

Checklist for Securing Paper and Other Analog Records in a Drawdown

Records must be secured and preserved, and may only be disposed of in accordance with a NARA-approved records schedule, as required by the Federal Records Act ([44 U.S.C. Chapters 21, 29, 31](#), and 33). Agencies' recordkeeping obligations continue, even as they discontinue some or most of their functions.

Agencies largely store analog records onsite, at a Federal Records Center (FRC), or at a 3rd-party vendor. To ensure agency records are maintained during a drawdown, you need to gather information on where records are stored.

Questions for Securing Paper and Other Analog Records

Coordinate with your general counsel, procurement, and IT offices to answer the questions below for your agency's analog records. This information will inform an action plan that ensures records are identified and maintained until they can be destroyed or transferred to NARA. Below are a series of questions to help you safeguard agency records that document decisions and protect rights and interests.

Onsite Storage

- Where are your records stored? Who has access to these records?
- Do agency spaces holding records need to be vacated? What is the timeline?
- Where are the filerooms located? Do you have ongoing access to the space?
- Do you have an inventory or file list for the records in the filerooms?
- Are there records stored at employee desks and work areas?
- Do you need to box files stored at desks or in work spaces to move them to storage?
- Can you identify [Records, Nonrecord Materials, or Personal Papers](#) or apply [General Records Schedules](#) as you identify the records or box records?

FRC Storage

- Do you have records stored in a FRC? Contact your [FRC Account Manager](#) to find out.
- How much funding is currently obligated in the Inter-Agency Agreement? Is it enough for the rest of the fiscal year? What options are available to extend the storage?
- Are there records eligible for transfer or destruction?

Private Vendor Storage

- What storage agreement(s) are in place for paper storage? Which providers?
- What level of funding has been obligated for your contract?
- When does your storage contract conclude? Are there option years for the contract?
- Are there records eligible for transfer or destruction?
- What services are available through your storage provider? Can these services help with the drawdown?

Transfer and Disposal Actions

- Do you have an ERA (Electronic Records Archives) account to submit transfer requests to the National Archives?
- Do you have an ARCIS account to approve disposal of eligible records in a FRC?
- Who is authorized to move records to or from a private storage vendor?
- Do you need to request an exception to M-19-21/M-23-07 (Transition to Electronic Records) to transfer analog records to a FRC or the National Archives?