



**Time is Running
Out to Meet the
NARA Deadline!**



SourceAmerica Can Help

On June 28, 2019, the National Archives and Records Administration (NARA) issued a memorandum called [Transition to Electronic Records \(M-19-21\)](#). M-19-21, requires federal agencies to create, retain, and manage all federal records in an electronic format by the end of 2022. The deadline is fast approaching, and organizations need to have a plan in place if they are going to meet this critical target. SourceAmerica’s network of nonprofit agencies has the expertise, experience, and nationwide reach to help organizations get over the finish line on time.

Solutions That Make Sense

SourceAmerica® is an AbilityOne® authorized enterprise and can help your organization successfully navigate both the AbilityOne® Program and the Federal Supply Schedule. We streamline the process and automate the entire document management lifecycle. This includes document preparation, imaging, digitizing, indexing, and data entry, as well as general administrative functions to maximize efficiencies. Our team is also focused on security, advanced information technology, business continuity, and cost savings.

Document Management Service Highlights

Scanning and Imaging

Flexible on-site or off-site scanning and digitization services; coding/indexing can be fully automated, or a combination of manual and automated, and customized to fit customer needs.

Requirement Gathering

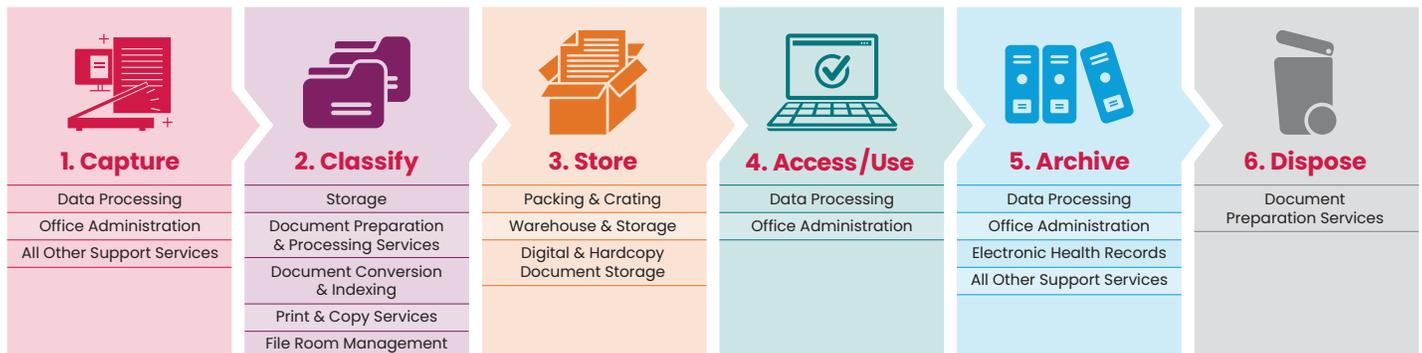
In-depth consultation to identify the data capture method necessary to ensure efficiency and accuracy of data entry.

Quality Control

Quality control checks ensure that all documents undergo scanning, that images are easily readable, and that correct coding/indexing is verified.

Transportation

Secure transport of files reduces the chance of unauthorized personnel handling documents during transport; staff maintains a chain of custody at all times.





Solutions You Can Trust

The nonprofit agencies in our nationwide network provide top security clearance document management services at various federal civilian agencies and branches of the Department of Defense (DoD). They meet strict industry management standards and compliance, including HIPPA, FRCP, NARA, SOX, and ISO compliance.

Our network is currently providing the following services to federal agencies and DoD customers to help them meet the NARA directive:

- Digitizing paper and analog records to reduce paper and analog storage at the Federal Records Center and agency-managed warehouses and filing systems;
- Aiding in the destruction of paper and analog records as part of final disposition or post-digitization;
- Updating file plans and inventory records to ensure proper retention standards; and
- Working with federal agencies and DoD customers to develop a customized solution – incorporating electronic records management solutions to manage records throughout the lifecycle.

Contact Us Today!

SourceAmerica can help you design and implement a full lifecycle records program that meets your organizational needs and ensures you're on track to meet the NARA deadline.

Call one of our representatives at 888-411-8424 to discuss your path forward.



SourceAmerica[®]

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