

THE NAVAJO NATION

Records Management Department

- Public Records & Archives
- Retention & Disposition
- Publication & Duplicating
- Inter-government Mail



Post Office Box 9000 • Window Rock, Arizona 86515-9000
"Protecting the vital and historical records of the Navajo Nation"

FOR IMMEDIATE RELEASE
September 07, 2010

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WINDOW ROCK, Ariz. – The Navajo Nation's Records Management Department will be relocating from East Pink Butler Building No. 02; located in Window Rock, Arizona to the Tse Bonito Business Park, Building No. 01 in Tse Bonito, New Mexico on October 01, 2010.

The Navajo Nation's Records Management Department provides access to vital and historical records, retention, disposition and duplicating services to the Navajo Nation Government. Service sections include the following:

- Public Records & Archives (formerly Central Records Section)
- Retention & Disposition
- Publication & Duplicating
- Inter-government Mail



Tse Bonito, New Mexico RMD Administration & Duplicating, Photo Courtesy of RMD Staff

The administration, publication and duplicating services will be provided in Tse Bonito, New Mexico starting October 01, 2010. Ongoing and new specialized services will be provided by the Publication & Duplicating program that will consist of the following:

- White Copy Paper in various sizes, 8 ½ x 11, 8 ½ x 14, 11 x 17
- Colored Paper in various sizes, 8 ½ x 11, 8 ½ x 14, 11 x 17
- Binding: Plastic Combs and Tapestry;
- Cover Stock: Tabs, Dividers and Hard Covers;
- Transparencies: Black or Colored Ink;
- Carbonless Paper (NCR Forms) 2, 3 and 4 part;
- Padding and Gluing;
- Color Copying such as Photos and Graphs;
- Facsimile Transmissions (In and Out);
- Laminating;

Sample Posters & Manuals Printed By RMD



Specialized services that will be provided **after** October 18, 2010, new services include but not limited to:

- Vinyl Banner Printing (High Definition); - NEW
- Brochure Printing and Design on 2, 3, 4 fold on high gloss print; (High Definition); - NEW
- Newsletter to include 2, 3, 4 part folds on high gloss print; - NEW
- Graphic Design at one (1) standard rate based on industry standard and financial applicability for that economic year; - NEW
- Printing of professional business cards includes cutting and design – NEW.

NOTE: Wide Format Printing Available. Maximum width is 65-inches and length (various) is based on work order request by customer. Specialty stock will also be available.



Fort Defiance, Arizona – Records Management Retention Center, Photo Courtesy of RMD

The Archives/Public Records (formerly Central Records Section), Retention/Disposition and the Navajo Nation's Inter-government Mail Services will be located at the Records Management Retention Center, located in Fort Defiance, Arizona – Warehouse.

The mission of the Records Management Department is to provide access to vital and historical records, retention – disposition and duplicating services to the Navajo Nation.

We look forward to providing you with the services that you require on a professional customer service level with competitive quality; yet affordable prices for your access to information and printing needs.

Please take notice to the following changes:

- Tse Bonito Office Telephone No.: (505) 371-5113 *effective October 01, 2010*
- Tse Bonito Office Facsimile No.: (505) 371-5109 *effective October 01, 2010*
- Fort Defiance Office Telephone No.: (928) 729-4275
- Fort Defiance Office Facsimile No.: (928) 729-4280
- Mailing Address – **NO CHANGE**

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