

**US Copyright Office Deposit Copy Transfer, Registration and Recordation Program and Records Management Section: Timely Retrieval, Security, and Efficiency, Smithsonian Office of Policy and Analysis**

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**Abstract:**

In the Copyright Office (Library of Congress) contracted with the Smithsonian Office of Policy and Analysis to review the processes and workflows for moving deposit copies of copyrighted materials from the Registration and Recordation Program in Washington, DC, to the Deposit Copies Storage Unit in Landover, Maryland. The purpose of the study was to identify ways to eliminate instances in which deposits going to DCSU could not be located in timely manner or at all; to improve the security of deposits in transit; and to enhance operational efficiency. Data and information came from observation of the flow of deposits; and interviews. The study recommended two alternative processes for improving the speed, efficiency, security, and tracking of deposit transfers.