

Bi-Monthly BRAC/Records Management e-News Bulletin



December 2010 || Volume 1; Issue 1

Produced by the Records Management Support Team

Welcome to the first Bi-Monthly BRAC RM e-News Bulletin! Each Bulletin will provide ideas and information to encourage advanced planning and preparation of HA/TMA offices' official records in anticipation of the 2010-2011 relocation. While these Bulletins alone will contain useful relocation news, they are not the only resource available from the RM Support Team. We provide educational trainings, targeted office support, and records archiving assistance. To request more information about any of these items or to request records assistance, please contact the RM Support Team using the contact information in the box below.

NEWS AND INFORMATION

Essential to any successful records transfer is preparation, and paramount to preparedness is having accurate and timely information. Here are some key informational items to know about the BRAC relocation:

- **Upcoming Monthly BRAC Informational Meetings are:**
January 18 and February 15, 2011
- **Almost 99% of Federal offices maintain official Records and 95-99% of those Records are temporary, according to the National Archives Records Administration**
- **The Department of Justice has HA/TMA under “active” Records Freezes. This means the destruction of any official Record, regardless of any disposition instructions, is prohibited by law**
- **Coming in February 2011, monthly pick-ups begin for transferring records for archiving to the Federal Records Center**

RELOCATION TOOLS

In addition to support services, the RM Support Team has prepared several Relocation Tools to provide further guidance on various BRAC records-related matters. These tools are available at monthly Informational Meetings or by contacting the RM Support Team. And even if you've not had a chance to attend an informational meeting, you may already be familiar with one of our Resource Tools — the poster to the right is currently displayed throughout HA/TMA's common areas. Posters will change monthly to highlight different records management tips. For additional records management guidance and resources, please visit us Online at:

<http://www.tricare.mil/BRAC/>.

ADVICE AND INSIGHT

Records management support is easy and accessible to any HA/TMA office by simply contacting the RM Support Team. We can help facilitate the safe and secure transfer and maintenance of your records before, during and after the relocation.

More helpful tips:

Do you know the appointed Records Custodian for your office? If not, learn who they are and get to know them. They can be a wealth of knowledge throughout the relocation process.

Attend monthly BRAC Informational Meetings and make them part of your comprehensive records preparation plan. Your attendance will ensure you will always have the latest BRAC news and other available relocation resources.

HAVE QUESTIONS; NEED ASSISTANCE?
CONTACT US...

THE RECORDS MANAGEMENT SUPPORT TEAM
PHONE: (703) 921-1706
EMAIL: TRICARERMSUPPORT@MCNEILTECH.COM

