



Stay on Track: Meeting NARA's Digitization Standards

SourceAmerica Can Help

The National Archives and Records Administration (NARA) recently issued new guidance on digitization of permanent federal records in 36 CFR 1236 Subpart E. With this recent change, a number of new directives have also been put in place within federal agencies to modernize the digitization, management, and storage of federal records. Ensuring your organization is on track to meet these new standards is critical to the success of your organization's records program, business culture, and core mission. SourceAmerica®, an AbilityOne® authorized enterprise, can help you meet your records management needs, not only in the near term, but also throughout the lifecycle of your agency's records.

Solutions That Make Sense

SourceAmerica 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

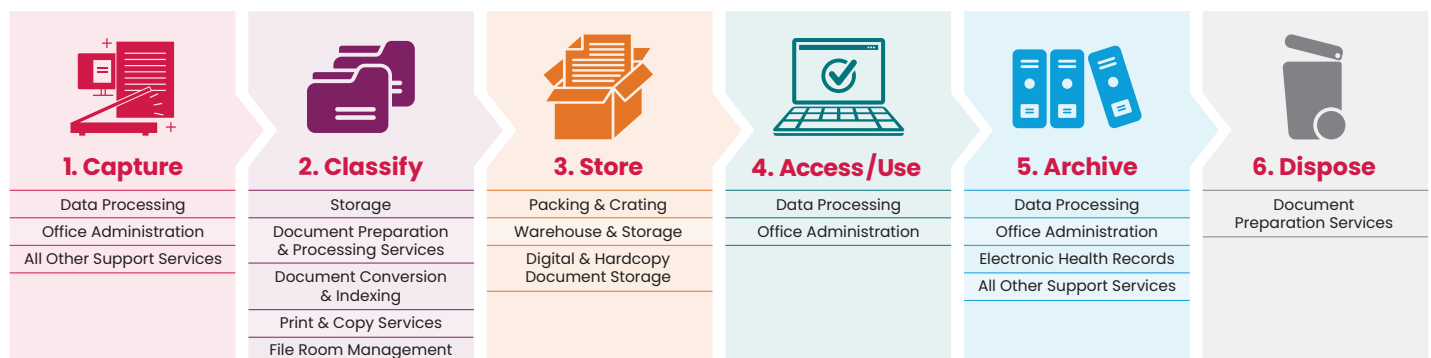
In-depth consultation to identify the data capture method necessary to ensure efficiency and accuracy of data entry.

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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