♻EPA INFO ACCESS

Records Network Communications

Reviewing Records Disposition Schedules by Michael L. Miller, Agency Records Officer

"What is this mountain of paper?" It seems nearly an inch thick, the print is small, and it looks like too much to wade through. You've just received a package of records disposition schedules to review. Don't let it sink to the bottom of your inbox!! We need your comments, and those of your program staff, to make the new schedules work.

Over the next few months each of you will probably receive one or more packages of records disposition schedules (RDS) for review and comment. One set consists of Agencywide, Headquarterswide,

Regional, Superfund, and RCRA schedules. These were circulated for informal comment last October and will be circulated for green border review in June. Your program will have only four weeks to respond, so you need to begin your review promptly.

The other set of schedules will be those program-specific schedules for individual Headquarters programs and Office of Research and Development laboratories. These schedules will only be sent to you if your program is directly affected by the dispositions.

Look for Step 4 in the June issue ...

6 Months to Better Files

Step 4, *Developing Recordkeeping Requirements*, part of the six-step program to improve your files, will appear in the June issue of *INFOACCESS*. Mike Miller, Agency Records Officer, will be attending a special meeting sponsored by the National Archives and Records Administration to discuss recordkeeping requirements. He will incorporate information gathered from that meeting into the Step 4 article. ✿

♻ *Printed on Recycled Paper*

Reviewing RDS from page 1

Here are some hints about what to look for so that you can review the schedules quickly and efficiently:

❖ **Only review the schedules that impact on your program**. If your program doesn't do permits, there is no reason to review that schedule. The schedule package will include indexes that list the schedules by title and by area of applicability to help you identify those schedules that will affect your office.

❖ **Review the IDENTIFYING INFORMATION section** for the completeness and accuracy of the information. If you know of any legal requirements to create or maintain the records, please indicate that during the review. If you know that the records are restricted, please add the type of restrictions to the Specific Restrictions section. Also be sure to note whether the records should be considered vital in the opinion of your program.

❖ **Review the DISPOSITION INFORMATION section** to determine whether the retention and disposition instructions are satisfactory and implementable.

❖ **Review the APPLICATION GUIDANCE section** to ensure that the guidance makes sense. Are there any other issues that the guidance should cover?

❖ **If you are reviewing program specific schedules, please complete the CUSTODIAL INFORMATION section**. There is no need to review CUSTODIAL INFORMATION for schedules that are not specific to your program.

❖ **There is no need to review the CONTROL INFORMATION SECTION**.

❖ **If you know that the records covered in the schedules are no longer created, let us know that**. Likewise if there are records that you do not feel are covered by the schedules, let us know that as well.

With this massive revision of the RDS, EPA is, in effect, reinventing records schedules. Instead of simply being a source for disposition instructions, the new RDS will be an information resource that will help everyone manage their records better. Our new schedule format and information requirements are similar to those which the National Archives is considering collecting from all agencies in the future, so we can consider ourselves ahead of the curve in this area. The National Records Management Program (NRMP) appreciates your time and attention to the review of the RDS. Your help is essential to the success of the new schedules. ❦

In *WordPerfect 5.1*, Redline and Strikeout features are often used to denote changes in contracts or other large documents. The **redline** indicates suggested additions to the original document and use of the **strikeout** indicates suggested deletions. Using these features can save you time in making changes to your draft record schedule.

How to Compare Documents with Redline and Strikeout

If you have two slightly different versions of the same document (for example, two different record schedule mark-ups), you can compare the two to assess their differences. This is especially useful if you are working with someone else who has made changes to a copy of your document, and you want to see exactly what changes were made. Here's how:

1. Retrieve the most recent version of the document by selecting **F10 [Retrieve]**.

2. Next, use **ALT F5, Select 6 [Generate]**, and **Press 2 [Compare Screen and Disk Documents and Add Redline and Strikeout]**.

3. As prompted, enter the file name of the older version of the document, and press **ENTER**.

WordPerfect compares the documents phrase by phrase, placing redline markings and strikeout codes in the document that's currently on the screen.
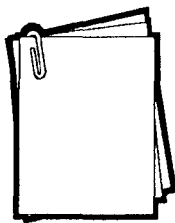
A Quick Way to Change Your Record Schedules

Compiled by Sherry Glick, Program Management & Support Division, Information Services Branch, Office of Pesticide Programs

Redline marks text that is in the newer (on-screen) document but not in the older (on-disk) document. **Strikeout** marks text that is in the older (on-disk) document but not in the newer (on-screen) document.

If any text in the newer document has been moved in relation to the older document, *WordPerfect* inserts, "The Following Text Was Moved" above the moved text and "The Preceding Text Was Moved" below the moved text.

If you want to preserve the document with its redline and strikeout codes, remember to save the document that's currently on your screen with a new name.

Removing Redline Markings and Strikeout Text

You can remove all the redline markings and strikeout text from a document with a single command. This is useful for printing a final draft of the document, after you are certain that you no longer need the redline markings or the text that has been struck out. Follow the steps below:

1. Press **ALT 5, Select 6 [Generate]** and then Press 1 **[Remove Redline Markings and Strikeout Text From Document]**.

2. Select **Yes**.

Printer Information

On some printers, *WordPerfect* prints redline text as a grey shaded area; on other printers redline text is printed with a shaded background or with dots beneath the characters. On color printers redline text is printed in red. 🏵

If you would like to share technical information like the information presented in this article with your EPA records management colleagues, we'd like to know! INFOACCESS wants to support the exchange of records management tips and tricks. If you would like to contribute information for an INFOACCESS article, contact Mike Miller at (202) 260-5911 or Mary Hoffman (contractor) at (202) 260-7762.

EPA and the White House Email Controversy

In February, the National Archives and Records Administration (NARA) issued a memorandum explaining the decision by Judge Richey in the *Scott Armstrong et. al. Plaintiffs, v. Excutive Office of the President et. al. Defendants.* If upheld, the decision could have a profound effect on recordkeeping throughout the Federal government. The first part of this article is drawn from the NARA memorandum (which was distributed to EPA records liaison officers in February) and provides background on the decision. The second part looks at the potential implications for EPA.

Judge Richey's Decision

Judge Richey did not find fault with NARA's policy on electronic records, but rather with the implementation of it by the Executive Office of the President (EOP). His ruling dealt first with the record status of documents in the electronic-mail (email) system of the EOP. Judge Richey held that while not every message in the system "rises to the level" of a record, the *Federal Records Act* does apply to the system as a whole.

Under the facts of the case, messages that do meet the definition of records "must be saved regardless of whether a paper copy has been produced." Judge Richey found that the paper copies were not an adequate substitute, because the printouts lacked the complete information regarding who received each communication and when, data that are included in the electronic version, and which had "tremendous historical value." In sum, the decision stated that once EOP staff decided that a note or other message on the email system was a Federal record, that material must be saved in a way that included all of the pertinent information contained therein.

Judge Richey also found that the EOP's recordkeeping practices, at the time the suit was filed, to be "arbitrary and capricious" under the Administrative Procedures Act because the agency did not:

(a) provide sufficient guidance to allow agency personnel to determine what documentary material should be preserved as a Federal record, and prevent the destruction of Federal records;

(b) provide for the retention of transaction data relating to email; and

(c) provide oversight for records status determinations.

Judge Richey's opinion further explained that if individual staff members are given authority to make determinations on record status, such determinations much be done within management procedures that provide adequate training, supervision, and review by records management personnel. It is important to note that the decision covered records in any medium, although the focus of the case was on electronic records.

Finally Judge Richey asked that the defendant agencies immediately institute provisions for periodic review of recordkeeping practices to ensure the adequacy, effectiveness, and efficiency of the recordkeeping program.

Potential Implications for EPA

At this time, Judge Richey's decision applies only to the defendant agencies, and, in any case, an appeal of the decision has been filed. Therefore, the Agency is not required to comply with the requirements set forth in the decision. Further, it can be argued that because EPA is not the EOP, whose records are of extremely high historical interest, it should not

Email from page 4

be held to the same standards of documentation in all cases. However, EPA does need to resolve four issues raised in Judge Richey's decision, if only for our own documentation purposes.

What Is an Email Record?

EPA's general guidance is that any message or document that is necessary to support an action or decision is an Agency record and must be preserved for the appropriate period of time stipulated in the records disposition schedule. However, a common means of documenting an email message has been to print it out. In All-in-1 it is even possible to print out to whom a message was sent and when. But is that sufficient? If there is more information about the message in All-in-1 than is normally captured in a printout (when it was read, for example) must EPA preserve that information too, under the "all pertinent information" aspect of the decision? In paper files we only document when a document was sent, not when it was received. Just because we can document more in All-in-1, are we required to do so?

What Kind of Guidance Must We Give?

In EPA, as in the EOP, Agency staff frequently make determinations about what is a record. The Agency's records management manual and other issuances provide a general framework for determining what is a record. In many cases, this is supplemented by the program-specific guidance on what is to be included in specific files. There is also a draft Superfund document titled *Records Definition and Guidance* that explores the nature of records in considerable detail. Granting the existence of these products, it is still not clear whether there is sufficient guidance to "allow agency personnel to determine what documentary material should be preserved as a Federal record." More to the point, few records managers would claim to have a satisfactory program to provide oversight for records status determinations, including training.

Should We Retain Email Transaction Data?

At this point the Agency is in no position to say that all transaction data for email messages are being preserved. In most cases it probably is not. Is this information necessary from the Agency's perspective, and if so under what circumstances?

What Type of Review Is Needed?

The NARA evaluation already found that EPA does not have an adequate program for evaluating the effectiveness of records management in the Agency. The Judge Richey decision indicates how detailed a review may be necessary to conform with Federal regulations. The National Records Management Program is currently reviewing options for conducting IRM and records management reviews. ❦

Tip of the Hat

INFOACCESS likes to recognize records and information management staff for excellent work in the field of records management, the development of special products, completion of significant projects, or acknowledgement of Agency awards.

Welcome to the Network!

❖ Delta Pereira is the new alternate records contact for the Office of Research and Development at Headquarters.

❖ Paul Frazier is the new Senior IRM Official and records contact for the Office of General Counsel at Headquarters.

Congratulations!

The Network has a new *Certified Records Manager (CRM)* in Region 6 - Lois Dillard (contractor). Good work, Lois!

Sad News...

INFOACCESS has learned that Rebecca (Becky) Pacheco, records manager at the National Enforcement Investigations Center (NEIC) in Denver, passed away unexpectedly in March. ❦

NARA Announces Updated Cost Savings Figures

U.S. taxpayers can avoid an average cost of $20.98 per cubic foot of records when agencies store their records in Federal Records Centers (FRC), according to a notice released March 25, 1993, by the National Archives and Records Administration's Office of Federal Records Centers.

This figure represents a recalculation of the 1993 estimate released earlier this year. It reflects the difference between the cost of storing records in office space and the cost of storing them in a records center. For fiscal year 1993, the revised cost of storing records in office space was determined to be $22.57 per cubic foot, based on a cost of $22.04 per cubic foot of office space, plus $0.53 per cubic foot, annually, for storage in a typical five-drawer filing cabinet ($160.02 divided by 7.5 cubic feet per cabinet, equaling $21.34, and amortized over 40 years).

In comparison, the cost of FRC storage was determined to be only $1.59 per cubic foot, based on a cost of $1.45 per cubic foot of storage space, and $0.14 for shelving, assembly, transportation, filing equipment and storage materials ($5.77 per cubic foot amortized over 40 years). **The result is a cost avoidance of nearly 93 percent!!**

Since FRC storage is free to agencies, these figures reflect cost avoidances for taxpayers rather than agencies. **Agencies avoid the entire $22.57 cost per cubic foot in budgetary terms.** Also, these are average figures; the savings gained by a particular agency or office will vary depending upon the cost per square foot of office space, the type of storage equipment used, the amount spent by the agency on staffing and maintenance to support the records, and other factors.

It should be noted that in order for these substantial cost avoidances to be fully realized, agencies must have comprehensive and accurate records disposition schedules in place and implement them properly. ❀

Diary of a Records Manager: Pandora's Box

The inventory form said that the content of the box was **PANDORA'S BOX!!** Now, I don't know what kind of experiences you've had, but I wasn't sure that I wanted to open a box labeled PANDORA'S BOX.

In the last year, I've unpacked records that must have come over with the Pilgrims; how else could they be that musty? I've contended with mystery boxes...orphan boxes of records left outside the Record Center's door. I've even opened a box containing a colorful patch of mold so big that it could be the next alien on *Star Trek - Deep Space Nine*. One of my co-workers tangled with a box of records that made her hands burn; she hasn't started to glow in the dark...yet.

None of these boxes had any warning messages saying that the contents were less than desirable. So, what was going to be inside of a box listed as containing PANDORA'S BOX? If I opened the box would I melt down like the guys in the *Raiders of the Lost Ark*? Would I be unleashing some agent of doom?

Like any good manager, I procrastinated. I waited until every box in the shipment had been unpacked. I unpacked every box in the next shipment. I tried to get someone else to unpack it. I walked by it for days on end, looking at it out of the corner of my eye. Was it oozing some poisonous vapor? Had it moved as I walked by?

The day of reckoning arrived; I was tired of avoiding the stupid thing. I mean, there I was - a well-educated professional being held hostage by a cardboard box! I carefully put the box in the middle of a table. I took a pair of very long scissors and cut the tape on the box. Using the scissors, I slowly lifted the lid of the box. And sure enough, I found *PANDORA'S BOX*. In fact a whole box-full of PANDORA'S BOXES. *PANDORA'S BOX* was the title of a pamphlet (and of course not a record)! ❀

Records Management in a Decade of Change:
The 1993 Records Administration Conference - RACO '93

Date: May 26, 1993

Location: Washington Renaissance Hotel-Techworld
999 Ninth Street, NW,
Washington, DC
[Two blocks north of the Ninth Street entrance
to Metro's Red Line]

Sponsor: Office of Records Administration, National Archives
and Records Administration

The Records Administration Conference [RACO '93] will begin with a panel discussion of electronic mail issues. After an explanation of the key events and issues relating to Judge Richey's findings in *Armstrong v. Executive Office of the President*, a panel will dicuss the reactions and concerns of the records and information resources management community.

Affinity Group Sessions
Following the panel discussion, conference participants will have the opportunity to discuss the following topics in "affinity group" sessions:

◆ Records management issues relating to electronic mail systems.

◆ Current information technology issues, including optical disk technology.

◆ Electronic signature and the legal admissability of electronic records.

◆ Recordkeeping requirements and comprehensive scheduling.

◆ Implementation of NARA guidance concerning personal papers of executive branch officials.

◆ Assessing the effectiveness of records management programs through agency self-evaluation.

◆ Disaster prevention and recovery and identification of vital records.

After lunch there will be a second round of "affinity group" sessions so participants can attend the discussion of a second topic.

The day will conclude with a networking session, allowing for further conversation with colleagues, affinity group leaders, and NARA staff.

Registration
The cost of the conference is $75.00. To register, send a Standard Form 182 (or equivalent) to:

RACO '93
Agency Services Division (NIA)
National Archives
Washington, DC 20408

In block #16 of the SF-182 please indicate your top four choices for the group sessions, in order of preference. Assignments will be made on a first come, first serve basis. Please register early - conference enrollment is limited to 270 participants.

For More Information
If you have questions about the conference program, contact Katherine Coram at (202) 501-6019. Questions about registration may be directed to Truedence Glenn at (202) 501) 6017. ◆

Electronic Records Policy Review

The National Records Management Program (NRMP) has completed the first step in its review of the Agency's electronic records management policies. The goal of the first phase was to review Federal regulations, present and proposed, for electronic records management requirements. The second step was to look at other Federal agencies to see what they had incorporated into their directives systems concerning electronic records management. The report is available from the NRMP by contacting Joe Moeltner (contractor) at (202) 260-5272 or on All-in-1 at MOELTNER. JOSEPH.
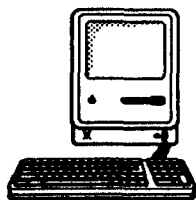
Records Management Council

At its March meeting, the Headquarters Records Management Council (RMC) heard a presentation by the Agency Historian's Office on the historical program and plans for the future. The RMC discussed the NRMP's plans to review the records schedules, Chapter 10 (Records Management) of the *IRM Manual*, and the records management manual itself. Headquarters programs provided an overview of their progress in implementing their action plans in response to the National Archives and Records Administration evaluation. The next Council meeting is scheduled for Tuesday, April 27th at 1:30 pm in the Information Management and Services Division conference room (WSM M2003).

Chapter 10 Draft Sent for Comment

The NRMP circulated a draft of its revised Chapter 10 (Records Management) of the *IRM Manual* (Directive 2100) for informal comment. Comments are due April 13th. Following incorporation of comments, the NRMP plans to circulate the revised draft chapter for green border review.

Documents Available From NRMP

Recently NARA issued a revised version of *Disposition of Federal Records*. The new and expanded version will provide a basic framework for EPA's efforts to inventory its records over the next two years. [See page 9 for more information on this new NARA handbook.]

The NRMP has reprinted *Regional Records Management Operating Procedures*. The volume is a basic guide to establishing a records management program, and the information in it can be used by all Agency programs not just Regional offices. Copies of both of these documents are available from the NRMP by contacting Joe Moeltner (contractor) at (202) 260-5272 or on All-in-1 at MOELTNER.JOSEPH.

Records Management Training

The next records management training workshop has been scheduled for June 16-17, 1993. The workshop is targeted to clerical and administrative staff

responsible for the management and maintenance of files. It will cover training on files maintenance and disposition, including techniques and practices used in filing records, maintaining the records once they have been filed, and the retirement, disposition and retrieval of inactive records from the Federal records center.

The NRMP, which sponsors the workshop, recommends that anyone who has not attended one of these training workshops in three years should plan to attend. The cost of the 2-day workshop is $150; send your SF-182 to Debora Dorsey at PM-224. If you have any questions about the training, contact Harold Webster at (202) 260-5912 or Debora Dorsey at (202) 260-6678. ❀

NRMP User Survey

The National Records Management Program (NRMP) is preparing to conduct a Customer Survey of agency records management staff. NRMP wants to know what EPA records managers think about its services and publications, and it would like suggestions for improving those services. Look for the User Survey form in the June issue of *INFOACCESS*.

New NARA Publication...

Disposition of Federal Records: A Records Management Handbook

This handbook explains how to establish, manage, and operate a records disposition program within a Federal agency. It emphasizes the necessity of each agency's developing, implementing, and updating a records schedule for all agency records, regardless of media or location. The handbook explains how to evaluate a records disposition program in order to make improvements, and it describes NARA's role in helping agencies comply with laws and regulations regarding records disposition and other aspects of records management.

The appendices contain relevant laws and regulations, appraisal guidelines for permanent records, a glossary of records disposition terms, a listing and description of NARA's records administration publications, and a list of Federal records centers and regional archives. The frequent repetitions, summaries, and cross-references are intended to facilitate use of this edition for instructional purposes as well as for self-study.

The information in this item was taken from the Foreword to the handbook, which was written by Richard A. Wire, of the National Archives Office of Records Administration, with advice and assistance from Frank B. Evans, William H. Leary, and Katherine V. Coram.

Copies of *Disposition of Federal Records* can be obtained from Joe Moeltner (contractor) at (202) 260-5272, or on All-in-1 at MOELTNER.JOSEPH. ❀

This section of INFOACCESS is used to report on upcoming meetings and projects currently underway in the Regions, Laboratories, and Headquarters. The INFOACCESS staff would like to encourage all records management staff at the Agency to share news and information about current projects with the INFOACCESS readers. Anyone with contributions for this column can contact Mary Hoffman (contractor), Network Coordinator, at (202) 260-7762 or at Hoffman.Mary on All-in-1.

Cincinnati's New Records Management Advisory Committee

A Records Management Advisory Committee, including designated Records Liaisons from each division and laboratory at the Research Center, was established in January. The Committee, which plans to meet monthly, will provide guidance and direction in developing and maintaining a records management program that is in compliance with EPA guidelines and regulations. Attendees at the first meeting, held in February, heard an overview of the National Archives and Records Administration (NARA) evaluation of EPA's records management program, followed by a briefing about how EPA and AWBERC are responding to the evaluation. Sarah Wills-Dubose (contractor), Records Manager, presented an introduction to basic records management principles and definitions.

Tower Records Center

Region 4's Tower Records Center was opened early in December. The Center, which is located on the first floor of the "tower building," was set up to handle active records from various programs. [Currently the Region has separate records centers for Superfund, RCRA and ORC records, but nothing for Regional records.] The Center will hold semi-active records that are not needed on a daily basis, but which are not yet ready for transfer to the Federal records center.

Regional records staff are gradually moving records into the Center. Due to the temporary location of other Regional staff in the Center, staff do not yet have full access to the space. They have access to the shelving areas and limited access to office space. Eventually the non-records management staff will vacate the Center, and the rest of the records staff will move in.

Regional records management staff have been conducting an active program of briefings and training sessions for Regional staff to increase their understanding of records management practices. They recently conducted a multi-media presentation

on the Regional records program for selected contract records staff. The presentation covered the purpose, history, accomplishments, and types of activities included in the records program.

Region 7's New Records Center

Regional records management staff have been working with program staff to transfer records to the new records center. Once all the boxes of files have been unpacked and shelved in their appropriate places, then the staff will begin to work with program staff to review materials still stored in program offices. The goal is to determine whether there are additional records that should be moved to the Regional Records Center, or if there are records that should be transferred to the Federal records center. There are tentative plans for an Open House, but it will probably be postponed until after the new Regional Administrator is selected.

New OSW Records Documentation

Records/Information Management staff in the Office of Solid Waste (OSW) at Headquarters have produced a draft *Permits and State Programs Division (PSPD) File Plan and Guidance Manual.* The new file plan and guidance reflects the Agency's filing requirements and the new records disposition schedules. The Manual includes all appropriate documentation (i.e. file plan, file guidance, user notes), to assure a smooth transition from the old system to the new one. The staff is now working on an action plan for the review and implementation of the file plan.

The staff have also developed a draft *Records Management Basics Training Package.* The Package includes a guideline on the Records Management Life Cycle, a list of common questions and answers, information about disposition schedules, and other NARA information. The training package is intended to give EPA staff a basic understanding of their records management responsibilities.

Working with the Office of Regional Counsel (ORC)

At Headquarters, Mike Miller, the Agency Records Officer is working with Office of General Counsel (OGC) and Office of Regional Counsel (ORC) on issues relating to electronic mail. A few of the Regions have also begun to work with the ORC on a number of records management issues.

In Region 4, records management staff have been working with ORC attorneys to help them coordinate the task of transferring cases between Agency staff attorneys. The records managers have advised the attorneys to organize their case materials according to the Regional file structure before effecting any transfers of files, and subsequently they have noticed a significant increase in requests for new file folders. They have also established a small records center specifically for ORC records.

Records management staff in Region 1 are working with the ORC on a few different projects. One project involves the determination of landmark status for enforcement case files, a topic that generated a great deal of discussion at a recent Regional records management teleconference. [We hope to report on this project in a future issue of *INFOACCESS.*] Another project involves a review of the process for witnessed destruction of selected, recyclable, obsolete Privacy Act-protected records. ❖

Check your Mailbox ...

Three National Archives and Records Administration (NARA) bulletins were recently distributed to Agency records managers. If you would like to obtain a copy of any of these titles, contact Joe Moeltner (contractor) Records Support, at (202) 260-5272, or on email at Moeltner. Joseph.

◆ **NARA Memorandum to Agency Records Officers: Armstrong v. Executive Office of the President, Litigation on Electronic Records**

The memorandum addresses a recent determination by Judge Richey that White House procedures for handling electronic mail (email) did not provide for the appropriate retention of email transaction data. See the article on page 4 of this issue for a detailed discussion of the memo.

◆ **NARA Bulletin No. 93-3: Use of optical disk systems to store permanent Federal records**

This bulletin restates NARA policy regarding the use of optical disk technology for the storage of permanent records that are designated for preservation as part of the National Archives of the United States. The same policy applies to unscheduled records that may be appraised as permanent.

Because of the hardware and software dependence of current optical disk systems and the absence of standards that ensure the portability of data from one system to another, NARA cannot accession permanent records stored on optical disks at this time. Until the development of data portability standards, permanent records stored on optical disks must be transferred to the National Archives on paper, microforms, magnetic tape, or 3480 class tape cartridges. Microforms must conform to the requirements of 36 CFR Part 1230. Magnetic tapes and 3480 class tape cartridges must conform to the requirements of 36 CFR 1228.188.

Reminding agencies of the requirements for transferring permanent records to the National Archives is not intended to discourage the use of optical disk technology. NARA recognizes the potential benefits of this technology for storing and retrieving large quantities of information.

Questions about this policy may be directed to the Office of Record Administration, at (202) 501-6000 or Mike Miller, Agency Records Officer, at (202) 260-5911.

◆ **NARA Bulletin No. 93-4: Reimbursable micrographic services and fee schedule**

This bulletin provides information on reimbursable micrographic (microfilm) services provided by NARA Federal records centers for Federal agencies and issues the fee schedule for such services.

Federal records centers offer a wide range of micrographic services to Federal agencies. Bulletin 93-4 includes a schedule of micrographic services, and a list of Federal records centers and the micrographic services they offer, including micrographic surveys, filming, auxiliary services, special requests and micrographic workshops. Information concerning the availability of services may be obtained from any center or from the Office of Federal Records Centers in Washington, DC.

Basic fees for microfilming services are also described, as well as additional charges for mailing or transportation costs incurred. If the cost of performing the services increases or decreases during the work, the Federal records center will negotiate an equitable price adjustment with the agency. Additional charges for document preparation may be required, depending on the type and condition of the documents, and the agency's need for NARA to examine, index, or arrange the documents.

For further information about micrographic services, contact the Office of Federal Records Centers, Policy and Systems Division, at (202) 653-8376. ❀