

# **NARA Updates: NARA Records Management**

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# Overview

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- E-Government Act Implementation
- Electronic Records Guidance
- National Records Management Training

## **E-Gov Act of 2002**

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Section 207(e) of the 2002 Electronic Government Act requires OMB and the Archivist to work towards making recommendations to improve how Government information, including information on the Internet, is organized, preserved, and made accessible to the public.

# Implementing the E-Gov Act

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- **Federal agencies are already required to:**
  - Implement processes and procedures to manage electronic records in existing systems
  - Identify and schedule electronic records in electronic information systems
  - Transfer to NARA permanent electronic records from existing or legacy systems according to approved records schedules

# Implementing the E-Gov Act

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- NARA Bulletin-2006-02, *Implementing the E-Gov Act*, December 15, 2005
  - Reminds agencies of their responsibilities to identify, schedule, and transfer permanent records to NARA
  - Outlines the major pieces of existing NARA policy guidance related to electronic records management and the areas in which future policy will be made
  - Specifies milestones and targets to ensure compliance with Section 207(e) of the E-Gov Act of 2002

<http://www.archives.gov/records-mgmt/bulletins/2006/2006-02.html>

# Implementing the E-Gov Act

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- By **September 30, 2009**, agencies must document that they are meeting their records responsibilities as outlined in section 5 of NARA Bulletin 2006-02
  - For *existing* electronic records, agencies must have NARA-approved records schedules for all records in existing information systems
  - For *new* electronic records systems, records management and archival functionality must be incorporated into the design, development, and implementation of electronic systems

# Resources

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## Selected resources to assist you include:

- Electronic Records Management Guidance
  - Toolkit for Managing Electronic Records
  - FEA Records Management Profile
- National Records Management Training

# E-Records Management Guidance

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## ■ ERM Guidance Products

- Developed with Federal Records Council participation
- Six products done or to be completed in FY '07
  - *FAQ About Optical Storage Media: Storing Temporary Records on CDs and DVDs* - **DONE**
  - *Practical Scheduling Tip Sheets* - **DONE**
  - *FAQ about Selecting Sustainable Formats for Electronic Records* - **DONE**
  - *FAQs about Transferring Permanent Records in PDF/A-1 to NARA* - **PENDING FINAL**
  - *Frequently Asked Questions about Digital Audio and Video Records* - **DONE**
  - *NARA Bulletin 2007-02, Guidance concerning the use of Enterprise Rights Management (ERM) and other encryption-related software on Federal records* – **DONE**
- In the process of developing work packages for FY '08 Guidance

# Toolkit for Managing Electronic Records

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- Central Internet portal for sharing and obtaining proven guidance
- Currently over 85 documents, interactive guidance products, web sites, etc.
  - Best practices
  - How to Guidance
  - Process models
  - Tips and techniques
  - Lessons learned
  - Presentations
  - Answers to FAQs

# The FEA Records Management Profile

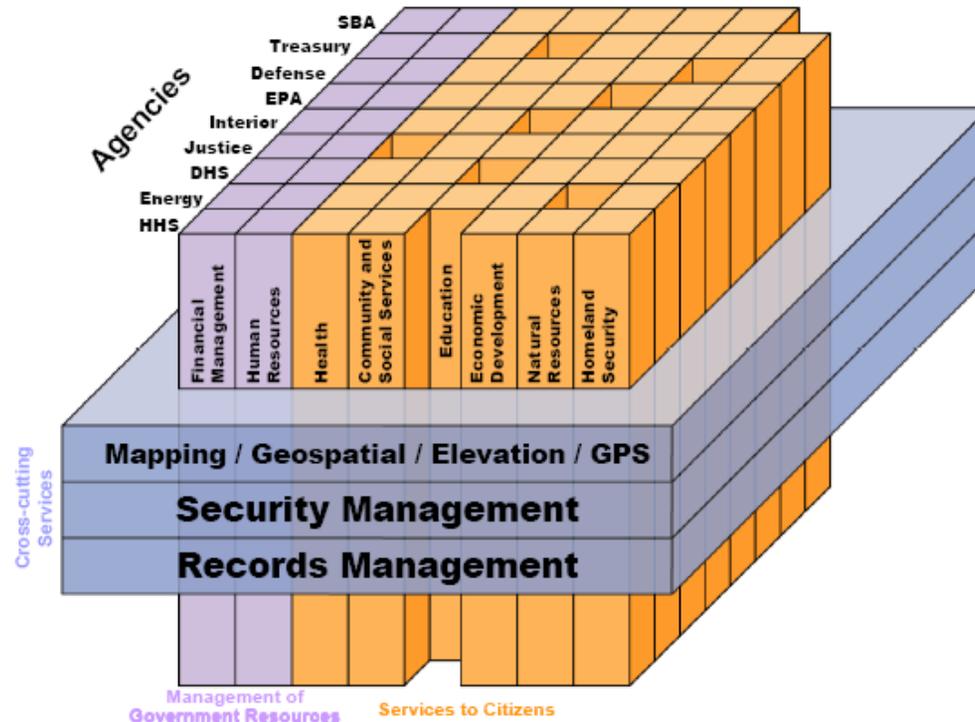
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- **Development of an RM Profile began as a response to a number of challenges Federal agencies face:**
  - Agency RM procedures do not integrate people, policies, processes and technology well
  - Agency enterprise architectures (EA) do not systematically address RM requirements
  - Agency planning and execution of IT investments often overlooks the value of RM
  - Systems are often funded, designed and implemented without adequate thought about how those records will be managed over their entire life cycle

# RM Profile and FEA Lines of Business



## LoBs and Services



# E-Records Management Guidance

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## The FEA Records Management Profile

- Assists agencies in identifying RM requirements and building them into business processes, SDLC, EA, and CPIC
- Promotes compliance with RM requirements to improve the performance of agency programs, RM processes, agency EA, and the execution of IT
- Mitigates business and litigation risk by addressing RM at the front-end of processes
- Realizes ROI after implementing RM Profile in agency programs, processes, and systems

# Piloting the RM Profile

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- *Purpose of the RM Profile pilots is to ...*
  - Apply the RM Profile to major agency investments, projects, processes, and EA
  - Gather data that can be used to refine the RM Profile methodology and RM processes it is applied to
  - Share a model that other agencies and/or FEA Lines of Business can use
  - In FY 2007, NARA partnering with DOI, EPA, Treasury, and NARA

# **National RM Training Program**

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- **NARA has created a new records management training program that**
  - reflects new directions in Federal records management
  - ensures that NARA training is consistent in content and quality
  - fosters an improved level of professionalism in those managing Federal records

# National RM Training Program

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- **Records Management Core Courses:**
  - Knowledge Area One - Records Management Overview
  - Knowledge Area Two - Creating and Maintaining Agency Business Information
  - Knowledge Area Three - Records Scheduling
  - Knowledge Area Four - Records Schedule Implementation
  - Knowledge Area Five - Asset and Risk Management
  - Knowledge Area Six - Records Management Program Development
  
- **Free half-day Professional Courses:**
  - Survival Guide for IT Professionals: Information Assurance and Records Management
  - The Case for Records Management: Issues for Federal Legal Counsel
  - Recordkeeping: A Program Manager's Survival Guide

# **National RM Training Program**

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## **Other New Courses in FY 2007**

- Vital Records
- Advanced Electronic Records Management
- Basic Electronic Records Management
- Emergency Planning and Recovery
- Virtual Instructor-Led Courses (Webinar format) for low-cost, web-based delivery of selected curricula

## **New Courses for FY 2008 under discussion now**

- Records Management and Declassification
- ERA and RM
- Repackaging and updating existing courses

**For additional information on RM training....**

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Our NARA Booth at RACO West  
and

[http://www.archives.gov/records-  
mgmt/training/index.html](http://www.archives.gov/records-mgmt/training/index.html)

# Questions?

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**<http://www.archives.gov/records-mgmt/>**

**THANK YOU!**