

## Federal Records Center (FRC) SmartScan Service

What is SmartScan?

SmartScan refers to an FRC service that includes locating and pulling **paper** records, scanning them, saving scanned copy in PDF format, and transmitting the file to the court via email. Upon payment of the applicable fees, the court will then email the requesting party the documents.

What type of public request can take advantage of SmartScan?

SmartScan can be used for requests from members of the public that:

1. Know exactly what document they are looking for;
2. The document must be available in paper format only, currently located at the FRC, and not accessible through PACER;
3. Can provide the court with sufficient information to help the FRC locate the file;
4. The requested document(s) will not exceed 100 pages (determined after processing);
5. Can provide an appropriate email account capable of receiving a PDF file containing up to 100 electronic pages; and
6. That the requested document is not sealed or restricted.

Members of the public who are not sure what documents in paper format that they are looking for or are not willing or able to pay the SmartScan fees, should order the entire record/box using the \$64 record retrieval fee.

Which documents are eligible for SmartScan?

All non-sealed/non-restricted case files in paper format in the custody of the FRC are eligible for SmartScan. The document must be in paper format and cannot be accessible through PACER.

Can SmartScan be used to retrieve documents that have been accessioned by NARA (National Archives and Records Administration)?

No. Case files and records that are in NARA's legal custody/ownership are serviced directly by NARA. Public inquiries for these can be redirected to NARA's portal at: <http://www.archives.gov/research/court-records/>.

If my document(s) meet the requirements 1-6 listed above, how to I request a document through SmartScan?

Contact the Clerk's Office at 215-597-2995 option 7.