

# Federal Information Lifecycle Electronic Repository (FILER) FACT SHEET

FILER is a centralized online repository for all Defense Health Agency records that are not part of the Service Treatment Record. The system enables processing and oversight of non-medical records in accordance with the National Archives and Records Administration and Department of Defense automated records keeping standards.

Non-STR records include contracts, hiring actions, personnel and maintenance records, online training records, and emails that meet federal records guidelines. All these records are either sent to NARA, or scheduled for destruction in compliance with Records Management rules.

FILER uses the Enterprise Information Management platform's Records Management capability to assist with the collection of records. The consolidation of DHA non-medical records under a single umbrella will facilitate standardization across the enterprise, reduce record keeping inaccuracies, and expedite processing. Currently, more than 500 Records Management Offices use FILER with enterprise-wide deployment planned in the near future.



## Key Features

- Intelligent smart metadata capture
- Compliant with DOD and federal guidance
- Clearly links record destruction instructions with each record

## Key Benefits

- Central repository for non-patient records
- Improved data quality and data management
- Reduces risk and cost

FILER is managed by the **Solution Delivery Division** Care and Benefits Integrated Systems Program Management Office.