

## 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](mailto:FRC@NARA.gov)**