

TRANSFERRING RECORDS (FEDERAL RECORDS CENTERS (FRCs) AND TRANSITIONS)

1.0. FEDERAL RECORDS CENTERS (FRCs)

FRCs are established and maintained by the National Archives and Records Administration (NARA) at locations throughout the United States for the storage, processing, and servicing of *inactive* records for federal agencies. *When a government record (regardless of media) becomes inactive (records no longer necessary for the conduct of business and can be transferred to an FRC or destroyed), it shall be transferred to a FRC designated by TRICARE Management Activity (TMA). If necessary, the contractor may transfer active records to a designated FRC. For additional guidance, reference 36 Code of Federal Regulations (CFR), Subchapter B, Part 1234 - Facility Standards for Records.*

2.0. FRC RELATIONS

The contractor shall:

- 2.1. Deal only with the FRC designated by the TMA.
- 2.2. Contact the *TMA Records Management Officer* for assistance in arranging for the retirement and storage of records. The arrangements concern only the details of transfer and recall of records.
- 2.3. Designate a specific individual as a *Point Of Contact (POC)* to deal with the *transfer of records*. The name and address of the individual, and any change in designation, shall be forwarded, as soon as possible, to:

Records Management Officer
TRICARE Management Activity
16401 East Centretech Parkway
Aurora, Colorado 80011-9066

- 2.4. Refer all problems or excessive delays encountered with the FRC to:

Records Management Officer
TRICARE Management Activity
16401 East Centretech Parkway
Aurora, Colorado 80011-9066

3.0. TRANSFER TO OTHER CONTRACTORS/RECORDS CENTER

In circumstances when it is necessary to transfer records to another TMA contractor (i.e., transition situations) or NARA Records Center, the contractors shall carefully follow the media

transferring procedures located in Chapter 2, Addendum A and B and Chapter 2, Section 4, paragraph 4.0.

3.1. Transfer Of Paper Records

See Chapter 2, Addendum A for paper record transfer procedures.

3.2. Transfer of Electronic Records

See Chapter 2, Addendum B for electronic record transfer procedures.

3.2.1. *Transfer of electronic records will be determined in transition meetings for records being transferred to another TMA contractor.*

3.2.2. *When transferring electronic records to other than a contractor, the transfer of electronic records will be in accordance with current NARA Temporary Records Transfer procedures.*