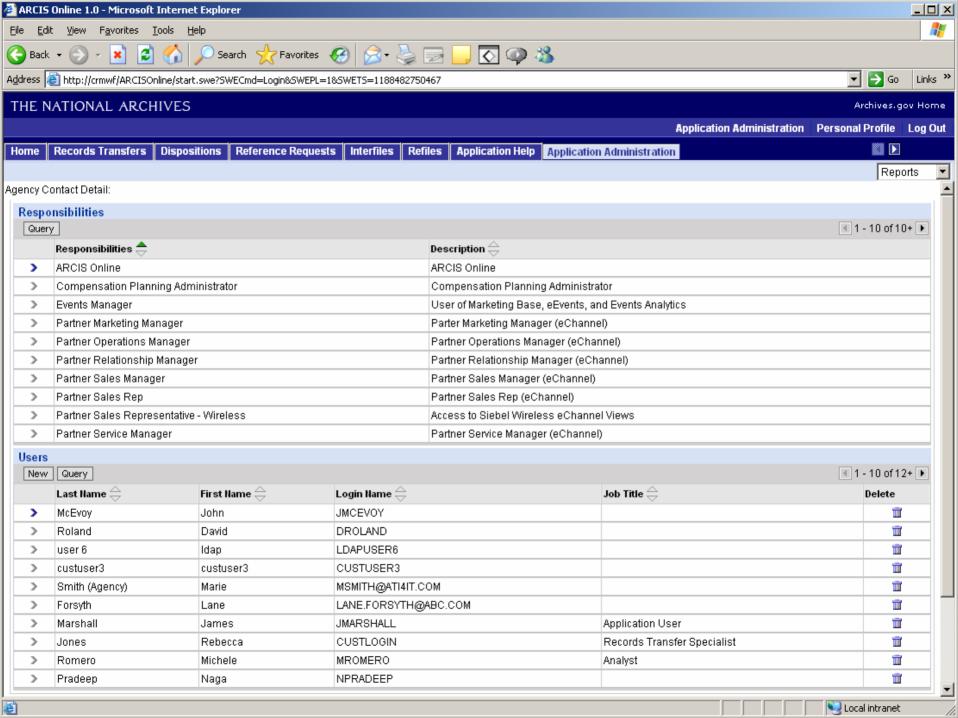


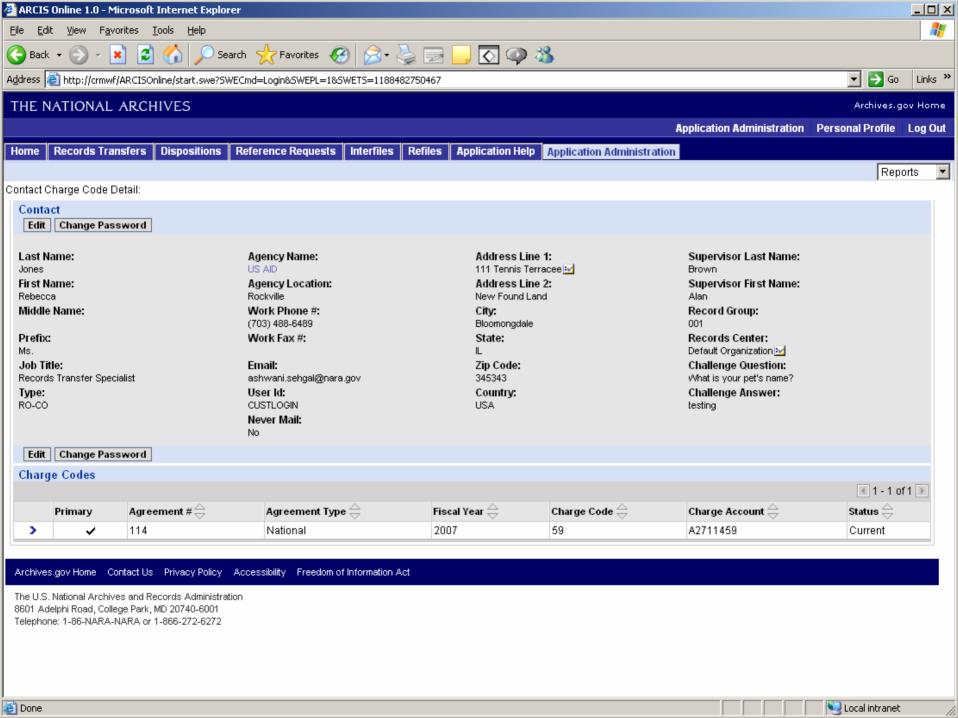


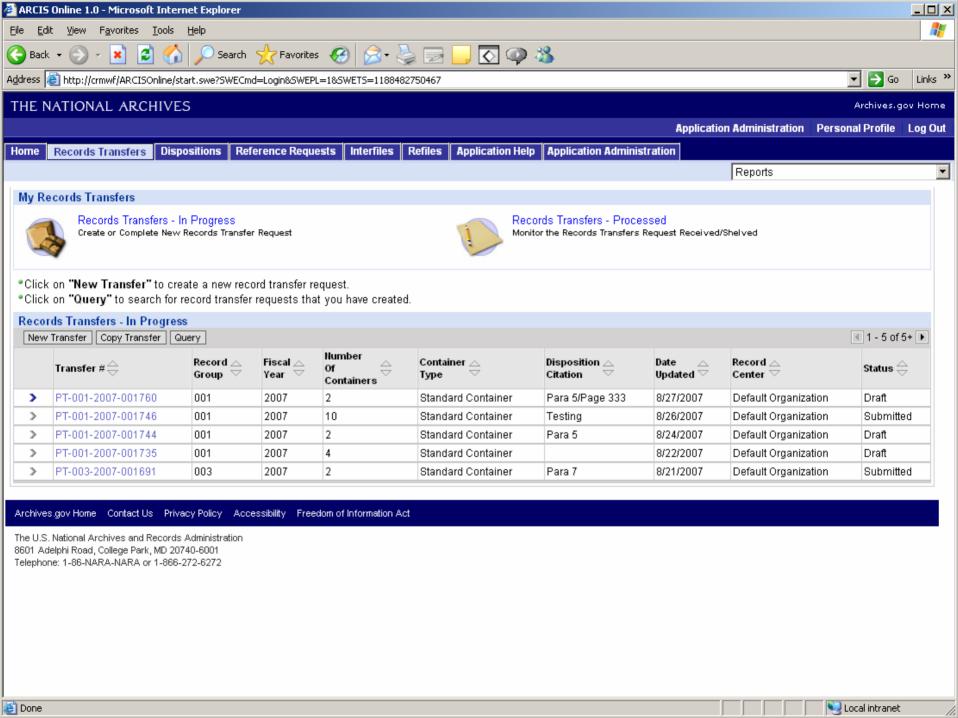


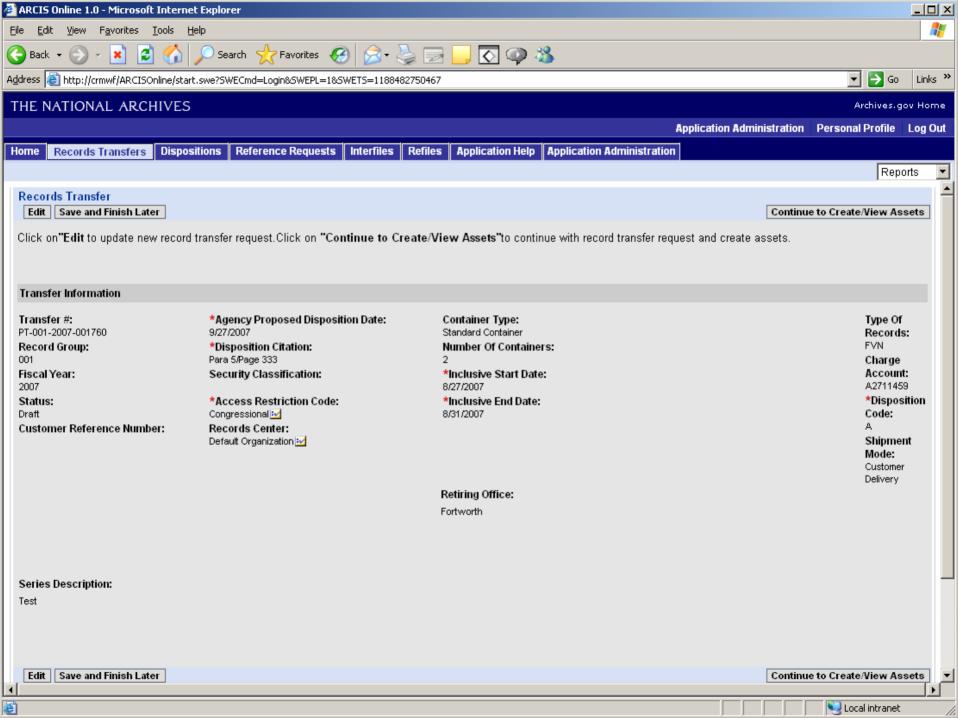


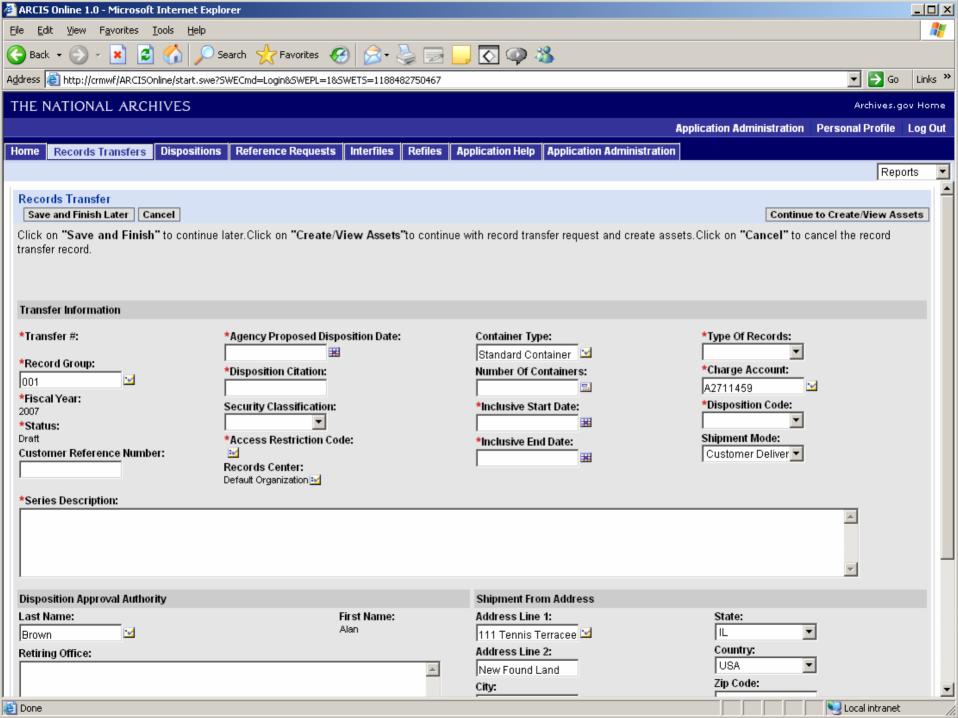


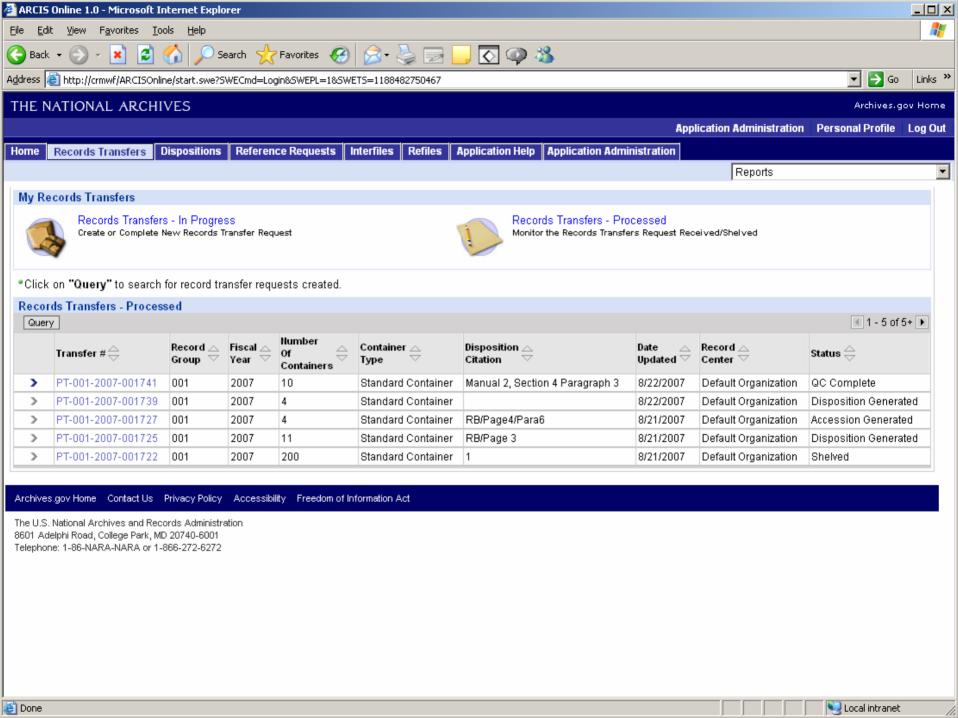


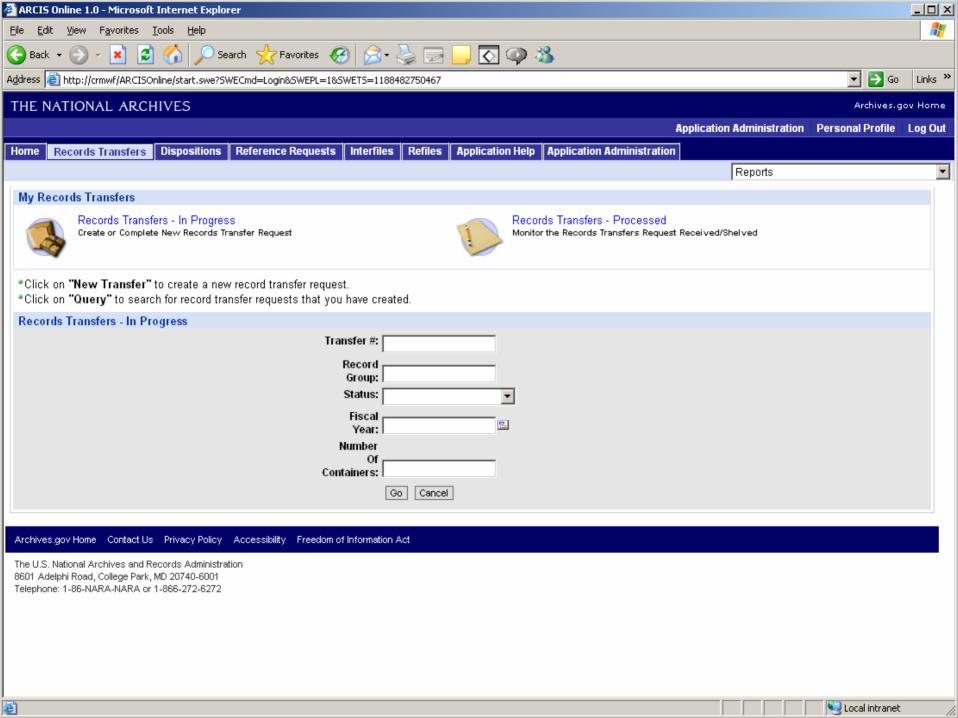












More information available online at www.archives.gov/frc





ARCIS Archives and Records Centers
Information System



Thank you!

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