

FEDERAL
RECORDS
CENTERS

FRC Facilities and Services

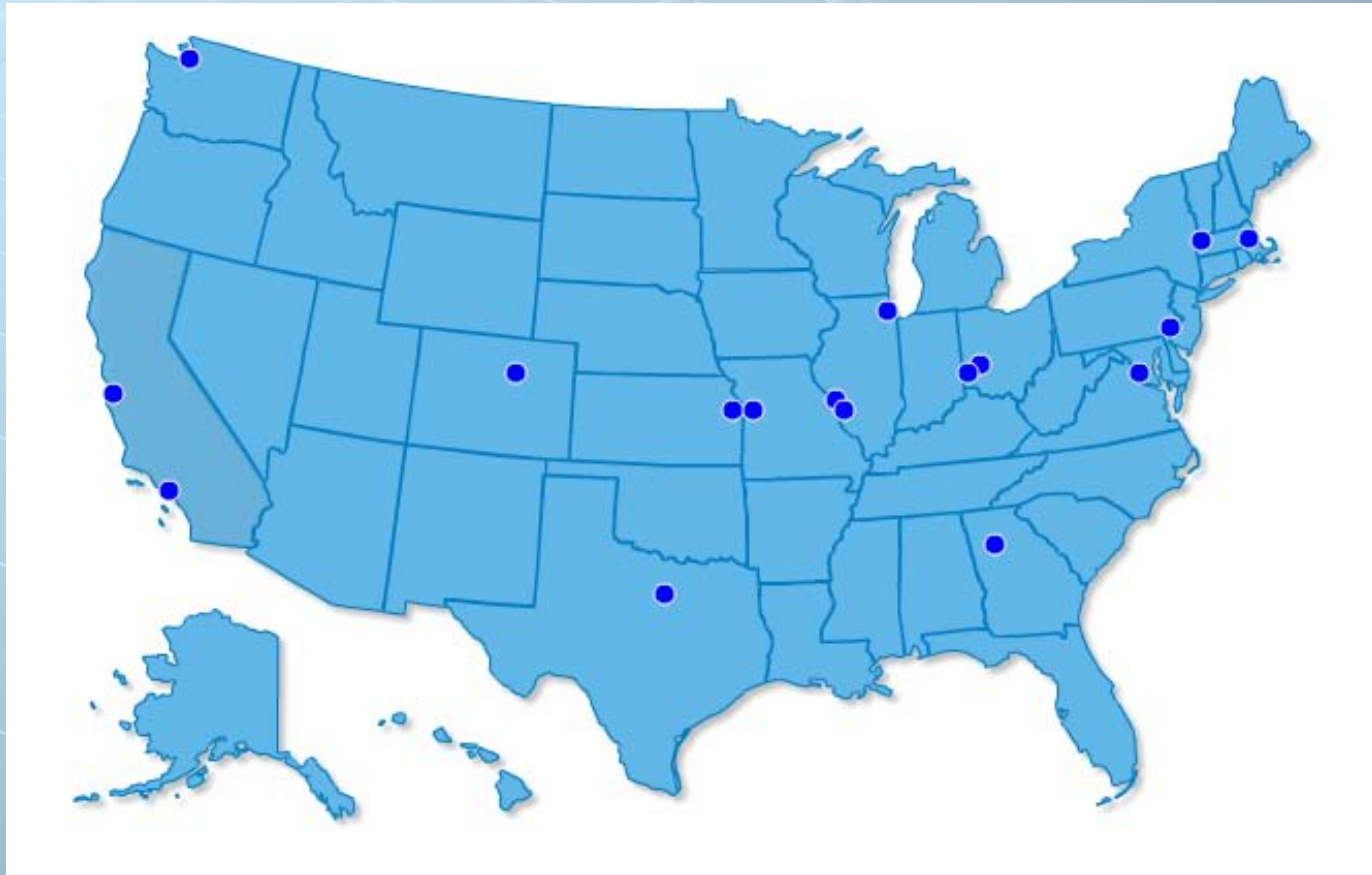
**WELCOME TO
THE FRC FORUM**

16 February 2011

Quick Facts about the FRC:

- 17 facilities in 9 regions throughout the US
- Total holdings of 28 million cubic feet of records
- 13 million reference requests serviced annually
- 18,000 tons of paper recycled annually
- Professional staff of 1,200 Federal employees
- 400 Federal agency customers

Records Center Locations





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New Facilities

Fort Worth, TX





Riverside, CA



Atlanta, GA



Valmeyer, IL



Lenexa, KS



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Special Services

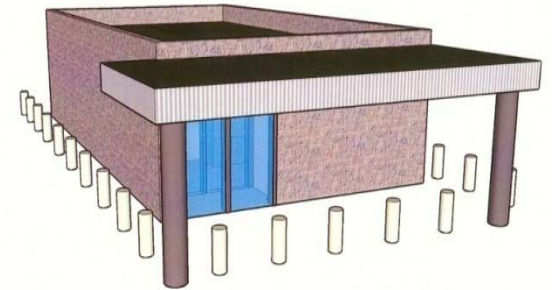
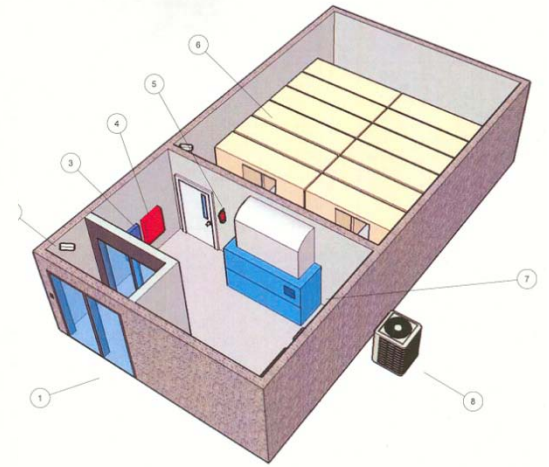
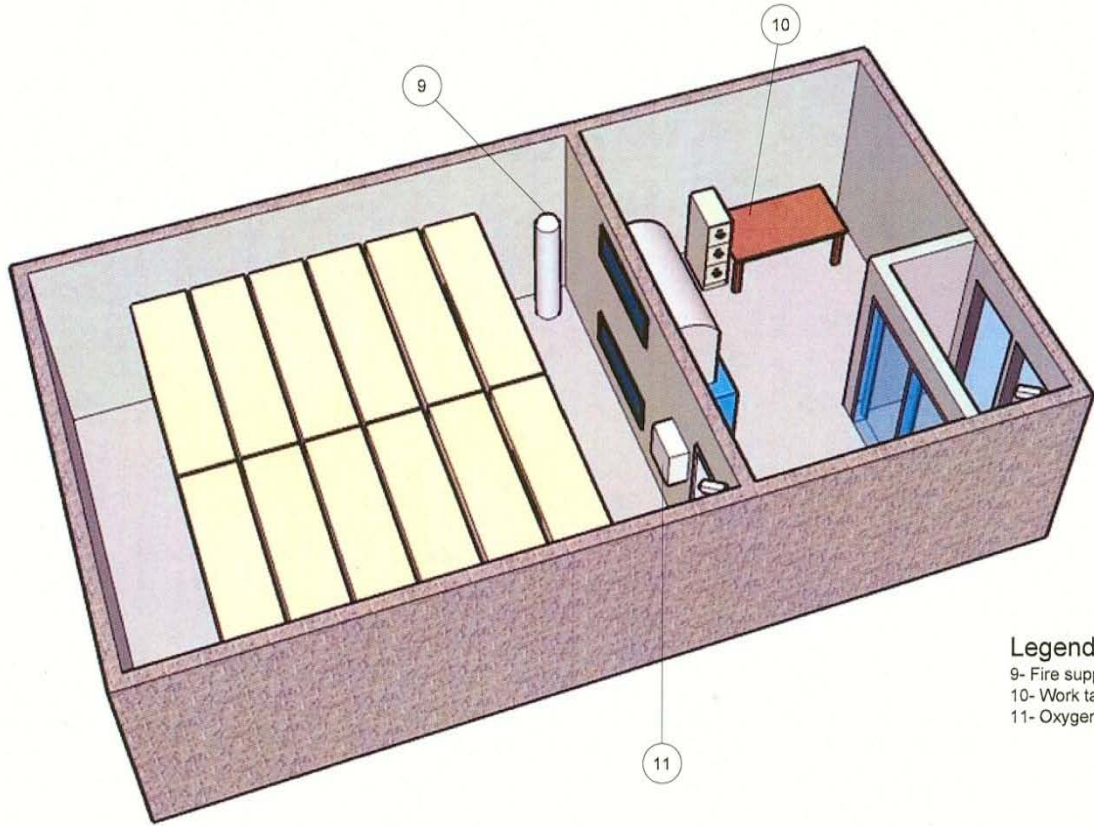


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E-Media Storage

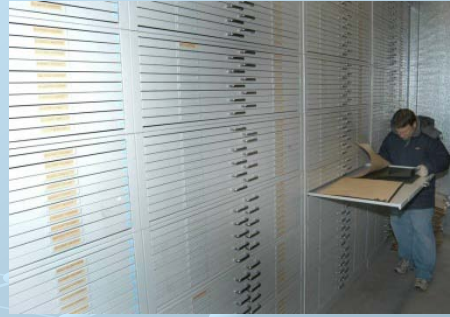
Environmental Considerations for the Storage of Electronic Media

	Magnetic Media	Optical Media
Temperature	Yes	No
Temperature Swings	Yes	Yes
Humidity	Yes	No
Light	No	Yes
EMF	Yes	No
ESD	Yes	No



Legend
 9- Fire suppression canister.
 10- Work table.
 11- Oxygen generator.

Media Storage Vaults



Cold Storage for
Special Media -
Lenexa, KS

Metro Courier Service

- Door-to-door delivery of original records
- Available on a same-day basis
- Available for large transfers of records



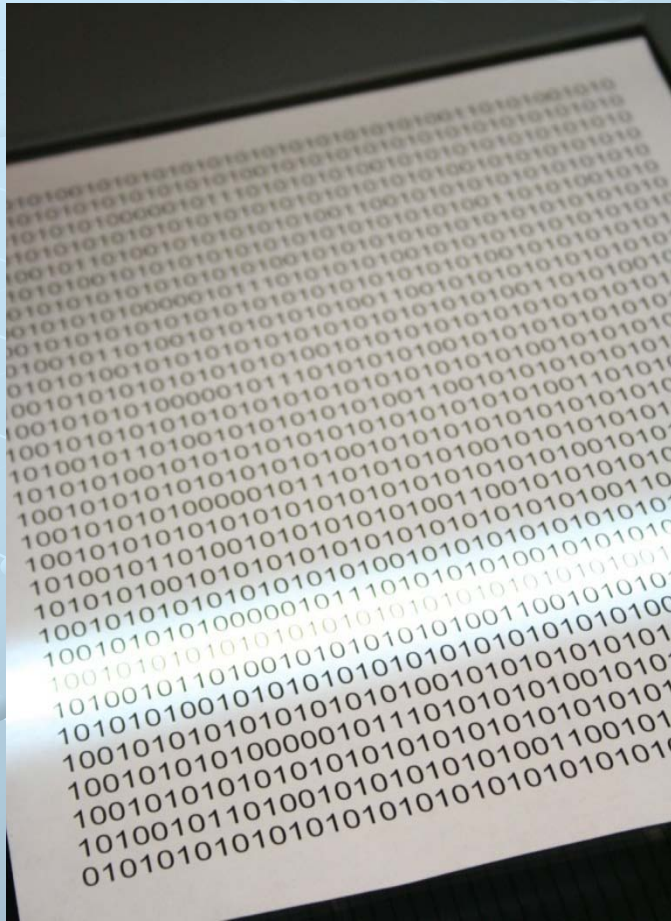


Fast Pack



- Packing of records
- Preparation of all paperwork including the SF135
- Preparation of box lists / inventories
- Transportation to local FRC

SmartScan



- Your reference request is researched, scanned by staff, and emailed directly to you.
- Cost effective
- Simple to use
- Fast
- Easy to share
- Nothing to return
- High quality
- Paper records never leave the FRC

Digital imaging



- **Conversion services (paper to digital)**
- **Multiple output formats**
- **OCR available**
- **Custom levels of**
- **Strict quality control**
- **Indexing for metadata**
- **Includes all document prep**
- **Custom services for special formats**

e-media destruction



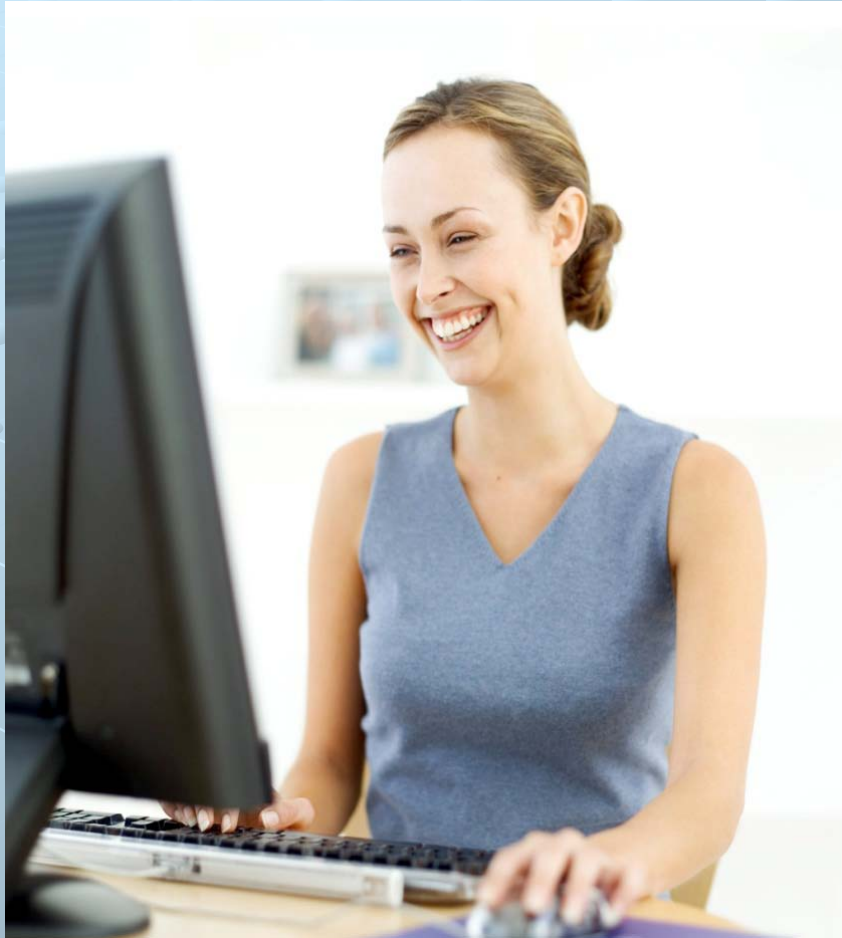
- **Secure destruction wide array of electronic media**
- **Shredder meets NSA specifications for High Security Disintegrators**
- **Certified witnessed disposal by FRC staff and/or your agency's representative**
- **Shredding available to 3/32"**

Tape Exchange



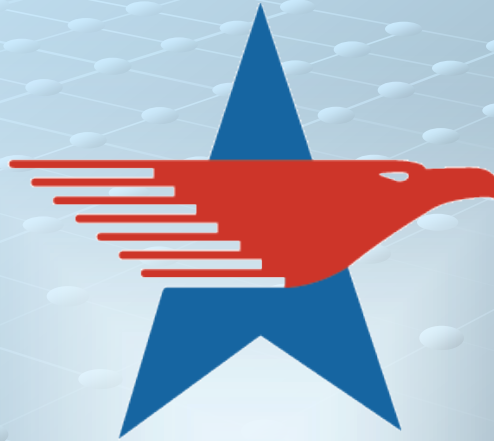
- Routine scheduled rotation of your vital data
- Off-site storage for COOP
- Transported by Federal Employees
- Stored in compliant space

Reimbursable Records Management



- **Customized Training**
- **Assist in developing schedules**
- **Create and assist in implementing a file plan**
- **Consulting services for RM initiatives**

Questions?



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Thank You!



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Your Account Management Team