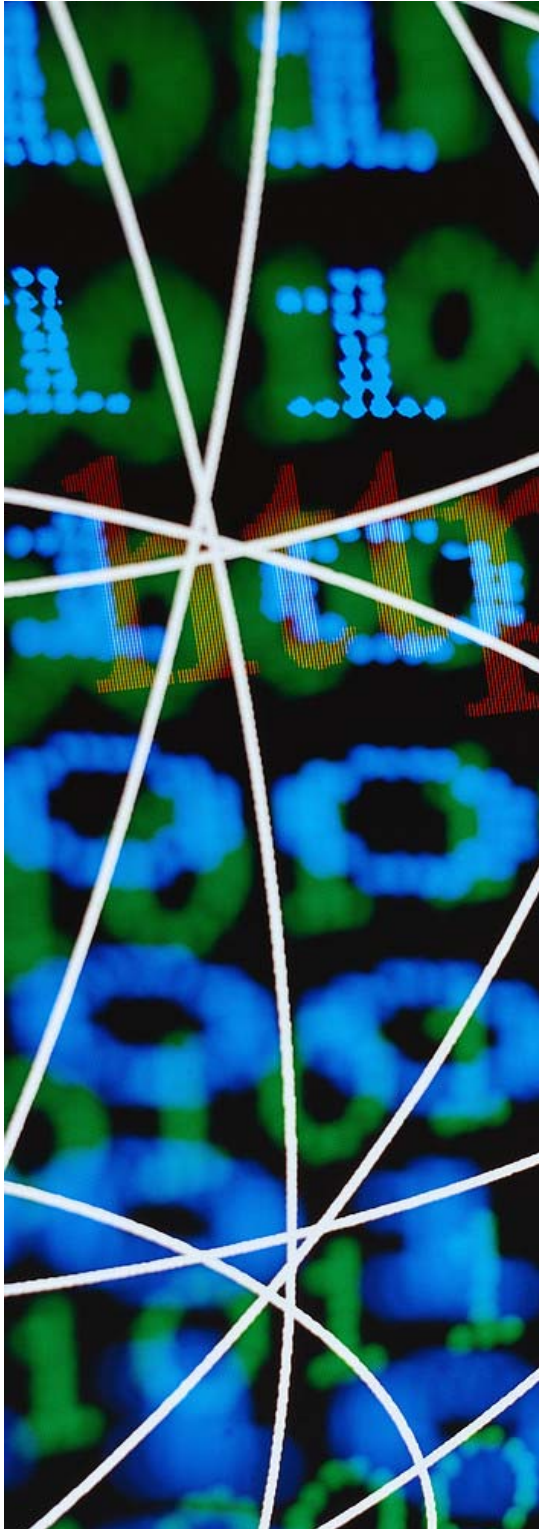


Digital Imaging

Introducing records scanning services from NARA's Federal Records Centers



The Federal Records Centers now offer digital imaging services to create scanned files of your agency's paper records. Digitizing paper records provides you with backup copies for key documents, gives instant access to frequently referenced records, and preserves the integrity of fragile or aging paper originals. It even saves office space, since paper records can be promptly transferred to the FRC after scanning.

FRC's new digital imaging lab services include:

- ▶ Conversion services (paper to digital) for both temporary and permanent (archival) records
- ▶ Formats such as PDF, JPEG, TIFF, XML, and others
- ▶ Optical Character Recognition (OCR), including zonal and full page, intelligent document recognition, and handwritten OCR extraction
- ▶ Custom levels of scanning--from basic scanning for administrative copies to premium scanning that meets NARA requirements for permanent e-records
- ▶ Strict quality control measures, from a predetermined sample size up to 100% verification
- ▶ Indexing services for as many metadata items that your agency requires
- ▶ Back-up storage available for your digitized records in the new FRC Electronic Records Vault (ERV)
- ▶ All necessary document preparation, including removal of staples, paper clips and binders
- ▶ Custom services for special formats (books, photos, cards, 35mm slides, large formats, etc.)

Scanning services are open to agency customers in all regions of the United States. Call today for a free customized quote!



FEDERAL RECORDS CENTERS
of the National Archives and Records Administration

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