

CPSC-I-15-0002
 United States Government
 Interagency Agreement (IAA) – Agreement Between Federal Agencies
 Order Requirements and Funding Information (Order) Section

IAA Number NR-159 - 173 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) N/A

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency	Servicing Agency			
Primary Organization/Office Name	Consumer Product Safety Commission	National Archives & Records Administration, AFRC			
Responsible Organization/Office Address	4300 East West Highway, Room 820 Bethesda, Maryland 20814	8601 Adelphi Road, Room 3600 College Park, Maryland 20740			
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One)					
<input checked="" type="checkbox"/> New					
<input type="checkbox"/> Modification (Mod) – List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.					
<input type="checkbox"/> Cancellation – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line					
	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$22,000.56	\$	\$	\$	\$22,000.56
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$0.00
Funding Change for This Mod	\$	\$	\$	\$	\$0.00
TOTAL Modified Obligation	\$22,000.56	\$0.00	\$0.00	\$0.00	\$22,000.56
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$22,000.56	\$0.00	\$0.00	\$0.00	\$22,000.56
27. Performance Period					
	Start Date	10-01-2014	End Date	09-30-2015	
		MM-DD-YYYY		MM-DD-YYYY	
For a performance period mod, insert the start and end dates that reflect the new performance period.					

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28. Order Line/Funding Information			Line Number _____		
	Requesting Agency Funding Information		Servicing Agency Funding Information		
ALC	61-00-0001		88000001		
Treasury Agency Code	61-0100 TIN: 520978750				
Trading Partner Code	DUNS: 069287522				
TAS	61150100		88X4578		
BETC	DISB				
Object Class Code (Optional)					
BPN			104671235		
BPN + 4 (Optional)					
Additional Accounting Classification/Information (Optional)	0100A15DSE 2015 9994100000 EXFS002600 253X0 Subject to the Availability of Funds				
Requesting Agency Funding Expiration Date 09-30-2015 MM-DD-YYYY		Requesting Agency Funding Cancellation Date 09-30-2020 MM-DD-YYYY			
Project Number & Title N/A					
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)					
Records Storage and Services					
North American Industry Classification System (NAICS) Number (Optional) _____					
Breakdown of Reimbursable Line Costs			OR	Breakdown of Assisted Acquisition Line Cost:	
Unit of Measure			Contract Cost	\$	
Quantity	Unit Price	Total	Servicing Fees	\$	
		\$0.00	Total Obligated Cost	\$0.00	
Overhead Fees & Charges	\$		Advance for Line (-)	\$	
Total Line Amount Obligated	\$0.00		Net Total Cost	\$0.00	
			Assisted Acquisition Servicing Fees Explanation		
Advance Line Amount (-)	\$				
Net Line Amount Due	\$0.00				
Type of Service Requirements					
<input type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input checked="" type="checkbox"/> Not Applicable					

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29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- Accrual Per Work Completed – Identify the accounting posting period:
- Monthly per work completed & invoiced
- Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 22,000.56
 [All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

Other Attachments (Optional)

Terms & Conditions

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]
 If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- Requesting Agency Initiated IPAC Servicing Agency Initiated IPAC
- Charge Card Other – Explain other payment method and reasoning.

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- Monthly Quarterly Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

- 7 days Other Payment Terms (include explanation): _____

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CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Debbie Young	
Title	Payment Officer	
Office Address	CPSC Accounts Payable Br. AMZ-160 PO Box 25710, Oklahoma City, OK 73125	
Telephone Number	(405) 954-7467	
Fax Number		
Email Address	9-AMZ-AMZ-CPSC-Accounts-Payable@faa.gov	
Signature & Date (Optional)	Subject to the Availability of Funds	
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Angela T. Heggs	Andrea Scherer
Title	Records Officer	Account Manager
Office Address	4330 East West Highway Bethesda, MD 20814-4408	14700 Townsend Road Philadelphia, PA 19154
Telephone Number	(301) 504-6991	(215) 305-2005
Fax Number	(301) 504-0127	(215) 305-2052
Email Address	aheggs@cpsc.gov	andrea.scherer@nara.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

TERMS AND CONDITIONS

I. PURPOSE

This agreement sets forth the terms and conditions under which the National Archives and Records Administration's (NARA's) Federal Records Centers will store and service records that remain in the legal custody of the Consumer Product Safety Commission, hereafter referred to in this document as the customer agency. Terms in italics are defined in Attachment A to this agreement.

II. COVERAGE

This agreement will become effective on October 1, 2014, and will continue through September 30, 2015. This agreement covers customer agency records stored and serviced in NARA's Federal Records Centers (including the Washington National Records Center and the National Personnel Records Center) where legal ownership of the records remains with the customer agency. In some instances, regional or local agreements may supersede or augment this agreement. This agreement will be updated annually, but may be amended sooner if deemed necessary by NARA and the customer agency.

A fully executed agreement is to be in place by October 1, 2014. If an agreement or an acceptable substitute is not in place by that date, NARA will continue to bill for storage and services rendered.

III. FEDERAL RECORDS CENTER STORAGE AND SERVICES

A. Storage

1. NARA will store records of the customer agency's record groups, in a safe and secure environment that meets the requirements outlined in 36 CFR part 1234.
2. In most instances, NARA will store the customer agency's records in the NARA Federal Records Center that is designated to serve the geographic area in which the records originated or were maintained by the customer agency. In certain situations, NARA may retire a customer agency's records to a NARA facility outside the geographic area. NARA may also elect to transship a customer agency's records to a NARA facility outside the geographic area. NARA will keep the customer agency informed about the location of the records. A directory that indicates the geographic areas served by each NARA Federal Records Center can be found as Attachment B to this agreement. Classified records can be retired only to the Washington National Records Center in Suitland, MD.
3. NARA will assist the customer agency in properly implementing, managing, and removing disposition freezes placed on Federal records by court order or agency directives. Agencies will notify NARA when a freeze should be lifted. NARA will generally provide assistance involving freezes without imposing additional charges.
4. Extracts from automated reporting systems will be made available to the customer agency as needed. NARA will generally provide extracts from automated reporting systems without imposing additional charges.
5. For billing purposes, NARA will charge the customer agency based on the volume of records stored. Separate storage fees are assigned to *classified*, *textual environmentally controlled*, *non-textual environmentally controlled*, and *Electronic Records Vault* holdings.

6. [Reserved for specific agency storage requirements or locations]

B. Services

1. NARA will provide the customer agency with the following services:

a. Transferring

- (1) To initiate a retirement of records, the customer agency must submit a *Standard Form 135 (SF 135), Records Transmittal and Receipt*, to the appropriate NARA Federal Records Center. (See Attachment B for addresses, phone numbers, names of contacts, email addresses, and the geographic areas served by each center.) The *SF 135* must be completed according to NARA instructions. Acceptable methods of transmittal include but are not limited to *ARCIS*, mail through the United States Postal Service, express delivery services, fax, or as an email attachment. (If submitting the *SF 135* via email or fax, the customer agency should ensure that the *SF 135* is placed in box 1 of the *transfer* when the records are shipped.) Proposed transfers of *scheduled permanent* and/or *unscheduled records* must include a detailed box listing attached to the *SF 135*. Additional guidance on transmitting *SF 135s* and preparing records for shipment is available from each NARA Federal Records Center. An electronic *SF 135* can be found at <http://www.archives.gov/frc/forms/sf-135-intro.html>.
- (2) NARA will process submitted *SF 135s*, either by approving the *transfer* or by initiating corrective action, within 10 *business days* of receipt. The approved *SF 135* will be returned to the customer agency.
- (3) Once approval has been granted via the *SF 135*, the customer agency may ship the *transfer* to the appropriate NARA Federal Records Center. Shipping methods include but are not limited to services provided by the United States Postal Service, express delivery services, or freight carriers. Additional guidance on labeling boxes and shipping records is available from each NARA Federal Records Center. Some shipments require advance notice to the NARA Federal Records Center. Special arrangements for the shipping and handling of *classified* records must be made with the Washington National Records Center in Suitland. Shipping costs are the responsibility of the customer agency.
- (4) To safeguard the records and the information they contain, the records must be packaged in sturdy, approved containers. Commonly used containers include Federal Records Center boxes with flaps, tubes with end caps, and map boxes with covers. The containers must be securely sealed with packing tape. If improperly packaged records are received by a NARA Federal Records Center, NARA will contact the customer agency to arrange for corrective action. Corrective action may include the repackaging of the records by NARA staff or the return of the records to the customer agency for repackaging. Either action will be at the customer agency's expense.
- (5) If an approved *transfer* is not received within 90 calendar days of approval of the *SF 135*, records center staff will contact the customer agency to determine the cause of the delay and recommend appropriate action.
- (6) The customer agency must maintain its own collection of *SF 135s* for all of the records it ships to NARA. However, each NARA Federal Records Center maintains a

comprehensive collection of *SF 135s* for the customer agency records in its holdings. Copies of *SF 135s* may be provided for a fee.

- (7) The customer agency will maintain its own detailed box listing of, or index to, all records for each *transfer* that is retired to a NARA Federal Records Center. When practical, the customer agency will provide NARA with a copy of this document by placing it in the first box of the *transfer* to which it pertains. The copy provided to NARA will serve as an off-site backup copy for the customer agency. As specified in item (1), proposed transfers of *scheduled permanent* or *unscheduled records* must include a detailed box listing attached to the *SF 135*.
- (8) In accordance with Attachment D (D.3.c.1) the customer agency is required to identify, and NARA will protect, sensitive Personally Identifiable Information (PII) as specified in this agreement.
- (9) For billing purposes, a *processing fee* is applied to each separate *transfer* submitted by the customer agency for processing. A *transfer fee* is applied per cubic foot for records shipped to NARA. A separate *transfer fee* is assigned to *classified* records. For customers in the Washington, DC, metropolitan area, the Washington National Records Center (WNRC) offers a pick-up service for *transfers* with volumes greater than 25 cubic feet. A *specialized shipping and handling fee* is applied for pick-up service provided by WNRC trucks.

b. Disposal

- (1) Ninety calendar days prior to the beginning of a quarterly disposal cycle, NARA will notify the customer agency of each *transfer* eligible for *disposal* by sending an *NA Form 13001, Notice of Eligibility for Disposal*, to the customer agency's records officer or other designee. It is the customer agency's responsibility to keep NARA informed of any changes in the identity or address of the records officer (or designee) and to review each *NA Form 13001*. The records officer should verify that the *transfer* identified on each *NA Form 13001* is no longer needed (for example, for internal business, pending litigation, or FOIA requests) before concurring on the *disposal*. If agency concurrence is not received prior to the *disposal* cycle start date (January 1, April 1, July 1, or October 1), the *transfer* may not be destroyed until the next *disposal* cycle, in which case the customer agency would be responsible for an additional 90 to 180 days of storage fees.
- (2) Records will be destroyed within 90 calendar days of eligibility, as determined by the applicable records *disposition* schedule and NARA receipt of written concurrence from the customer agency, whichever comes later. Possible exceptions to this general rule would include *transfers* containing *classified* or non-standard records, mixed or special media requiring non-routine or special destruction methods, and significantly large volumes of records resulting from a freeze lift. Even in exceptional cases where the actual destruction may not occur within the 90-day window, customer billing for storage of these records will cease after 90 days.
- (3) If NARA is unable to accomplish the *disposal* of the customer agency's records within 90 calendar days of their becoming eligible for *disposal*, the customer agency will not be responsible for the storage costs for these disposable records beyond the initial 90-day period. If, however, any records are retained beyond the 90-day period at the request of or for the benefit of the customer agency, including but not limited to court-ordered freezes,

normal storage charges will continue to apply. Under circumstances where an ordered freeze has been lifted, any eligible transfers will have an *NA Form 13001* generated for the next eligible *disposal* cycle, and billing for storage will cease a maximum of 90 days after agency concurrence is received. NARA will negotiate with the customer agency to establish a reasonable time frame within which the actual *disposal* will be accomplished, since this is dependent upon local resources and may severely burden local staff if the freeze affected a significant volume of records.

- (4) NARA will dispose of all temporary records in accordance with Federal regulations and as specified in the records schedule item cited on the *disposal* notice. NARA shall also ensure that access to the records is restricted throughout the *disposal* process. *Disposal* will occur with a wastepaper or other recycling company or by NARA.
- (5) NARA will provide *disposal* witnessing services when required by Federal regulations. Unless instructed otherwise in writing, NARA will provide contractor witnessed disposal. NARA charges an additional fee for witnessed disposal.
- (6) NARA may require additional reimbursement from the customer agency for the *disposal* of non-textual media and textual records that contain a significant amount of non-textual material that must be removed prior to shredding (clips, binders, mylar, and other non-paper materials). In such instances, NARA will notify the customer agency in advance that additional charges are warranted.
- (7) NARA will follow the procedures established in the current NARA Information Security Manual and Executive Order 12958--Classified National Security Information for the disposal of security *classified* materials.
- (8) For billing purposes, a *disposition* fee is applied per cubic foot for records properly destroyed by NARA. A separate *disposition* fee is assigned to *classified* records.

c. Accessioning of Scheduled Permanent Records into the National Archives of the United States

- (1) For permanent records stored in a Federal Records Center and eligible (as determined by the applicable records schedule) for *accessioning* into the National Archives of the United States under the regular transfer cycle, NARA will create a Transfer Request in the Electronic Records Archives (ERA) at the beginning of the fiscal year.
- (2) The customer agency will review the ERA Transfer Request, update the information as necessary, and submit the completed ERA Transfer Request to the appropriate NARA archival unit for approval.
- (3) Transfers of permanent records from Federal Records Centers to archival units will occur at least semi-annually, during the January--March and July--September quarters. For records to be considered for transfer in the January--March quarter, the customer agency must submit a completed ERA Transfer Request by December 1. For records to be considered for transfer in the July--September quarter, the customer agency must submit a completed ERA Transfer Request by June 1.
- (4) It may be possible to transfer permanent records from a Federal Records Center to an archival unit during other quarters, if both the Federal Records Center and the archival

unit can accommodate the transfer. The customer agency should contact its account manager to inquire about first- and third-quarter transfers of permanent records.

- (5) If an ERA Transfer Request is approved by the appropriate archival unit at the beginning of a transfer quarter, and if NARA is unable to accomplish the *accessioning* of the customer agency's records within that transfer quarter, the customer agency will not be responsible for the storage costs of these records beyond that quarter.
- (6) If the customer agency declines to *accession* all or any part of the records identified on an ERA Transfer Request, it will notify NARA in writing of the declination. The customer agency will continue to be responsible for storage charges for declined records until an *accession* is authorized via a properly completed and submitted ERA Transfer Request that has been approved by NARA.
- (7) NARA will follow all security procedures applicable to the physical *accessioning* and storage of security classified permanent records in the National Archives of the United States.
- (8) If a properly completed ERA Transfer Request is not submitted, NARA will send one initial reminder to the customer agency. After the initial reminder, the customer agency will be reminded of the pending accession at least once every 5 years.
- (9) For billing purposes, a *disposition* fee is applied per cubic foot for records accessioned into the National Archives of the United States. A separate *disposition* fee is assigned to *classified* records. The customer agency will pay the *disposition* fee for all *accessions* whenever they are completed. The *disposition* fee covers costs incurred by a Federal Records Centers only; all other costs associated with *accessioning* records into the National Archives of the United States are borne by NARA and are not charged to the customer agency.

d. Permanent Withdrawal

- (1) The customer agency may submit a request for the *permanent withdrawal* of individual boxes of customer agency records from the physical custody of the NARA Federal Records Center using *ARCIS*, an Optional Form 11 (OF 11), or other NARA-approved forms.
- (2) The NARA Federal Records Center will prepare the records for shipment, and update *ARCIS*.
- (3) Requests for the *permanent withdrawal* of an entire record group or records series of customer agency records will be negotiated between NARA and the customer agency in regards to costs, timeframes, and shipping methods.
- (4) For billing purposes, a *permanent withdrawal* fee is applied per cubic foot for records requested to be permanently returned to the customer agency. *Permanent withdrawals* of an entire record group or records series are billed to the customer agency as a project using labor and material costs.

e. Reference

- (1) The customer agency may submit reference requests using *ARCIS*, an Optional Form 11 (OF 11), or other NARA-approved forms. The preferred method of submitting reference requests is electronically through *ARCIS*. Other acceptable methods of transmittal include but are not limited to mail through the United States Postal Service, express delivery services, fax, agency courier, or telephone. Additional guidance on submitting reference requests is available from each NARA Federal Records Center.
- (2) When submitting reference requests, the customer agency must provide the NARA Federal Records Center with sufficient information to locate the records. Additional guidance can be found in the FRC toolkit (<http://archives.gov/frc/toolkit.html>).
- (3) When servicing reference requests, NARA Federal Records Center staff may annotate each requested folder with an *ARCIS* barcode, the *transfer* number, the box number, and the NARA Federal Records Center shelf location number. This will facilitate refileing the folder at a later date.
- (4) *Routine reference* requests will be serviced within one *business day* of receipt by the NARA Federal Records Center. Requests for extremely low-reference records stored on pallets are typically serviced within two weeks, but exceptions can be negotiated on a case-by-case basis.
- (5) *Emergency reference* requests will be serviced on an expedited basis (same day or less than one *business day* turnaround) for an additional fee. The determination that a reference request qualifies as an emergency will be made solely by the customer agency, but if the customer agency designates a request as an emergency, it must be willing to pick up the requested items within one *business day* or pay for overnight delivery service. For an additional fee, NARA staff will also accommodate the customer agency by scanning portions of a file and transmitting the scanned image as an email attachment, or sending via fax certain portions of a file to the customer agency, or for very limited circumstances, by reading portions of a file over the telephone.
- (6) *After-hours emergency reference* requests will be serviced for an additional fee. *After-hours* requests for non-publicly available records must be made by the customer agency's records officer or designee.
- (7) NARA will ship *routine reference* requests to the customer agency via USPS First Class service or via UPS or FedEx Ground Service. For billing purposes, a shipping and handling fee is added based on the weight of the records being delivered. Other delivery methods, such as couriers and overnight delivery, incur additional charges.
- (8) Upon request, NARA will provide on-site office space at each of its NARA Federal Records Centers for customer agency personnel or other authorized individuals to review any records the customer agency has retired to that Federal Records Center. Appointments may be required.
- (9) For requests that cannot be serviced without corrective action, NARA will contact the customer agency to resolve the problem. The customer agency must provide a point of contact, including a current telephone number, on all reference requests it submits to the NARA Federal Records Centers. The provision of an email address as well is strongly encouraged.

- (10) For billing purposes, a reference fee is applied per request. A separate reference fee is assigned to *classified* records. *Emergency reference* requests incur an additional charge.

f. Refiles and Interfiles

- (1) Acceptable methods of submitting *refiles* and *interfiles* include but are not limited to *ARCIS*, mail through the United States Postal Service, express delivery service, or courier. Special guidance for the shipping and handling of *classified* records may be obtained from the Washington National Records Center.
- (2) When submitting *refiles*, the customer agency should ensure that the records being returned to the NARA Federal Records Center for *refiling* remain in the same file folder that was previously recalled from the NARA Federal Records Center. In these cases, the folder will already be annotated with sufficient information to perform the *refile* (see paragraph III.B.1.e.(3) above). If the records to be *refiled* have been placed in new folders, the customer agency must provide the NARA Federal Records Center with sufficient information to perform the *refile*. Additional guidance on submitting *refiles* is available in the FRC Toolkit.
- (3) When submitting *interfiles*, the customer agency must provide the NARA Federal Records Center with sufficient information to perform the *interfile*. This information may be transmitted informally by attaching a paper transmittal to each document or set of documents to be *interfiled* into a specific folder. Additional information on submitting *interfiles* is available in the FRC Toolkit.
- (4) NARA will *refile* records within five *business days* of receipt and *interfile* records within ten *business days* of receipt.
- (5) For *refiles* and *interfiles* that cannot be serviced without corrective action, NARA will contact the customer agency to resolve the problem. The customer agency must provide a point of contact, including a current telephone number, with all *refiles* and *interfiles* it submits to the NARA Federal Records Centers. The provision of an email address as well is strongly encouraged.
- (6) For billing purposes, a *refile* or *interfile* fee is applied per *refile* or *interfile*. A separate *refile* or *interfile* fee is assigned to *classified* records.

g. Photocopies

- (1) When directed by the customer agency, a NARA Federal Records Center will make photocopies of customer agency records within one *business day* of receipt of the request.
- (2) When directed by the customer agency, a NARA Federal Records Center will make photocopies of *SF 135s* and other customer agency documents within five business days of receipt of the request.
- (3) For billing purposes, a photocopy fee is applied per photocopied page.

h. Quality Assurance

- (1) NARA will continuously and thoroughly review its Federal Records Centers Program operations to ensure that the highest quality service is being delivered.
 - (2) All reference requests that are determined by NARA staff to be unserviceable will be reviewed by NARA within one *business day* of the initial search to determine the appropriate corrective action.
- i. Customer Orientation Services
- (1) On a semi-annual basis, each NARA Federal Records Center will offer at least one workshop highlighting services offered by the NARA Federal Records Center. Customer agency personnel may attend these workshops free of charge. These workshops will usually be conducted on the premises of the NARA Federal Records Center.
 - (2) NARA will continue to offer free *ARCIS* training for customer agencies interested in using this system to submit transactions electronically.
 - (3) NARA will continue to distribute technical reference materials to customer agency personnel free of charge.
- j. Archives and Records Centers Information System (*ARCIS*)
- (1) *ARCIS* is a web-based system that serves as the online portal through which customer agencies conduct business with the NARA Federal Records Centers. Customer agency personnel are encouraged to use *ARCIS*, but will be permitted to continue to conduct business with NARA Federal Records Centers using other approved methods, such as mail, fax, telephone, and email, listed in Sections III.B.1.a through III.B.1.g.
 - (2) When prompted by NARA, the customer agency will designate an *ARCIS* Point of Contact whose role will be to assist NARA in creating and maintaining individual user accounts for the customer agency, including setting rights and responsibilities for conducting transactions in *ARCIS*.
 - (3) *ARCIS* is an intuitive, web-based system that does not require the customer agency to install software or other executable programs. NARA will support the use of *ARCIS* by providing online webinars, tutorials, FAQs, and manuals and will maintain a help desk that can be reached via telephone or email. NARA will also provide customer-specific training where warranted, including training on use of the new User Administration and Records Transfers modules and the new access-control functionality.
- k. Electronic Specialty Services and Reimbursable Records Management Services
- (1) NARA will provide other specialty services to the customer agency as required. These services may include but are not limited to scanning, data migration, electronic servicing of records, records consolidation, records management consulting and assistance, and other services that may be desired and available.
2. Special Services: This section specifies procedures for the retirement and servicing of the

customer agency's official personnel folders (OPFs) and employee medical folders (EMFs) at the National Personnel Records Center (NPRC).

a. The customer agency will:

- (1) Transfer OPFs and EMFs of separated employees to the NPRC (Civilian Personnel Records Center) as identified in the Office of Personnel Management's Guide to Personnel Recordkeeping, ensuring that the file is complete.
- (2) Ensure that each OPF or EMF is labeled in the upper right corner to identify the employee by name (last name first), date of birth, and Social Security number only.
- (3) Make every effort to locate all long-term documents required in the OPF or EMF and to file them before the folder is transferred. Temporary records must be removed from the folders before transmittal.
- (4) Transmit all OPFs and EMFs to the NPRC in sealed envelopes or containers. No advance notification or transmittal documents are required.
- (5) Forward immediately to the NPRC any long-term documents essential for filing in an OPF or EMF that may be found after the OPF or EMF has been transferred to the NPRC. A cover letter must accompany loose documents forwarded for interfiling, and each document must contain the former employee's current name (and name under which formerly employed, if different), date of birth, Social Security number, and date of separation.
- (6) Submit a Standard Form 127, Request for Official Personnel Folder (separated employees), in duplicate when requesting the return of OPFs of separated employees. Submit a Standard Form 184, Request for Employee Medical Folders for EMFs, in duplicate when requesting the return of EMFs of separated employees..
- (7) Be responsible for all costs associated with the transfer of OPFs or EMFs to the NPRC and with the customer agency's requests for OPFs or EMFs from the NPRC.

b. The NPRC will:

- (1) Receive, store, and service OPFs or EMFs of employees separated from service with the customer agency.
- (2) Provide official transcripts of service and normal reference service to designated officials of the customer agency.
- (3) Arrange for the destruction of records according to disposal schedules approved by the customer agency.

IV. LOCAL AGREEMENTS [Reserved. These agreements may be attached or referenced here. See also Article II, COVERAGE.]

V. RATES

A. Rates for Storage and Services are listed in Attachment C.

1. All storage rates are expressed as a monthly value per cubic foot.
2. A *transfer processing fee* is applied to each customer agency *transfer*.
3. Separate rates are applied for the storage and servicing of *classified* records.
4. Separate rates are applied for the storage of *textual environmentally controlled* records.
5. Separate rates are applied for the storage of *non-textual environmentally controlled* records.
6. Separate rates are applied for the storage and servicing of *Electronic Records Vault* records.
7. Separate rates are applied to selected records requiring *specialized services*. If applicable, the *specialized services* are detailed in Section III.B.2, and separate rates are detailed in Section V.B.
8. Separate rates are applied for shipping and handling.
9. Separate rates are applied to *specialized shipping and handling* involving *emergency reference* and transmission of material to the customer agency via fax, telephone, scanning, and the pick-up service provided by the WNRC truck fleet.
10. Additional charges may be levied for the destruction of non-textual material.
11. Additional charges may be levied for negotiated project-type work involving scanning services, Fast Pack services, *permanent withdrawals* over 25 cubic feet, and other activities.

B. Special Services [Reserved]

C. Adjustments

1. Rates may be adjusted or supplemental billings effected to reflect the actual costs of services provided.

VI. BILLING

- A. NARA will bill the customer agency on a monthly basis. In the absence of a signed agreement, NARA will continue to bill the customer for services rendered
- B. The storage-charge component of the invoice will be based on the total number of cubic feet that the customer agency has in NARA-provided storage on the last *business day* of each month, as reflected in the *ARCIS* inventory of the agency's holdings on that date. The monthly storage charge will be computed by multiplying the holdings figure (according to the record type) by the rate listed in Attachment C.
- C. The service-charge component of the invoice will be based on the volume of service provided (according to the record type) multiplied by the appropriate rate in Attachment C.
- D. NARA billings are processed by the Bureau of the Fiscal Service Administrative Resource Center. Requests for payment shall be made monthly via the Intra-government Payment and Collection (IPAC) system in accordance with the Treasury Financial Manual, Volume I, Part 6, Chapter 4000. Federal agencies that do not wish to use the IPAC system for payment must obtain written

approval from the Department of the Treasury, Bureau of the Fiscal Service [TFM 2-4700, Appendix 10, Intragovernmental Transaction Guide.

- E. The NARA billing will be supported by documentation that will be forwarded to the address provided above. Questions regarding invoices should be directed to the customer agency's account manager at NARA. The account manager's name, address, telephone number, and email address will be provided on every invoice.
- F. Payments are due upon receipt of invoice. If invoices are not paid within 30 days, NARA may impose additional fees to recover the costs associated with the delinquency or may suspend services until payment is received.
- G. Additional terms and conditions apply for customer agencies that have elected to receive *stratified* billing.
- H. Customer agencies retain legal custody of temporary records retired to a NARA Federal Records Center. The customer agency retains responsibility for any storage and service charges for the records, regardless of any internal restructuring within the customer agency. Should an agency desire to transfer legal custody of any portion of its records to another agency's legal custody, the agency relinquishing custody agrees to retain financial responsibility for the records until all details of the transfer have been worked out with NARA.

VII. AUTHORITY

For temporary and permanent records: 44 USC §2901 note, (Public Law 106-58)
NARA Revolving Fund Authority

For accessioned records: 31 USC §1535, the Economy Act (For NARA use ONLY)

AGENCY DOCUMENTS FOR THE STORAGE AND SERVICING OF TEMPORARY OR PERMANENT RECORDS THAT CITE THE ECONOMY ACT WILL BE RETURNED FOR CORRECTION.

VIII. Disputes

Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10: Intragovernmental Business Rules.

IX. Termination

Written notification by either the Requesting or Servicing Agency shall be provided in 180 days for the termination of this agreement. Written notification should be addressed to The Federal Records Centers Program, 8601 Adelphi Rd., College Park, MD 20740.

Termination does not discharge the Requesting Agency's duty to reimburse the Servicing Agency for all services rendered, including storage, through the date of termination.

X. APPROVALS

For NARA:

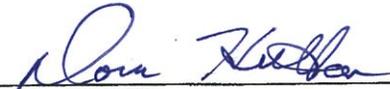


DAVID WEINBERG
Director
Federal Records Center Program

9/8/14

Date

For: Consumer Product Safety Commission



DONNA HUTTON
CPSC Contracting Officer

9/10/2014

Date