

SmartScan

Electronic Document Delivery Service from NARA's Federal Records Centers

Introducing SmartScan, a new way of getting records from your NARA Federal Records Center. Your reference request is researched, scanned by staff, and e-mailed directly to you.

Cost effective SmartScan eliminates outbound and return shipping costs and paperwork, as well as overhead costs at your agency (receiving, duplication, distribution, etc.).

Simple to use There are no special procedures to learn—just type “SmartScan” in the “Remarks” section of your request, and provide a valid Federal email address, or select “SmartScan” in the “Nature of Service” menu in ARCIS.

Fast SmartScan is the fastest way to retrieve records from the FRC. In most cases, if you submit your SmartScan request by 9:00 a.m., your records will be emailed to you by 4:00 p.m. that very same business day.

Easy to share SmartScan documents are sent as high quality Adobe PDF (Portable Document Format) attachments. You can share these documents instantly with agency colleagues in your office or around the world.

Nothing to return With SmartScan, there is no need to return your records, so there are no return shipping costs.

High quality FRCs offer 100% quality control on all SmartScan transmissions.

Paper records never leave the FRC Your original records remain securely stored at the FRC and are rapidly refiled and ready for use by your agency colleagues.

For more information on SmartScan, see www.archives.gov/frc/smartsan.html, or contact your local FRC director at www.archives.gov/frc/directors.html.



FEDERAL RECORDS CENTERS
of the National Archives and Records Administration