



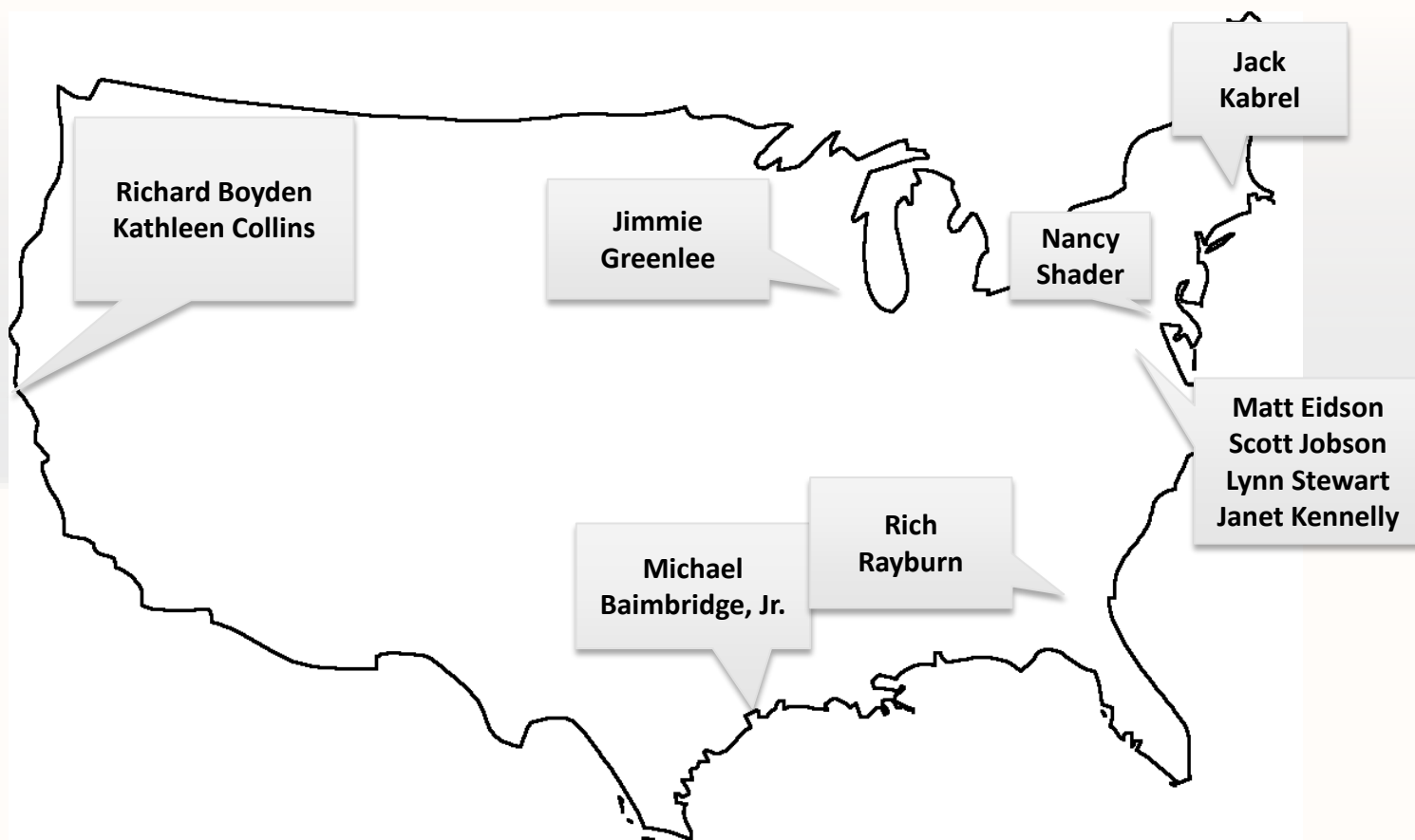
PERMANENT RECORDS CAPTURE TEAM



**NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION**



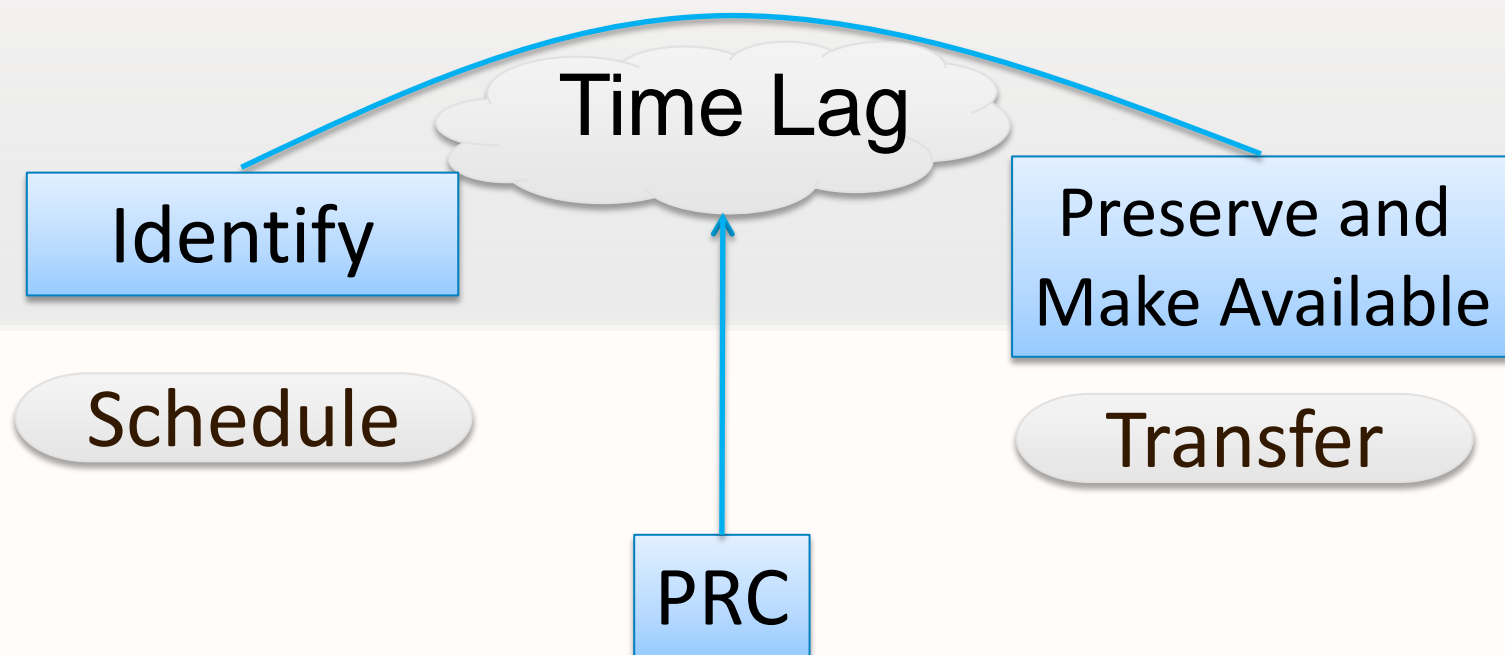
Permanent Records Capture Team





Permanent Records Capture Team

Why a PRC at NARA?



Permanent Records Capture Team Mission:

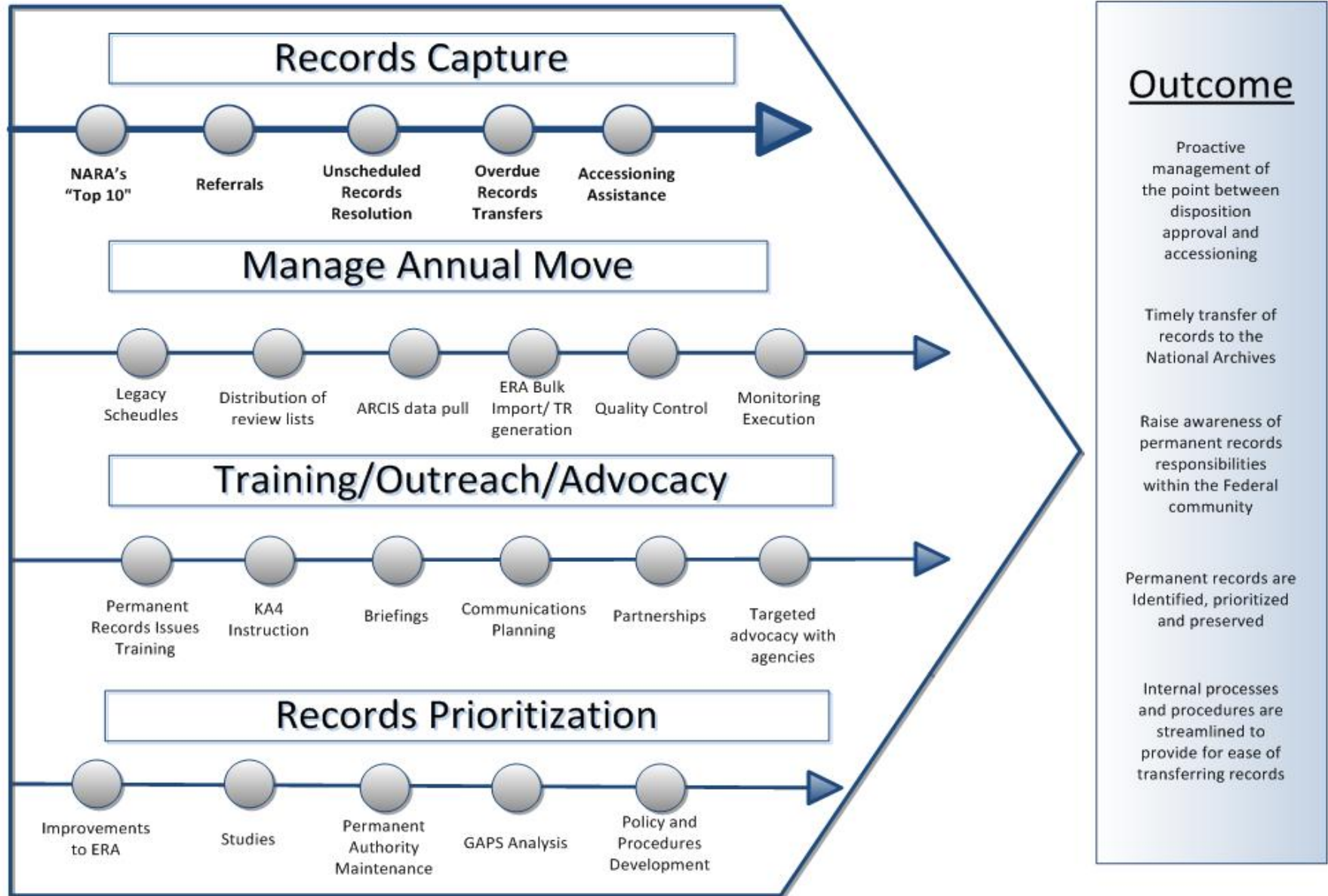


The PRC Team develops and implements methods, priorities, and strategies for transferring permanent records into the National Archives. The team collaborates with staff across NARA to address lifecycle issues and to identify and transfer eligible permanent records to the National Archives, and raises awareness of permanent records responsibilities within the Federal community.



Lines of Effort

Essential Tasks



Permanent Records Capture Team FY2012 Projects



- Strategic Planning
- Communications Planning
- Permanent Records Briefing
- Prioritization
- Procedures for move of records from FRC to Archives

Permanent Records Capture Team FY2013 Projects



- Top Ten Most Wanted Records
- Reporting on 30-yr-old or older Permanent Records (PRMD 2.2)
- Legacy Disposition Authorities
- Permanent Records Issue Briefings

When should we communicate?



- Referrals
- Move of permanent records from FRC to Archives
- Records identified as priority transfer
- Advocacy
- Permanent records held in an indefinite state in FRC's
- Accessioning assistance
- Follow-up from Records Management Self Assessment
- Legacy schedule disposition authority research/resolution

Permanent Records Capture Team Point of Contact



Questions

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