

November 15, 2001

From: Susan Frey  
To: Records Management Council  
Subject: RM Numbered Memo 2002-05: FY02 Records Storage and Handling Charges

NARA has released the cost for storage and handling of records located in the FRC. The FY02 charge will be \$3.63 per cubic foot. This is up from \$3.34 for FY01. The increase is presumably a result of NARA's experience during the last two years in obtaining the FRC operating costs from the agencies using the FRC services. Attachment 1 to this numbered memo is an estimate for the proportional charges for this year based on our understanding of the volumes of your records stored at an FRC and the new rate with a 5% addition to account for new records accessioned into the FRCs.

As you probably know, NARA will be transitioning to a new method of charging for records storage and handling for FY03. For FY03 and subsequent years, NARA will be basing their invoices on the volume of records and transactional charges for records handling. The actual charges and charge categories have not been released as yet, however, storage charges are expected to be based on the types of records and media (e.g., standard paper, classified, photographic and movie film, and radiographs) with additional transaction charges for retrieval, refiling and destruction. NARA is planning to release their charge structure in February 2002.

To assist NARA and DOE in preparing for this transition, HQ has attempted to assign an originator code to the accession numbers in the NARS5 report. The detailed reports for your organizations will be sent to you for your review by the end of the year. Please review these reports carefully since your charges will be based on the volume of records contained in the listings.

NARA has asked that DOE assist in maintaining the creation codes on new accession numbers by including an entry on the SF-135s indicating the originating organization. This information should be placed as the first entry in the Series Description, and should be enclosed in Double Asterisks, e.g., \*\* SO \*\*. The current listing of DOE Creation Offices is also attached to this memo for your use. Again, if there are additions needed to the listing, please provide this information to me.

Thank you for your support.