See Also: LOM 7308.2
REDACTED
www.archives.gov/frc/arcis

ACTION BY:	***ACTION:***
Laboratory Management (LM)	1. **Identifies** the case and exhibits which are required.
Program Assistant (PA)	2. **Identifies** the accession number containing the files.
	3. **Ensures** that the Federal Records Center (FRC) has the specific box/file(s) requested.
	4. **Completes** the request form, OF-11.
Laboratory Director (LD)	5. **Signs** and **dates** the form.
PA	6. **Sends** the request to the FRC.
LM or Analyst	7. **Ensures** the correct file was received.
	8. When finished, **returns** the file to the PA.
PA	9. **Returns** the file(s) to FRC.

End of Document

Date Posted: 03/30/2018