



FEDERAL RECORDS CENTERS

of the National Archives and Records Administration

Your Agency Here, RG XXX

Acting on the disposition of your agency's records saves you money in storage costs, helps you comply with Federal regulations, and minimizes your legal liability. To assist you, we have prepared this at-a-glance snapshot of your agency's holdings and the records that are eligible for disposition.

1. Your agency's total holdings (132,348 cubic feet):

Permanent records:	3,730 cubic feet
Temporary records:	105,058 cubic feet
Unscheduled/other records:	23,560 cubic feet

2. Records past due for disposition

Your agency could realize cost savings if you approved destruction or accessioning of the records in this table. While there are costs associated with these disposition actions, the costs can be quickly recovered in savings on storage fees, as seen below. *

	Total Cubic Feet	Annual Storage Cost	One-Time Disposition Cost	Savings in Storage Cost from Disposition		
				3rd Year	5th Year	10th Year
Records that are past due for destruction (temporary records)	1,281	\$3,536	\$7,046	\$3,561	\$10,632	\$28,310
Records that are past due for accessioning (permanent records)	451	\$1,397	\$2,481	\$1,710	\$4,503	\$11,486

3. Frozen records

Your agency has litigation or other holds totaling **124,516 cubic feet**.

In many cases, such disposition "freezes" are in place long after they are legally necessary. Your FRC Account Manager can help you work with your agency's legal counsel to remove unnecessary freezes and save you money. *

	Total Cubic Feet	Annual Storage Cost	One-Time Disposition Cost	Savings in Storage Cost from Disposition		
				3rd Year	5th Year	10th Year
Frozen records that are past due for destruction	84,679	\$233,714	\$465,735	\$235,408	\$702,836	\$1,871,406

4. Future disposition

To help you plan for the future, here is a list of your agency's records that will be due for destruction or accessioning over the next two years and the associated costs: *

	Total Cubic Feet	Annual Storage Cost	One-Time Disposition Cost	Savings in Storage Cost from Disposition		
				3rd Year	5th Year	10th Year
Fiscal year 2014	169	\$471	\$930	\$483	\$1,424	\$3,778
Fiscal year 2015	432	\$1,201	\$2,375	\$1,227	\$3,629	\$9,632

*Savings based on FY 2013 rates and on ARCIS data as of 5/20/2013.