

NARA STORAGE

Take care of near-retention records



3RD PARTY VENDOR

Leverage most cost-effective program pricing



DIGITIZE

Transition to electronic records for enhanced return on information



ON-SITE STORAGE

Increased physical proximity to records



ASSESSMENT

- Budget
- Activity Levels
- Retention
- Geographic Reqs
- Digitization Status



DESTROY

Minimize risk and cost of storing records past retention



START HERE