

# FRC Records Management Consulting Services



The Federal Records Centers Program now offers records management services custom tailored to your agency's specific needs. We provide unparalleled expertise in Federal records management, competitive pricing, and fast and easy contracting through existing inter-agency agreements.

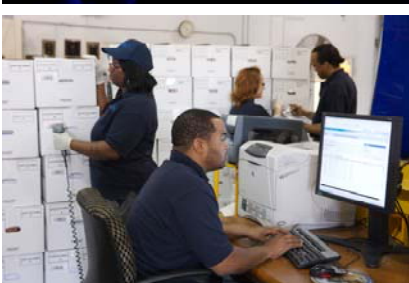


## **Our expert, security-cleared staff can...**

- Conduct records inventories
- Create file plans
- Write and modify records schedules
- Draft records management procedures
- Set up vital records programs
- Manage and operate agency file rooms and records centers
- Provide consulting services on a wide range of records management topics, including electronic systems, electronic records management, and records program design/development



...and much, much more!



## **For more information:**

Pat Marek, CRM  
Records Management Consulting Services  
303-407-5763 (desk)  
720-427-9662 (cell)  
[pat.marek@nara.gov](mailto:pat.marek@nara.gov)