

e-Media Services

Storage and Servicing of Electronic Records from NARA's Federal Records Centers



◆**e-Media Storage** NARA's Federal Records Centers currently offer electronic media storage for Federal customers. This service includes special receipt and handling of your records stored on electronic media (CD, DVD, 3480/3490 tape cartridges, etc). It also includes proper storage of the e-media in climate-controlled areas.

◆**e-Vital Records** Many agencies store their vital records in electronic format since these records can be securely and economically stored in FRCs away from the agencies' primary sites and even out of their region. Let us provide you with routine rotation and tracking services for your e-vital records.

In addition to e-media storage, the FRC currently offers the following electronic services:

◆**High-speed scanning services** to convert large quantities of paper records into high-quality digital images.

◆**SmartScan** same-day electronic delivery of reference requests via email.

Look for the following e-services in the near future:

◆**Online tracking of records** through a secure, web-based interface that will allow customers to access, manage, and retrieve their agency's holdings and activity via the Internet.

◆**Comprehensive electronic records services** including metadata extraction, media migration, indexing, e-vital records management, and more.

For more information on the storage and servicing of electronic media, please contact a member of the FRC Electronic Records Services Team (FERST) at ferst@nara.gov.



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of the National Archives and Records Administration

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