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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# Bi-Monthly Records and Information Discussion Group

**To Ask Questions**

Chat via YouTube

*or*

Email:

[rm.communications@nara.gov](mailto:rm.communications@nara.gov)



April 16, 2024



- Open Remarks from Laurence Brewer
- Open Remarks from Tasha Ford
- Customer Updates from Arthur Hawkins
- Summary of Open Office Hours



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# Federal Records Management Updates



**Laurence Brewer**  
Chief Records Officer for the U.S.  
Government



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# Federal Records Centers Program (FRCP) Updates



**Tasha Ford**

Director

Federal Records Centers Program



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# Customer Updates

**Arthur Hawkins**

**Director Customer Relations Manager**

**Federal Records Centers Program**



# Customer Updates

- Customer Correspondence
- FRCP Website Countdown Clock <https://www.archives.gov/frc>
- Customer Survey



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# M-23-07 and Open Office Hours Discussion



## AC 18.2024

Hosting a series of virtual Open Office Hours as a forum for agency records management staff to ask questions and talk about digitization, transfers, exception requests, and other issues related to the transition to electronic records.

- March 1, 1:30 - 2:30 pm Eastern
- April 5, 1:30 - 2:30 pm Eastern
- [May 3, 1:30 - 2:30 pm Eastern](#)
- [May 31, 1:30 - 2:30 pm Eastern](#)





# Summary of Open Office Hours

## Common Themes

Will the June 30, 2024, deadline move again? Will there be another memo?

If agencies submit transfer requests before the deadline, will NARA accept records after the deadline?

Please tell me more about how to get an exception.

My agency has to create paper records for legal reasons. What should agencies do?



# Summary of Open Office Hours

## More Themes

Agencies have temporary inactive paper records stored in offices. If we haven't digitized the records before the deadline, do we need an exception?

Now that we've digitized so many permanent records, how should we transfer them to NARA?

Analog format "accretions" to current holdings will be accepted into the FRCs after the deadline. What does that mean? What is the difference between an accretion and a new transfer?



# Summary of Open Office Hours

## More Themes

NARA hasn't issued digitization standards for film records yet. What should agencies do?

Will there be any exceptions for classified records?

Will there be any exceptions for employee records, including personnel files and medical files?



# General Q&A

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# **NEXT MEETING**

**Tuesday**

**June 11, 2024**

**1:30 pm EST/10:30 am PST**

All upcoming BRIDG meeting dates  
and previous recordings/slides are at:  
[archives.gov/records-mgmt/meetings/index.html](https://www.archives.gov/records-mgmt/meetings/index.html)



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# Technical Difficulties Please Stand by

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