U.S. General Services Administration

SIN 518210DC Subgroup

NARA-Compliant Digitization Services for Federal Records

Matthew Mastronardo | Program Manager, Office Management Government-wide Category

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Agenda

- **GSA**: Overview of new Subgroup and how to add it to your contract
- **NARA** : Overview of Digitization Regulations for Temporary and Permanent Records (recorded)
- **Q&A**: voice (raise hand) or chat (Q&A tool)

Slides and NARA recorded segment will be shared afterwards

GSA and NARA Partnership

The federal need for managing electronic records has grown in scale and complexity. In response to these challenges, GSA and NARA partner to incorporate the latest standards into GSA's related solutions.

This provides agencies with vendor pools that are capable of performing to NARA's records management and digitization standards.

- SIN 518210ERM Electronic Records Management Solutions
- SIN 518210DC Document Conversion and Digitization Services

These solutions help agencies comply with directives and regulations regarding federal records management, such as M-23-07 and digitization standards.

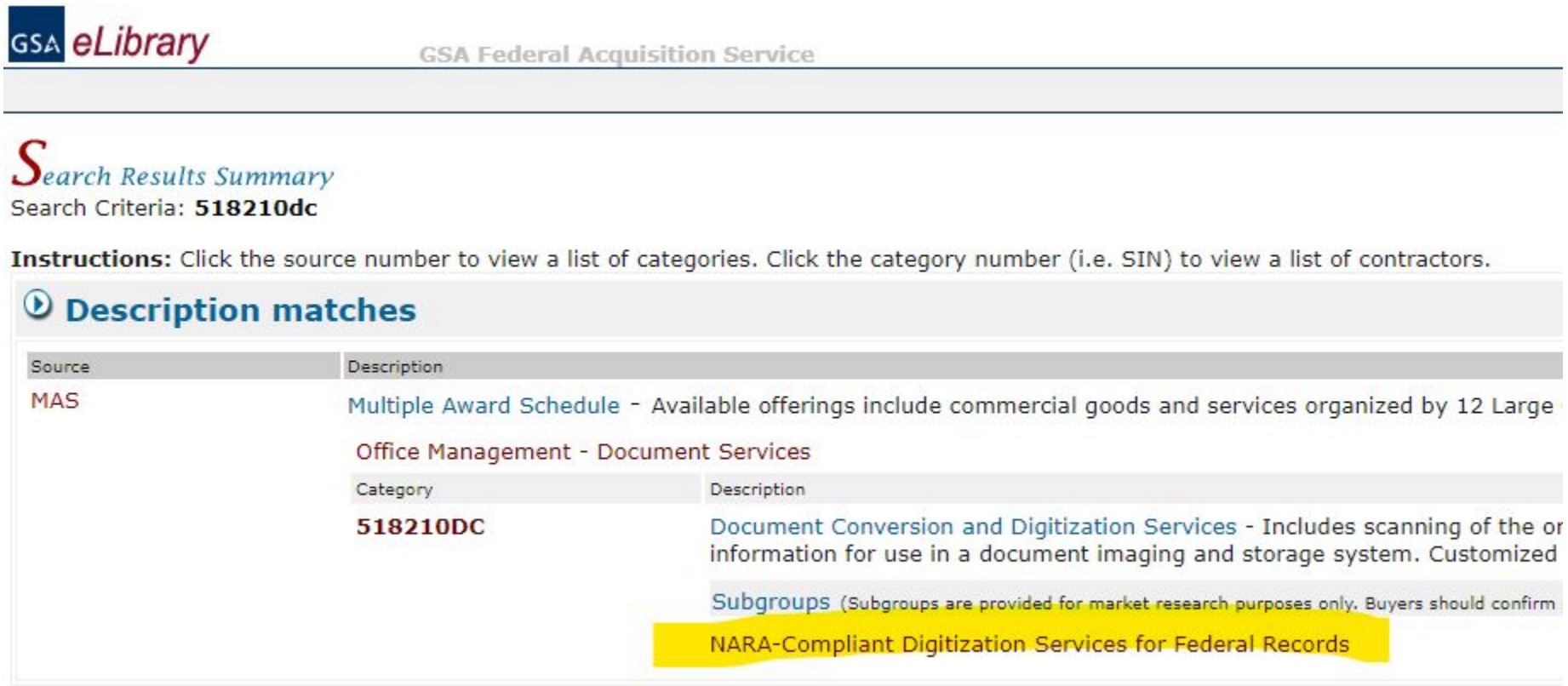
518210DC Subgroup

Making it easier to find capable vendors for records digitization requirements:

- New digitization subgroup: NARA-Compliant Digitization Services for Federal Records
- Improves market research and highlights contractor capabilities
- Agencies can target this SIN Subgroup in GSA eBuy when posting RFIs/RFQs
- *By adding this subgroup, you are self-certifying you have the capabilities to meet NARA's digitization standards for both temporary and permanent records:*
  - 36 CFR Part 1236 Subpart D
  - 36 CFR Part 1236 Subpart E

View this Interact post for more info.

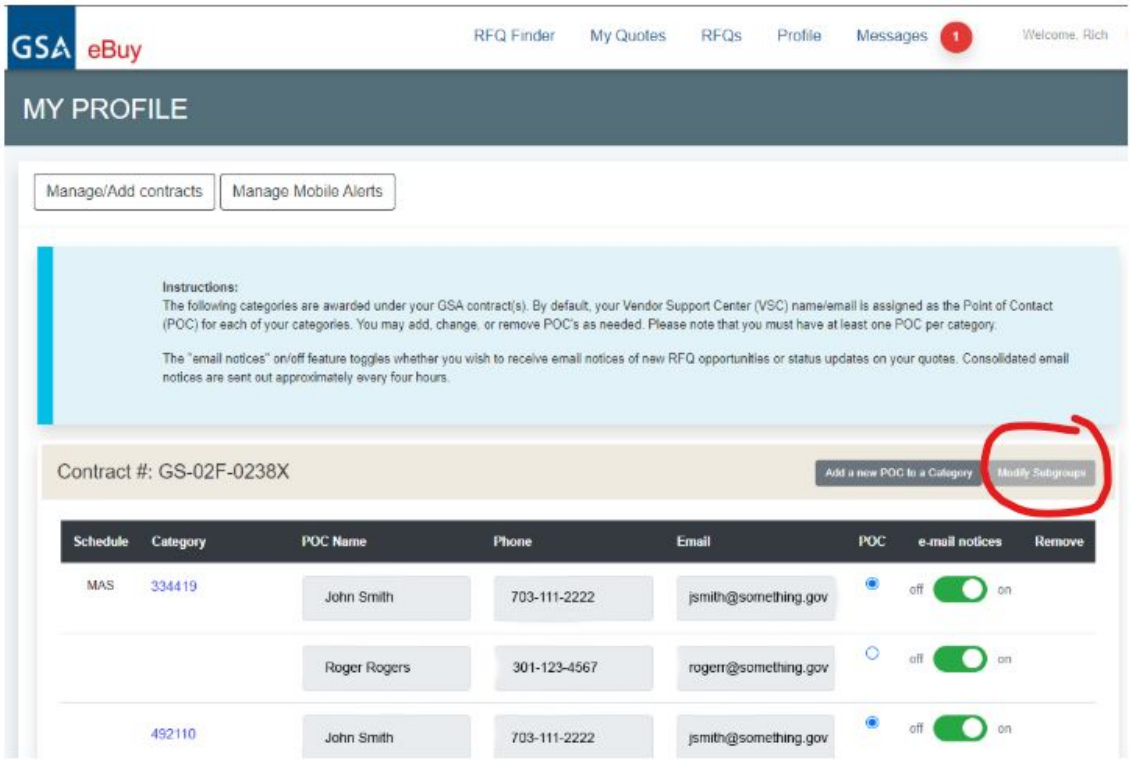
View the subgroup on GSA eLibrary



Add the Subgroup to your MAS Contract

View the [eBuy Contractor Job Aid]

The *Profile* page provides a list of the contracts and points of contacts (POCs) for each of the SINs awarded under a contract. From the Profile you can: Add/manage POCs, Add or associate contracts to a login, Manage Mobile Alerts, and Modify Subgroups (if subgroups are available under your awarded categories).



Add the Subgroup to your MAS Contract

Modify Sub Categories

The SIN Sub Category Tool allows you to list your company under "sub categories" that are below the Special Item Number (SIN). SIN Sub Categories are displayed in eBuy and also GSA eLibrary under the applicable SIN. SIN Sub categories are only available under a few SINs. The "Modify Sub Categories" button will only be activated if sub categories are applicable to your contract SINs.

To update sub groups available under your contract SINs:

1. From your Profile page, click "Modify Sub Categories".
2. Your current selections will be displayed. Make any necessary adds/deletes of sub groups by checking those that you want your company to appear under.
3. Click the "Save Changes" button.
4. Changes typically take up to 24 hours to be applied throughout the systems.

Contact Information

Questions about adding the subgroup to your MAS contract	GSA Vendor Support Center vendor.support@gsa.gov 877-495-4849 Monday - Friday, 8:30am - 5:30pm Eastern
Questions specific to **GSA** digitization, records management, and related SINs	RecordsManagement@gsa.gov
Questions about **NARA** records / digitization policy	RMStandards@NARA.gov

GSA