

Billing Process for Federal Records Centers



Transformation
through Partnerships

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- **Locations: Nation-wide**
 - DOE OCIO HQ uses the WNRC which services DC/MD/VA
- **Facilities meet NARA Bulletin 2008-06 storage and security requirements**
- **Services Include: Pickup, shelving, storage, interfiles, reading room, retrievals, transfers to NARA, onsite destructions with witness for PII records, classified records storage, and more.**
- **Methods: ARCIS, phone, fax, and SmartScan services**

- **DOE and NARA Interagency Agreement**
 - Renewed annually, October 1-September 30
 - Discounted rates
 - Provides rates for all storage services and transactions
- **FY 2011 total costs = \$1.6 million**
 - Increases by 10% annually
 - DOE receives monthly invoices with actual costs
- **Total DOE records stored in FRCs Nation-wide: 416,488 cubic feet**
 - Permanent records total: 48,625 cubic feet

FRC Transactional Billing Rates (Standard Storage and Services)



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF REGIONAL RECORDS SERVICES
RECORDS CENTER PROGRAM
TRANSACTIONAL BILLING RATES
(STANDARD STORAGE AND SERVICES)
FISCAL Year 2012



Category	Service Code	Service Type	Description	Unit of Measure	FY 2012 Unit Rate
Standard	A0	Transfer	Processing Fee	per transfer	\$ 42.00
Standard	A1	Transfer	Standard	per cubic foot	\$ 3.50
Standard	D1	Disposition	Standard	per cubic foot	\$ 5.75
Standard	DA	Disposition	Archival	per cubic foot	\$ 5.75
Standard	F1	Refile	Standard Box	per box	\$ 4.50
Standard	F2	Refile	Standard File	per file	\$ 4.75
Standard	N1	Interfile	Standard	per file	\$ 4.25
Standard	P1	Photocopy	Standard	per page	\$ 0.65
Standard	R1	Reference	Standard Box	per box	\$ 4.20
Standard	R2	Reference	Standard File	per file	\$ 4.75
Standard	RW	Reference	Permanent Withdrawal	per cubic foot	\$ 4.30
Standard	S1	Storage	Standard	cf / month	\$ 0.22
Standard	ST	Storage	Permanent	cf / month	\$ 0.27

- Frequently Used Storage rates (cf/month)**

Standard: \$0.22

Permanent: \$0.27

Classified: \$0.78

- **OCIO monitors NARA invoices with breakdown of DOE-wide costs**
 - Each organization has a two-digit code that tracks FRC usage and costs
- **OCIO develops fiscal cost estimates**
 - Programs send funding memos to: OCIOCustomerFunds@hq.doe.gov
- **OCIO sends the following:**
 - To HQ programs – Monthly funds status reports
 - To Field – Quarterly Field Commitment Estimates
- **OCIO conducts midyear reviews to project fiscal funding**

- **OCIO sends CF the monthly breakdown with funding codes provided in the funding memos**
- **CF Funding payment process:**
 - Headquarters offices - CF pulls funding directly out since funding codes are provided in funding memos
 - Field offices - CF bills through inter-entity invoicing system
 - CF bills unpaid 30 days from receipt are considered delinquent.
 - Dispute forms go back to CF at Inter-entity@hq.doe.gov

- **Invoices & billing web site** - <http://www.cfo.doe.gov/cf11/aod/B&C.html>
- **Funding line item examples:**
 - Indicates a funding memo was provided and funding codes were available

Charge								
Prog.	Code	Organization	Amount Paid	CID (NARA)	Program	WFO	Line	Shipment
HQ	BB	Office of Help	201.75	IM0000228	31724705	300856	219	3

- Indicates funding was split between more than one funding memo

Charge								
Prog.	Code	Organization	Amount Paid	CID (NARA)	Program	WFO	Line	Shipment
HQ	BB	Office of Help	100.00	IM0000228	31724705	300856	219	3
HQ	BB	Office of Help	201.75	IM0000228	31207998	330078	312	2

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Questions?