

Records Management Consulting Services

The Federal Records Centers Program offers records management consulting services tailored to your agency's specific needs

Advantages



- ✓ Unparalleled Expertise in federal records and information management
- ✓ Competitive Pricing with fast and easy Contracting through existing agreements
- ✓ Supports your business operations
 - Develop Policies and Procedures
 - Conduct Records Inventories, Disposition Reviews, and Schedule Implementation
 - Design Classification Schemes, Taxonomies, and File Plans
 - Draft Records Retention Schedules
 - Assist with Office Moves and Closures
 - Provide Tailored Solutions to meet your specific needs



**Contact your FRC Account Manager today!
(301) 837-3076 or FRC@NARA.gov**