



# EPA's National Digitization Program

Office of Mission Support

Office of Enterprise Information Programs

Enterprise Records Management Division

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# National Digitization Centers (NDCs) Overview

## Locations



### **NDC East in Edison, NJ**

- Headquarters, Regions 1-3
- Start-up Activities: Q3-Q4 FY23
- Soft launch: Q1 FY24

### **NDC West in Kansas City, MO**

- Regions 4-10, Superfund
- Start-up Activities: Q2 FY24
- Soft launch: Q3 FY24

# Agency Digitization Goals

- Effective records management to accomplish the agency's mission.
- Efficient records access – a requirement for a successful hybrid work environment.
- Reduce physical footprint and reimagine space needs.
- Reduce storage costs and reinvest funds in other priorities.
- Leverage information as an asset to advance knowledge management.

# Digitization Strategy Considerations

- Comply with NARA regulations for temporary and permanent records
- Examine internal vs. external digitization alternatives
- Research technologies that meet NARA requirements
- Gather acquisition requirements (e.g. transportation, scanning, facilities, staffing)
- Develop and implement standard operating procedures/ processes

# Lessons Learned: Tips for Success



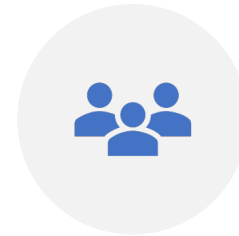
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