



# ARCHIVING

## RightSource Services

**WHERE BUSINESS GETS BETTER**



# RightSource Services

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RightSource Services (RSI) began in 1997 to provide consulting and administrative services to businesses and government agencies, helping them establish, manage and improve their own document services operations. Through our consulting business, we provided support to over 300 different entities –from General Electric to the City of New York to the US Federal Government.

## GOVERNMENT RECORDS ARCHIVING SERVICES

NARA recently announced a target of 2022 to stop accepting paper at the Federal Records Centers nationwide. Most Federal agencies are transitioning to digital formats for cradle to grave document management. These are just more reasons to get rid of the paper. But, with the increasing rates of retirements and staff departures how will your agency find the time to evaluate and prepare records for archiving and digitization?

RightSource has the expertise and experience to evaluate your records based on NARA disposition rules, organize files for archiving, index at the box or folder level, as needed, prepare the ARCIS/SF135 submissions, and arrange for transfer to the FRC or shredding. A RightSource Certified Records Manager will start off by meeting with your organization's key users to understand the state of the documents, identify the information that needs to be captured and the key contacts for questions.

RightSource built the RightSource Archiving Management System™ (RAMS™) specifically to archive Federal Government files utilizing integrated NARA disposition schedules. Incorporate your files into the NARA system and move them to a regional FRC so they can be stored and managed for destruction, scanning or permanent storage according to federal rules. RAMS™ is the only software system built with NARA disposition schedules at its core.

## WHY ARCHIVE?

- Space conservation- cost savings, better space utilization
- Compliance
- Be Ready for OIG inspection
- Organization
- Searchable database of files – ease of discovery
  - Simplify pulling files from NARA
  - FOIA requests
  - Congressional requests
  - Imaging as an end result for long-term availability
  - Litigation support
- Actually find what you need when you need it





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## TYPICAL ARCHIVING PROCESS

### *Project Setup*



- Evaluation
- Project Setup—Location, equipment to use, staff, etc.
- Identify File Categories
- Establish Fields of Data to Capture
- Tie to NARA Disposition Schedules in RAMS

### *Document Preparation*



- Collect files in one location, review and organize by file type.
- Set question files aside and request review with key contact
- Submit SF135 to NARA via ARCIS
- Receive Accession Numbers Immediately
- Enter into RAMS

### *Index Files*



- Barcode: All folders are barcoded for simplified tracking throughout the process.
- Each folder is entered into RAMS™ on multiple fields, including:
- Barcode
- File Type (tied to a disposition schedule)
- Key Descriptor (employee, contract number, etc.)
- Secondary Descriptor (vendor name, delivery order #, etc.)
- File Close Date

### *Box Files by Accession*



- Generate NARA Reports in RAMS
- Produce Manifests from RAMS
- Print Box Labels Based on Accession Info in RAMS
- Schedule NARA Pickup to FRC

### *Provide Database of Files and Accessions to Customer*

- Excel Spreadsheet
- Access Database
- Amazon Cloud-Based MySQL

## WE CAN ARCHIVE FILES AT:

- Your location – we provide people, equipment, software and run the entire process from your location, NARA picks up from you
- Our location – we pick up the items or you ship them to us, complete the process, and deliver everything back to you or directly to NARA

## SCHEDULING

We run based on your schedule. Depending on the volume of files to be archived, projects can be readied for NARA pick up in as little as a week. The NARA pickup schedule can take an additional two weeks.