

**Stratified Report Invoicing
TERMS AND CONDITIONS
Attachment D**

I. PURPOSE

This agreement sets forth the terms and conditions under which the Records Centers Program (RCP), National Archives and Records Administration (NARA) provides stratified invoices that contain service level information detailed below the Record Group level. Separate bills and separate invoices can be generated if separate Billing Office Address Codes (BOAC's) are provided, and if they are associated with separate agreements.

II. COVERAGE

Stratified report invoicing will be implemented for a customer only at the beginning of a fiscal year. Agencies must contact NARA indicating their intent to participate or make changes in stratified report invoicing at least two months before the start of the next fiscal year in order to ensure that all necessary actions are completed in a timely manner. This agreement becomes effective on October 1, 2003, and shall continue through September 30, 2004. This agreement covers customer agency records stored and serviced in all NARA records center facilities where legal ownership of the records remains with the customer agency. This agreement will be updated annually, but may be amended sooner if deemed necessary by NARA or the customer agency. In some instances, supplemental agreements may supersede or augment this agreement.

III. CUSTOMER ACTIONS

1. Determine a unique two-character alphanumeric charge code for each unit of the organization for which a stratified report is desired. Provide the list of charge codes to the RCP Account Representative by August 1, 2003.
2. No later than August 20, 2003, the customer must include the appropriate charge code on all requests for RCP services, i.e., prominently annotate the charge code on every SF 135, OF 11, CIPS request, email request, letter request, refile document and interfile document sent to a NARA records centers for action. This will help ensure that all requests received on or after October 1 contain a valid charge code.
 - a. Implement use of a caret (^) followed by a valid two digit charge code at the beginning of the Series Description on all SF 135's submitted to the records centers for servicing, i.e., ^xx.
 - b. Implement use of a caret (^) followed by a valid, legible two digit charge code encircled on the top right front of every request, refile, and interfile submitted to the records centers for servicing, i.e., ^xx.
 - Requests submitted via the Centers Information Processing System (CIPS), like all requests for service, must contain a caret followed by a valid charge code at the beginning of the Remarks field.
 - The customer has the option of requesting that NARA include a charge code as part of the default shipping address for CIPS users to avoid the necessity of entering the information manually on every CIPS request. If such action is desired, the customer will request a list of CIPS users from the Account Representative and provide NARA the appropriate charge code and email address for each user. Note that if the user has the right to change the shipping

address from the default, the user must ensure that the caret (^) and charge code appear at the beginning of the shipping address.

3. Annotate, no later than September 1, 2003, every transfer number (formerly known as accession number) with the appropriate charge code on a NARA supplied electronic listing. In order to expedite charge code assignment, NARA will furnish an advance copy of the transfer number listing in a common electronic format for affected Record Groups by August 15, 2003.
4. Return the second, and final, electronic transfer number listing to the Account Representative no later than September 15, 2003 for incorporation into the RCP Billing System.

IV. NARA ACTIONS

1. Account Representatives will provide an electronic transfer number listing to agencies by August 15, 2003, and a final listing the first week in September for annotation of charge codes.
2. The RCP Billing System Administrator will incorporate the customer-annotated transfer number listing into the RCP Billing System prior to the beginning of the fiscal year.
3. On request, Account Representatives will provide a list of CIPS users to the customer for annotation of the appropriate charge code and email address of each user. Within three weeks of receipt of the completed list, NARA CIPS Administrators will enter the charge code into the default shipping address of each CIPS user and notify the user by email that the charge code was added to the shipping address.
4. All requests for service for which NARA cannot determine a valid charge code will undergo a lookup process to determine the correct charge code. The lookup process may include searches of databases and documents, or initiating telephone calls or email to customer requestors, and will incur a lookup fee of \$ 2.15.
5. Records centers will track and report the charge code and service code for every service provided to a participating customer (transfers, reference requests, refiles, interfiles, projects, etc.).
6. Account Representatives will provide invoices to participating agencies with subtotals for each charge code.

FY 2004 Customer Estimate
Department of Energy

Code:Description	Type	Workload	Rate	Estimate
Storage				
S1:Standard	Storage	3341259	\$0.180	\$601,426.62
S3:Classified	Storage	325824	\$0.450	\$146,620.80
SN:Non-Textual Env. Control	Storage	24	\$0.450	\$10.80
Storage Total				\$748,058.22
Service				
A0:Processing Fee	Transfer	2300	\$42.000	\$96,600.000
A1:Standard	Transfer	26200	\$3.350	\$87,770.000
A3:Classified	Transfer	224	\$4.700	\$1,052.800
D1:Standard	Disposition	6475	\$4.500	\$29,137.500
D3:Classified	Disposition	4	\$6.150	\$24.600
DW:Permanent Withdrawal	Disposition	1000	\$4.500	\$4,500.000
F1:Standard Box	Refile	3758	\$3.550	\$13,340.900
F2:Standard File	Refile	7791	\$3.650	\$28,437.150
F3:Classified Box	Refile	12	\$6.450	\$77.400
H5:Level I Shipping & Handling	Shipping	7095	\$2.000	\$14,190.000
H7:Level II Shipping & Handling	Shipping	1000	\$8.000	\$8,000.000
H9:Registered	Shipping	100	\$8.000	\$800.000
HD:Look Up Fee	Shipping	626	\$2.150	\$1,345.900
HF:Fax	Shipping	2	\$1.000	\$2.000
HR:Rush	Shipping	28	\$3.400	\$95.200
N1:Standard	Interfile	175	\$3.850	\$673.750
P1:Standard Copy	Photocopy	248	\$0.500	\$124.000
R1:Standard Box	Reference	6030	\$3.250	\$19,597.500
R2:Standard File	Reference	12285	\$3.800	\$46,683.000
R3:Classified Box	Reference	256	\$6.550	\$1,676.800
R4:Classified File	Reference	102	\$6.550	\$668.100
Service Total				\$354,796.60
TOTAL				\$1,102,854.82