



## NATIONAL ARCHIVES

January 6, 2017

To Our Valued Customers:

In order to serve you better, the Federal Records Centers Program (FRCP) is improving its disposal procedures. We will soon launch the new Communications and Disposal Module (CM/DM) in the Archives and Records Centers Information System (ARCIS) Customer Portal, version 2.0. Full implementation is scheduled for October 2017. In addition to the new module we are improving our internal destruction cycle process.

### **New Process for Disposal Notifications:**

Beginning January 1, 2017, the review process for disposal notices (NA 13001 or equivalent) has been revised. We were generating disposal notices after an extensive set of ARCIS data criteria augmented by review of transfers flagged for incomplete or possibly inaccurate information. In our new process, this review will take place after the agency returns the disposal notification indicating concurrence or non-concurrence. This revision will allow the FRCP to focus our critical review on records for which agencies are willing to engage in disposal activity.

Due to the process revision, agencies may identify a slightly higher percentage of transfers proposed for disposal that should be retained. Agencies that are deployed on ARCIS v2.0 can access an image of the SF135 which is now routinely attached as part of the disposal process for all unclassified transfers.

After the agency returns the disposal notification indicating concurrence or non-concurrence the FRCP will conduct a full review of the transfer documentation and perform ARCIS updates directed by the agency or identified during the review. In some cases updated transfers will be moved to future disposal cycles.

As always, no records will be destroyed without documented concurrence from the agency. This letter will accompany all disposal notifications as a reminder of the revised FRCP disposal process.

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001

[www.archives.gov](http://www.archives.gov)

**Communications Module/Disposal Module (CM/DM):**

Once the current agency pilot phase is complete, the FRCP anticipates that agencies using ARCIS v2.0 may begin enrolling in the CM/DM disposal process by July 1. Agencies using the CM/DM will be able to:

- Receive email notifications for status changes to records transfers proposed for disposal.
- Receive disposal notifications through ARCIS.
- Concur or decline on the destruction of transfers using ARCIS.

If your agency has not deployed ARCIS v2.0 and would like to use the CM/DM (along with Records Transfers, Reference Requests, user administration and access controls), please contact John McEvoy via [john.mcevoy@nara.gov](mailto:john.mcevoy@nara.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Weinberg', with a long horizontal flourish extending to the right.

DAVID M. WEINBERG  
Director, Federal Records Centers Program