



WASHINGTON NATIONAL
RECORDS CENTER
September 20, 2011

Dear Records Officer or Metro Courier Service Customer:

WNRC will continue to operate our Metro Courier Service in FY 2012. The service is designed to deliver unclassified requests to agencies or retrieve unclassified refiles and interfiles bound for WNRC. It is not intended to be used to ship new transfers or to deliver SFs 135 to the Center. Customers who want to transfer new records to WNRC should send SFs 135 to suitland.transfer@nara.gov and make arrangements with the WNRC Truck Service. Details about the WNRC Truck Service are in an attachment to this letter.

For FY 2012, we reduced costs, simplified invoicing, and increased the transparency of charges associated with our services. I hope that most customers will find the updated rates both easy to understand and preferable to the old model.

Attached is National Archives and Records Administration Interagency Agreement NA Form 4000A. Please complete this form to establish a local agreement with WNRC for delivery services. Contact Ann Baker, WNRC's Administrative Officer, at 301-778-1518 or ann.baker@nara.gov if you have any questions. The mailing address of WNRC is

Washington National Records Center
National Archives and Records Administration
4205 Suitland Road
Suitland, MD 20746-8001
www.archives.gov

Baseline Metro Courier Rates

Effective October 1, 2011, WNRC will adopt the Metro Courier pricing used by the rest of the Federal Records Center Program (FRCP). These rates should already be familiar to Records Officers who conduct business with any of the FRCP's regional facilities.

The rates simplify Metro Courier billing and make it easier for you to analyze your invoices; any charges on the invoices will fall under Service Codes HA, trip charges, or HB, package charges. Our analysis indicates that the 2012 rates will be slightly less expensive for the majority of our existing customers.

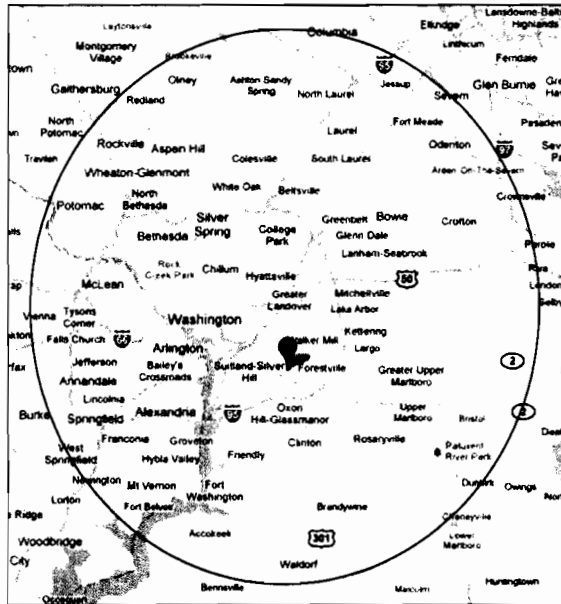
For FY 2012, the standard FRCP rates are \$31.50 per trip, and \$1.60 per package. Per the FRCP's Services and Definitions guide, a "package" is defined as either a box or folder. Individual delivery runs

NATIONAL ARCHIVES *and*
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4205 SUITLAND ROAD
SUITLAND, MD 20746-8001
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cannot include more than 60 FRC boxes (or an equivalent volume of folders) because of the carrying capacity of our vans. The Metro Courier Service **cannot** deliver or retrieve classified records; none of our dedicated Metro Courier drivers hold security clearances.

One Metro Courier Zone

We have eliminated the Metro Courier “Zones” (Zone 1, Zone 2, etc.) defined in the FY 2011 agreement. Instead, Metro Courier vehicles will operate within a 45 mile radius of WNRC. This radius should be sufficient to include the most distant Washington, DC suburbs.



Metro Courier Service – Approximate Range of Vehicles

Agency offices located outside of our 45 mile range that are interested in setting up a limited number of annual visits are invited to contact WNRC managers and request an individual quote.

Expedited Service

Requests for expedited service will be handled as quickly as possible. We will charge an additional \$4.50 “Rush” charge per package. These “Rush” charges will appear on invoices as Service Code HR.

After hours Emergency Service

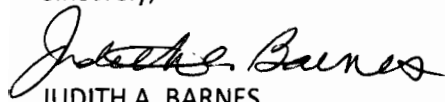
WNRC will continue to offer after hours “Emergency Service” for deliveries requested outside of standard delivery hours, between 5:30 p.m. and 8:00 A.M. during the week and anytime on weekends or holidays. This option should only be used in cases involving life, safety, or national security. It is expensive – with a \$300.00 surcharge per trip – as Emergency Service involves recalling multiple supervisors to the center to unlock the building, locate the requested records, transport the materials, and then close the facility.

Any agency which thinks it may need this service should contact Christopher Pinkney (christopher.pinkney@nara.gov) or 301 778-1511) to discuss establishing telephone trees and response times.

Additional charges for services above baseline

Examples of additional services/charges are deliveries to offices, parking which is not free or located at a distance from the delivery site, and negotiated delivery times. The rate for additional services is the L1 rate of \$54.50 per hour, billed in quarter hour increments. Please discuss these services with us before completing your local agreement. We will describe the additional services you need in block 7 of NA Form 4000A or in an attachment to the form.

Sincerely,



JUDITH A. BARNES

Director

Attachments