

## Why is ERA Good for Agencies?

- ERA Saves Time
  - Reduces paperwork
    - Easily accessible from your desktop computer
    - Fill out records transfer and retention schedule forms online
    - Select responses from handy drop-down pick-lists
  - Expedites transactions
    - Submit forms right from your computer
    - ERA remembers you and your agency profile
    - Approvals given online
  - Organizes your records better
    - Actionable transfer instructions tells you when to transfer records to NARA
    - Save your work electronically for use later
- ERA Saves Records
  - Secure transactions
    - Send encrypted electronic records safely and securely over the internet
    - User-based roles ensures that only authorized personnel have access to your records
  - Organized packaging
    - Standalone or network-connected software application aggregates your electronic records in a secure hierarchical package