

Unscheduled/Temporary Records Found During Processing



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RECORDS CENTERS**

NARA-Agency Cooperation



- Need Agencies Assistance and Cooperation to Deal with these Materials.
- Current Process for Identifying and Handling Records that are Temporary.
 - Review Agency Approved Records Disposition Schedule or GRS.
 - Review Appraisal Report
 - Discuss with Appraisal Staff
 - Draft Letter to Agency Outlining the Issue
 - Send Draft Letter to Appraisal Staff

Review and Consultation



- Records Accessible in Agency Section of Research Room at Archives 2.
 - No Charge to Review Materials.
- Consult with the Agency about the Records

Benefits



- **Very Important To Address Issue**
 - National Archives doesn't have the legal authority to have temporary records.
 - Personal Identifiable Information (PII) Concern

Communication to Agency



- Letter from NARA (Chief Records Officer)
 - Description of Records
 - Disposition Issue
 - ✦ Unscheduled Records
 - ✦ Improperly Retired Records

Resolution



- If Temporary Records – Agree and Lift Any Freezes
 - Disposal at NARA's cost
- If Unscheduled – Schedule
- 90 Days to Resolve

Resolution



- Return Records to Agency
 - Agency wants records returned
 - Agency is unresponsive
- Transshipment and other Costs
 - Charged to Agency

Federal Records Center Program (FRCPP)



- 134 currently active records freezes across 427 FRCPP agency customer RGs
- FRCPP as an integral part of the post-accessioning process

Federal Records Center Program (FRCP)



- **Interagency Agreements (IAAs)**
 - Revision under way
 - Misaccessioned records handling
 - ✦ Identification and expectations
 - ✦ Services – what the FRCP can do to help
 - ✦ Costs (processing, shipping, storage, etc)

Federal Records Center Program (FRCP)



- FRCP supports internal NARA processes as well as serving our customers throughout the lifecycle
 - Stores and services your records
 - ✦ Transfer, storage, reference, accessioning, disposal
 - Creates freezes and processes lift notifications
 - Maintains master freeze files
 - Coordinates and tracks Lifecycle and Reappraisal related Projects

Contacts



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