NARA’s Federal Records Centers Offers Scanning Services

The Federal Records Centers offer digital imaging services to create scanned files of your agency’s records. Digitizing records provides backup copies for key documents, gives instant access to records, and preserves the integrity aging originals.

**Our Digitization Service Includes:**

► Digitization of temporary, permanent, and sensitive records containing Personally Identifiable and Protected Health Information.

► Scanning of a variety of paper records including oversized, fragile, bound, double-sided, and photographs.

► Microfilm, microfiche, and aperture card scanning.

► Multiple output options including optical character recognition, color, and digital enhancements for hard-to-read originals.

► Customized indexing to meet your needs.

► Quality assurance up to a 100% visual check of records scanned.

For more information on our digital imaging service visit us at [archives.gov/frc/digital-imaging.html](http://archives.gov/frc/digital-imaging.html) or contact us at [frc_scanning@nara.gov](mailto:frc_scanning@nara.gov)