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NARA

Bi-Monthly BRIDG Program

Tuesday, December 13, 2022

1:30 p.m. ET

[Captioner standing by.]

[Premeeting chat.]

[Captioner standing by.]

[Counting down to start time.]

>>ARIAN RAVANBAKSH: Good afternoon, everyone and welcome to your BRIDG meeting for December 2022. My name is Arian Ravanbakhsh. And I'll be serving as the moderator for today's meeting.

As a reminder, the Office of Agency Services at the National Archives and Records Administration hosts these bimonthly records and information discussion group or BRIDG meetings to present information related to records management.

BRIDG is co-produced by the office of the chief records

officer for the United States. And is live streamed to the audience over our YouTube channel. At the end of each meeting to ask questions of the presenters or of any related federal topic interests.

Viewers are encouraged to post questions in the chat or sending an email to NARA communications at NARA.gov. The staff is monitoring this during the meeting. You can make comments during the meeting in the YouTube chat.

However, keep in mind, that all comments are subject to moderation. We ask you keep the comments relevant to topics being discussed. Copies of the presentation slides will be posted on the BRIDG page of the archive website. That's where you will find the transcription of the meeting today when it's available and as well as links about previous and upcoming BRIDG meetings.

If you have general comments about BRIDG or suggestions to future topics, use RM dot communications at NARA.gov to pass them along to us. We welcome your feedback.

With that, I would like to start the meeting today by introducing Laurence Brewer the chief -- officer for the government. Thank you, Laurence.  
>>LAURENCE BREWER: Thank you. And good morning and evening and afternoon to everyone. Thank you for joining us for the BRIDG meeting the last meeting we have for the calendar year before we get into 2023 and start talking about everything we'll do for next we're.

We have a lot to talk about. Which is not unusual we have a lot to talk about usually. December is one of the months where sometimes we have to cancel meetings because there's so much going on as people are trying to wrap up what they are working at the end of the year.

I'll take a quick look at the agenda and go over that. And do

some speaker introductions before we get into the main meeting. If we can flip the slide, we can see what that looks like.

So I have a couple of quick announcements before we get into the main program. I'll turn it over to Chris Pinkney who will give us updates from the federal records center's program. Then we'll have a very quick update from Don and Cindy from the oversight and reporting program talking about annual reporting that will be kicking off in January.

And then Maggie Hawkins will talk to us about a notice on changes to previously approved schedules and what we are language for that. And then, Don Mcilwain from the national declassification center is joining us to talk about classified transfers and the NA14130. Then Maggie will be coming back to us about the work we are doing to expand the Capstone approach to other electronic messages. Then we'll close the meeting with an update on -- the launch of the electronic records archive 2.0 from Sam McClure and David Lake.

We have a lot to cover.

And without any further ado, we'll flip the slide.

-- we will flip the slide and I'll give you a few quick updates.

And obviously, I think the first one I think, the update I think we are all interested in hearing is about where we are within 1921. As I said, at the last BRIDG meeting, we have been and we continue to coordinate with OMB on the update to M1921 and specifically around the target dates. Which I was able to announce at the last BRIDG meeting, we are looking to extend 18 months to June 30th, 2024.

I know we are coming to the end of the month. It is December, 2022 and we are hopeful it will be released before we turn the calendar to 2023 and we continue to work on trying to make that happen.

Where we are right now is trying to get the signatures on the final memo and as soon as we do, and all of the signatures are there from the director of OMB and the acting archivists of the United States, we'll be alerting all of you through the usual memos and posting on records express. All I can say there is stay tuned.

And the renewal of that credential, we talked about it at the last BRIDG but I wanted to remind everyone that if you are -- an agency records officer formally designated by your saying arm, you may have received notification from us that you due for renewing your AROC credential. If you have not received a communication from us, then you are not likely due for the renewal when we begin the first cycle on January third.

If you are in the first group, you have 6 months to complete the renewal. And we'll start on January 3rd, 2023, which means the due date for the first group is July 3rd, 2023.

So for all agency records officers, when you are due for renewal, we'll send you a welcome packet along with the notification with details on the renewal process. We'll also send information on how you can access our learning management system so that you can get in there, review the content, and get started on renewing that credential.

So if you have any questions about whether you should have received it or questions about what to do now that you have, please send those to our group email box for the Records Management Training Program, which is RMT number one at NARA.gov, again that's RMT1 at NARA.gov.

So with that, I will stop, and turn things over to Chris Pinkney for some updates out of the FRCP. Chris?

>>CHRISTOPHER PINKNEY: Thank you, Laurence, I appreciate the intro. And thanks to everybody for giving me a few minutes of time for what's no doubt a busy December. I'll keep it

short since we have a number of topics on the calendar. I wanted to let everybody know for the FRCP it continues to be a buzz if I quarter and I have -- busy first quarter and there's a few updates for the operations. After the pandemic, I feel I should start with all the FRCPs are all open. We have several of our centers have areas when the CDC community levels are considered medium or high and all FRCP staff remain on site and activated. The focus remains on backlog reduction and we continue to work to restore services to prepandemic levels.

All the centers continue to receive large numbers of new transfers and the volume has increased as we closed in on the original M19 '21 date. Since October 1st, the FRDC staff have received and shelved in excess of 171,000 boxes. The review of -- archivists this morning show an additional 18,713 transfers. Covering more than 300,1200 cubic feet. That are sitting in approved status and another 3,676 transfers in submitted status and awaiting for review. Reminder folks, all we need to get them into submitted status in order to meet the original MI 18 '21-- deadline.

We'll then work with all the agencies in 2023 and we'll receive records as you have time to ship and we have room and staff to receive.

The FRCP will have some broad flexibility and agencies should not have to worry about having transfers canceled after the 90-day window or anything like that.

One of the other areas of focus right now remains disposal. We have sustained efforts throughout the first quarter and a very sincere thanks to everyone that blocked time to return and review your disposal notifications. It's appreciated and we are getting them into the cue as quick as we can.

We have staff working on disposal right now. The FRCP has destroyed more than 217,000 cubic feet in FY23. The total disposal backlog which includes both

records of destruction will have occurred during the pandemic and other transfers that were recently approved. Over 1.5 cubic feet and this is down from almost 2 million cubic feet in the middle of calendar year 2022.

We continue to reduce the number, although it will be a lot of work, I think the one we are using is we are saying it's roughly analogous in scope to the -- lift project. But we intend to keep staff on it until we can get the disposal backlog down to 0 again.

One thing to address quickly, in the last few weeks I received phone calls or emails asking about the status of onsite agency reviews. This is now fine for centers located in areas where the CDC community level is low or medium. Interested agency researchers should contact the local FRC director and arrange the visit with them. It's back to a prepandemic world. So we are back to the before times.

There may still be some limits on the total number of agency researchers we can host. It's dependent on the local facility and as well as the number of box reviewers we can support each day. That's pretty much the world we lived pre-2020. And we are back there and happy to have visitors. And that is pretty much where we are right now.

I take the opportunity to wish everybody on the line a very happy holidays season and I look forward to giving people another update in February and on that note, I can either -- answer questions or I can turn things back over to Arian.

>>ARIAN RAVANBAKSH: Thank you, Chris. We have a few questions that have come in. I think one of them I think we can address as an FRCP related issue.

I have been told the FRCs are telling people that the extension, I guess the extension to M1921 is happening even though it's not official. Have they been instructed to do that?

>>CHRISTOPHER PINKNEY: We have told people what we announced back in October. Per everything we know, there will most likely be an 18-month extension. It's not official until it's signed and released. At this point, we are encouraging people to get things in if you can. If you can't, hopefully, we'll get news in the next week or two there's an official formal extension. To get in front of the administration here. That's not something we do.

>>ARIAN RAVANBAKHS: Agreed and thank you for that, and clarifying that. With that, we'll just keep -- reminding people that they can put email us questions to RM dot communications at NARA.gov or put them in the chat. We can move on to the annual reporting update. And I will turn it over to Cindy.

>>CINDY: Hello, everybody. This is a quick update. And a reminder. With the coming of the new year comes an annual reporting on activities for this year. And the opening day is January 9th. With all reports due by March 10th.

We'll expect the same three pieces that we have for the past several years. The senior agency official of records management report, the maturity model on electronic records management and email records management. And the records management self-assessment.

For the most part, this should be -- unless you are new to being an agency records officer, this should be similar to what you have done previously.

If you are no longer the contact person or the person assigned to -- by your agency to answer all of these annual reporting requirements, please contact RM self-assessment at NARA.gov as soon as possible to give us who should be the person to receive the links to the survey tool and the template for the SAOM report. If nothing is changed, you should be good to go.

If you have other questions recording annual reporting, just

send them to the same email box and we have staff standing by to answer your questions. And that is our announcement for this go around. Thanks Arian.

>>ARIAN RAVANBAKSH: Thank you, Cindy for the update. Again, if folks have questions, Cindy and Don will stick around. We can handle those at the end of the meeting.

With that, I would like to turn it over to Maggie Hawkins to talk about changes to previously approved schedules.

>>MAGGIE: Thank you, Arian and good afternoon -- everyone. Next slide. I would like to speak to you today about a policy change we'll be making regarding what we call changes to previously approved schedules. They are also known colloquially as pen and ink changes. You may be familiar with that title.

I am announcing today we'll be discontinuing them beginning in January of 2023. And once we issue this, it will be -- agencies will be required to reschedule records for these changes. I thought I would take a second to describe -- pen and ink changes in a little bit more detail in case you are not familiar with it.

For many many years, we have made modifications to already approved schedules for what we call a relatively minor things, like changing the name of a system. Updating descriptions and for more major things like, extending or changing the time frame for which current records are transferred to the National Archives, we are lengthening some temporary retention periods. Just to repeat, we'll be discontinuing that practice in January of 2023. Next slide.

So this as I said, will be communicated in early January 2023. It will be done by an AC memo to records officers and you will see that coming out first or second week of January. And it's going to be in the format of resending the current frequently asked

questions which describe this process. So that's how you will recognize that has been put into effect. Next slide, please.

So all previously completed pen and ink changes will remain valid. And any pending requests we have on hand will need to be completed by mid-January, that time frame is being set to help facilitate the migration of data to ERA 2 point 5 which as you know is on the agenda for -- 2 point 0 which is on the agenda for this meeting later. Next slide.

So you may wonder why we are doing this. And there's several reasons why.

One is it's going to eliminate essentially what's a dual process. In many respects it may simple to submit by email a request to change a schedule, but once we receive them, there's a lot of work on our end to one evaluate whether it's appropriate for a pending change, and when we don't have any hard numbers on it, antidotally, most of the requests we get we end up having to redirect people to reschedule records anyway. And the time we spent -- you know, talking about that and thinking about and the agency could have already submitted a schedule. So -- you know, we want to eliminate that dual process.

It also brings the actual disposition authorities into a fully digital environment, which is ERA 2.0. There are thousands and thousands of disposition authorities that originated via the SF115 process and are literally in paper. So what we'll do -- and with this is it will by requiring rescheduling, it will bring all those legacy authorities into a fully digital environment. Which supports the memorandum that we were -- we are always discussing and I think we'll just generally help -- it will generally help both agencies and the National Archives.

Also, we had a recent requirement to review schedules every five years to see if they needed to be updated and it supports that. We have a lot of schedules

that we are holding together with pen and ink changes. Sometimes multiple ones to the point that really the records just need to be rescheduled and that's been pointed out to us by oversight agencies and entities when there are many schedules from the 1970s that are still being used.

So we believe that -- requiring a rescheduling will help support that desire to get all the schedules that are out there in an updated format.

Next slide.

So with that, I would like to answer any questions anyone may have about this change in policy, either via the chat or email or the other venues that Arian has noted.

[Pausing for response.]

>>ARIAN RAVANBAKSH: Thank you, Maggie, I'm not seeing any that have come in on this topic yet.

>>MAGGIE: I'll be here at the end and I'll be presenting again. So I'll be here for the entire time. If you have any questions, there's always at the end of the meeting to ask them as well. Thank you, Arian.

>>ARIAN RAVANBAKSH: Thank you, Maggie. I will like to turn over the program to Don to talk about the NA14130 for classified transfers.

>>DON: Thank you, Arian. I appreciate the chance to talk with the BRIDG again. The last time I presented on this was during COVID. It was -- prior to COVID. It's been a little bit.

So -- next slide, please.

There we go.

So -- basically, it's been a decade since we started requiring the NA14130 for classified successioning. The reason was we were seeing there was a disconnect between agency records officers and agency declassification program managers and what was coming over the transom into the National Archives was wildly inconsistent. So this was a way to get declassification and records management professionals talking to each other before the records came to the National Archives.

I think it's been wildly successful. We have not -- since we started doing these, we have not had any security violations. I can tell you horror stories of the wild west days of the early 2000s and late 1990s where there was situations where classified information was put at risk.

So this form, I hope is not a burden but that you look upon it as seeing a way to protect your classified information when it comes to the National Archives. They kindly broke out the form that was sitting or displaying well into a -- a bunch of different parts. I'll just go through what these are for you. And if you want, a copy of the form to use within your program, if you are -- or if your declassification officers don't have it, you can either email me or email NDC at NARA.gov.

So at the beginning of the form, we ask here, what's your agency, who is your declassification manager and that's the person who we would contact if there's any questions about classification, declassification, what did that the declassification reviewer mean? The next field is one we get a lot of questions of. Agency ID.

This is an optional field that it's a chain for you to put -- chance for you to put an internal control number, internal tracking number, perhaps you sent the records to your records facility.

An example I like to use is the Department of state uses lock file numbers, that's where you would put that. And then phone and email contact for the declassification program manager. Next is the ERA transfer request number, we need that. So that this form can ride along with the successioning paper work in ERA.

If it's an annual move, transfers as opposed to a direct offer, the FRC transfer number is very useful and helpful. And if you have -- the disposition authority, that's good as well. -- ERA -- of course the box numbers. You are sending us 23 boxes from the record center but box number one -- the first box doesn't start at one but box 36 for some reason. That's helpful for us as well doing the declassification processing after successioning. Then finally the series -- finally the series file.

That's the background information that helps us get back to the declassification folks if we have questions and helps us make sure we are getting the right material and we can process it and work with your agency folks here at the National Archives that are helping us get records declassified and -- on to the shelf.

Next slide, please.

So the next part of the form asks a series of questions. And the first one of course is have these been reviewed for declassification in accordance section 3 point 3 of the executive order on classification state coding and declassification and is implementing directed? On the PDF form itself, the sections of the executive order and the implementer, they are hot linked so -- hot linked so you can go right to the language if you have questions about what that language actually is. Hopefully, the answer is yes.

If the answer is no, you need to contact us in the NDC so we can discuss. There may be extenuating circumstances why we should succession these records prior to your review. But we are not going -- we are not in general going to approve the transfer

for records that have not been reviewed as required.

So the next question, next slide, please.

Will you go to the next slide, please. There we go.

Hmm --

In the early days of automatic declassification with the Clinton order, the previous order to this one, agencies did a good job in general, of finding what was still sensitive to them.

Because of a lack of training, a lack of communication among agencies, they didn't always do a really good job identifying what we call referrals.

Which is classified information in your records that might not be of interest to you. But might be of interest to another agency. That might be in the term -- term of art is their equity. And this was most obvious with information that was classified in accordance with the awe Tom I can energy act or -- atomic energy act and also known as restrictive data or formerly restrictive data.

In the 2000 defense authorization act was passed and it requires now that the Department of energy train reviewers on how to recognize restricted data and formerly restricted data.

The next question is have you met these requirements of the Kyle and -- and hopefully, it's yes and you are determining, again this is your declassification program manager saying these records are highly unlikely to contain restricted data or formerly restricted data. Or we have reviewed it with trained reviewers and indeed there is marked restricted data or formerly restricted data in the files.

Or these records contain what we think might be restricted data or formerly restricted date based on our training but it's unmarked. Dealing with older

historical records, we have found --

[Background noise.]

I don't know where that's coming from -- but -- we have found that you know sometimes in the older records, agencies didn't always mark the presence of restricted data or formerly restricted data or possible it was buried in a portion mark. Reviewers should catch that and we want them to help us identify that.

The next question we have which is still on this slide is: Are the boxes labeled to perform -- to show that a review was performed? Either a label or some agencies but a review determination sheet in box one of the transfer. Again, if the answers to these questions are no, contact us and we can talk with you and your declassification program manager to get to yes one way or the other. Next slide, please.

Have all exempt documents been tabbed using the standard form 1715. Standard form 715 is an approved -- basically a collar. I wish I brought one down with me. That says these records have been reviewed and these documents are except from automatic declassification. If you have tabs in the boxes with your agency's interest, say yes. If you say no, you are indicating that your agency's classified equity is fully declassified. So we still need to know do you have your own agency's sensitivities in these records you are transferring. Next slide, please.

Have all tabs and exclusions been tabbed with and there's a tabbed form with the implementing directive. That says you as the transferring agency need to not only review your agency's sensitivities but you need to identify sensitivities that another agency may still want to protect and may be able to protect. The difference between a referral and an exclusion is kind of a declass nerd term of art. An exclusion is a particular kind of referral to the Department of energy for that restrictive data and formerly restricted data. A referral is

any other equity to any other agency. I like to give examples.

Back when I was starting out, I started out as a reviewing technician in declassification a long time ago. And State Department embassies would send a weekly report back to the Department of state back in the day. And so it might have information from State Department's political officer, the State Department's economic officer and it might have information from other agencies that are part of that embassy team.

So the State Department might not care what the military act -- attached was reporting in their report but the defense intelligence agency may very well care and may want to protect that information.

So that's an example of a referral.

And your declassification program managers will know that and they will be able to appropriately tab for referral to DIA or to whatever other agency.

Next slide, please.

And this is when because -- sometimes records are part of a special access program and that is a program that individuals have to be specifically read in or briefed into.

So if you have SAP or other regards that have the requirement that have individuals to be read into it, we need to know and have that discussion for two reasons. One so we can appropriately store the records in the correct space when they get here. And two, so that we are not creating a security violations by having people working in those records that have not been read into the specific -- program. Or well more than 95 percent of the records, the answer for this question is going to be no.

Most of the agencies were dealing with, what I would consider garden variety collateral top secret and below or if you are dealing with sensitive

compartmented information, we have NDC staff that are already read into various compartments of -- SPI. Specifically for the narrowly tailored special access programs but we want to make sure before the records come we do the right thing.

Next slide, please.

So -- basically, the next thing we are going to ask you, you have review information and it's coming out of a classified system, so in other words, you created a classified folder list that indicates the status of the documents of a particular folder that's classified. We still want that information if you can produce it. But talk to us first because you don't want that riding with an unclassified ERA transfer. However, if you have a spreadsheet or other information that contains review results and it's not classified, we would love to have that as well.

And we have got here on the screen, examples of how you can name it. You have a spreadsheet that has the folder list and the review determinations and there's nothing classified about that.

You know -- we would love to have that and we can use that to help us continue the declassification processing here at archives to with the goal of getting those records out on the shelf to the extent possible and those documents that are still classified protected.

Next slide, please.

That's about all I have. I will mention the current version of the NA15130 has on the back side of it questions about are there other restrictions and we have listed some of the common -- B3 exceptions and while this is somewhat redundant because the TR's are going to ask you, are there restrictions, we find having this information helpful to us when we are working with classified.

For example, sometimes agencies will flag are there other statutory national security related exceptions, particularly some of the intelligence community agencies. So we find this helpful.

Questions, comments? Anything I can -- answer?

[Pausing for response.]

>>ARIAN RAVANBAKSH: Thank you, Don. We have one question that came in while you were talking. The NA14130 is only for declassified materials, correct?

>>DON: It is for records that are coming in that -- have been reviewed for declassification. So if everything is declassified, we still want a 14130. If have reviewed it and excepted everything in that series and have applied a file series exception that's been approved by the ICE cap we still want a 1430. In the case of most records coming, you have reviewed the records, you have tabbed your exceptions, you have tabbed your referral and exclusions, we definitely want an NA14130.

If you have not reviewed your permanently valuable classified records, and they're 25 years and older, we still want to talk to you before the records come over here.

Because by doing that, you are saying -- in effect saying, I'm -- any equity and all of my stuff is automatically declassified and by the way I have met the requirement to review these in accordance can Kyle lot and there's no other agency that could possibly have classified equity in this succession. Anything that started out as a classified transfer, whether it's been declassified if full or remaining in classified in full or more likely it's a mix of classified and declassified records.

We really need the 14130 to help us process your records

and to help you avoid a security problem, security evaluation.

No one wants to write security reports.

>>ARIAN RAVANBAKSH: Thank you, Don. Those are the questions that have come in. There have been a couple of other questions in the YouTube chat about the regulations and the updates that we'll handle at the end of the meeting. For now, we'll put you back on hold and see if any come in. I'll turn the meeting back over the Maggie to talk about the Capstone approach for electronic messages.

>>MAGGIE: Thank you Arian and thank you Don. I remember when things were the wild west on the transfer classified records front. It's good to hear about all the progress we have made. So I want to -- I'm here today to talk about the Capstone approach for electronic messages. Before I advance the slides I am going to alert you that this is more of a -- here's what's coming rather than comprehensive overview of everything.

Next slide.

So first, I wanted to put some context to this and note that NARA will be issuing several guidance products related to managing electronic messages. And as noted on the slide, this is a preview of what's coming. We have updates to regulations coming. There was a NARA bulletin expanding the Capstone approach to electronic messages that will be arriving soon. We have a GRS transmittable expanding GRS 6.1 to cover other electronic messages other than email.

We will update the form 1,005 which is the Capstone verification form and the form required to implement the GRS and as it notes it's going to be a form and we are going to be expanding the GRS. So there's a lot coming up in the next month or two.

Next slide.

So as I mentioned, GRS6.1 has been expanded to include certain other types of electronic messages. Those include email system chat, messages on mobile devices, what we normally think of text messages, and also messages from messaging services on third party applications of what we might commonly think of what's app or signal.

You will note that the verb tense the GRS6.1 has been expanded to include those, the GRS expanding this has already been signed, but general records schedules are unique amongst all schedules in they are not effective the second they are signed. Unlike other schedules.

Instead, they need to be transmitted formally through the federal register to essentially the heads of all federal agencies. And that has its own process we are undertaking right now. And we expect, expect that to be out in January of 2023.

So once that comes out, agencies may then use the GRS for email or for email in the other types of electronic messages that I had mentioned earlier that are included in this scope.

Next slide.

And we still will be requiring the NA1,005 which many of you have already completed, submitted, had approved sometimes a couple of it rations of it already. This is going to be all be pursuant to NARA bulletin 202202 resubmission of any -- NA1,005 forms which will be required as of January 2023. It led to the next topic here. That resubmission of Capstone forms mandatory resubmission as outlined in NARA bulletin 202202 is coming.

We are -- we have defined the resubmission cycle as January 31st, 2023, through April 30th, 2023, and that resubmission window will be opening at

the end of January. And will be closing in April. Next slide.

I also wanted to note that we'll have a new NA1,005. We started with a PDF form, we moved to an excel spreadsheet, and we'll have yet another version of it. It will a spreadsheet as well. However, it's being revised to the account for the changes to GRS6.1 for the viability to use it for other types of electronic messages other than email. We'll be posting the form on the website as soon as possible.

We are in the final stages of putting the -- sort of the finishing touches on the form. And when it's up on our website. We'll announce it with an AC memo. This will give you a chance to get a heads start on that before we open the resubmission window on the 31st of January.

Next slide. I want to point out earlier versions of the form will not be accepted. However if you have started on it already on the old resubmission form. Alert your GRS at their mailbox, which is GRS team at NARA.gov. But generally speaking, we won't be accepting earlier versions of the form. When you see the new one, it will be clear why. It's a little bit different.

The very important thing I wanted to point out is we'll provide a Webinar on the new version of the form and all the details surrounding being able to expand your Capstone coverage to different type of messages on January 24th.

And again, there will be an AC memo with details of it forthcoming, however, you could mark it on your calendar. And that Webinar will be where to -- you know, your detailed questions will be answered and your chance to ask more detailed questions.

Next slide.

So what I wanted to do here is just reiterate some of the key

dates and times that I mentioned. There was a lot mentioned there.

So first thing is the new form is going to be posted up on the website late December, early January. Again that new form will be what's required for resubmission.

We'll be hosting a Webinar on the 24th of January, to explain a lot of details associated with that. And then, on the 31st, the window for submitting, the mandatory resubmissions will open.

Next slide.

So with this, I'm happy to answer any questions on this topic.

>>ARIAN RAVANBAKSH: Thanks, Maggie. We did have one that came in before you announced the Webinar that was about are we going to do a live training and that was handled in the presentation. So we kind of -- figured that would come up. I have another one.

What updated Capstone guidance will NARA be provided to clarify, simplify who should be designated. Right now there's disparity in large organizations in sub components regarding who should be designated. Records officers are left to justify who and why individuals have been selected.

>>MAGGIE: So I -- I noticed that question earlier in the chat. And it's a really good question. And I'll just say right now, there are no plans to, quote unquote, simplify or clarify the guidance on picking -- or identifying, I should say, who are the Capstone officials. However, we are always looking at ways to improve the process and expand the FAQs and rethink things.

So to that end, hmm -- that is a question I will be taking to what we call our Capstone development team. And we have a number of -- individuals on that team it's a rather large team, that represents appraisal supervisors and general counsel.

Laurence is on it. The policy team is represented there. And we'll look at that. In the meantime, we have a meeting this week, we have a meeting in January as well. If the person that asked that question, if they wanted to send in some specific comments or concerns via again the GRS email or the RM communications email, we'll get that as well.

I think that could help us kind of think through the comment better.

So we would like to improve -- improve how that's handled.

>>ARIAN RAVANBAKSH: Thank you. I think that covers the questions. And I don't see any additional ones. So we'll put you back on standby. And move to the agenda to the -- David Lake and Sam McClure show to talk about ERA2 point 5.

>>DAVID LAKE: All right. Thank you, Arian. Happy to be back. Sam and I were here back in October.

I gave a more detailed update on ERA 2.0 and the launch and the integrate we are doing now to get ready for the launch. I'll give an update on that and where we are with that. Next slide.

I'm going to talk briefly about the timeline and where we are at on that at this point. Sam will talk more about the user account creation and what needs to be done to get ready for using ERA 2.0, when we launch it.

So as I said last time, there's a migration project underway to regulate all those records schedules and transfer requests forms and their data from the ERA system you use today to the ERA 2.0 system, so they will all be there. Whether they were in the final state or terminal state of let's say, approved. Or whether they were in flight. Or in progress.

So we are working on that right now. We are heavy into

transforming the data and testing how that data gets injected into the new system. And that the workflow picks it up and the data looks correct in all the forms.

As we talked about last time, the final migration of data will require a pause in the use of ERA. So essentially, we'll bring down the current ERA system for a period of up to four weeks while we finish the final part of the migration. And at the end of that period, up to four weeks, we'll launch ERA 2.0 and open it up for use by all of you.

With the current schedule, we are basically -- we are pretty close to what we talked about last time.

I think the schedule's getting pushed out a little bit that we reflected here. But essentially, we are planning to stop using the current system around the end of January or early February, I would say at this point, we are leaning more towards early February.

And then, as we said, that up to four weeks' time or the pause would mean the launch of ERA 2.0 around probably early March at this point is what we are looking at.

So -- hmm -- again, these are kind of the earliest possible dates and we are updating those as we go along.

As I said, we are heavy into the testing right now of the migration. And we fully expect for data issues to pop up as we do that. We have allowed a buffer for that and the question is how many issues we find and how long it takes to rectify them.

We will be communicating with you through the BRIDG venue as well as others in terms of AC memos or other communications, especially if those dates move out anymore, we'll update you as we go along so you are aware of where we are and how long that shut down is going to take. And when that date is for the launch of ERA 2.0 for use.

Next slide, please.

Sam, I think I'll turn it over to you now.

>>SAM MCCLURE: Thank you, David. So as David mentioned in the last BRIDG appearance, we gave a lot more detail on what to sort of expect in the system and some of the high levels of data migration. We wanted to touch back on the points about user accounts and make the same points we made before.

For 2.0, from agency perspective, we will have the same roles current in the current ERA. Records scheduler and certified official. So on and so forth. At the launch of 2.0 and the time frame David described, everyone with an account in the current ERA will have the same profile in ERA 2.0.

A question came up last time, will there still be account managers who have users in ERA, the answer is yes. We are getting the starting point from the ERA account perspective. From then on, it will be just as we have in the current ERA, the respective account manager for the organization and contact the ERA help to get users set up in the system and users that have left the system.

We'll have a one-to-one match from the end of the use of the current system to the start of the use of the new system. The thing that changes is our requirement to authenticate into the system using the PIV or -- CAC card. That will require an active profile in OMB MAX.

On one hand you have to have the account on the ERA 2.0 and the other, you have the profile active in MAX.gov. So when you authenticate -- visit the URL in the web browser from Edge, look to authenticate with the PIV it will take you to the OMB MAX process. And you will come back to the dashboard for ERA 2.0. The process is fairly seamless. And we have tested it and are confident it won't create any drama. It will streamline the

communication that's available for system access.

For the organizations that don't issue PIV CAC, there's an exception process. There's still an OMD MAX profile. You will use your email and password. In either case, it's an active account in ERA 2.0 environment. Plus a profile in OMB MAX.gov.

If you have not noticed before, David and I not by nature are great communicators but people in the organization are working to supplement our poor communication styles. There's more communication coming out. Including descriptions on the OMB MAX requirement, giving you the URL if you don't have a current profile established in the system. Another guidance we have coming -- updates to how to authenticate into the system using the PIV or CAC card will be made available as well.

At the start of this, your accounts will strongly resemble your current accounts in the ERA. The authentication keys will be different. Guidance documents will be provided and we'll have the ability to get you up and running with the new means in place.

So again, with this, with any questions, we'll be happy to talk about it here and as other questions come in, we'll take them offline and respond about accounts from there.

Next slide, please.

So this is just to reiterate the point that David made earlier. We are in the middle of testing as well as active migration efforts in the non-production environments. The point of testing is to find problems before they come up to real people on the production side.

So our testing has continued on the positive path. The other work needs to continue as scheduled. We'll be able to stick to the timeline that's been described today.

If it slips for any reason, and other circumstances arise that have us push this timeline out, we'll communicate that as soon as we know it. We want to give you a clear understanding and when to expect to stop working in ERA base -- in ERA base and start in ERA 2.0.

It won't happen late January, early February at the earliest. And as the time frames become closer to actual, we'll communicate that. If at any point, we need to push out however briefly, we'll communicate that as well. So you have an understanding on what system will be available when. So you can complete your work as needed.

With that, that is the end of our portion here, I think -- we are happy to answer question and any Arian you are for the general questions art overall meeting as well, correct?

>>ARIAN RAVANBAKHSH: Yeah. That's correct. Sam, thank you.

We have a couple of ERA 2.0 questions. First comment great to log in into ERA 2.0 via Chrome or Edge with the PIV or CAC cards. Will ERA 2.0 allow users based on their role to create one and export ad hoc reports

>>SAM MCCLURE: Short answer, no. Longer answer -- is we will have more robust searching and ability to at least download a CSV of the results. Results being a list of forms and the data fields that are responsive to the queries. We don't have in the system as it launches in the 2023 the ability to run reports in terms of calculations or summations -- or average of schedule processor or anything like that.

We start with a fairly strong somewhat idiosyncratic search capability. And we pull results from there. Save the queries and update them over time.

We won't have very strong reporting from, again, the calculating the -- reporting the calculating average, averages of ages or anything like that. But

more to come in that area as system development continues.

David, did I botch anything?

>>DAVID LAKE: No, I think that's accurate. The -- just one -- thing to remind all about is that in ERA 2.0 there's only one version of the schedule. I know when doing searching, the ERA base you have to do a lot of work to filter out the multiple versions you see in there. With ERA 2.0 since there's one version at a time, being able to do proper searching that you needed to and download the results of the searches as Sam said, and then, you know, and say, for example, excel, you can manipulate your results in a way that make sense to you.

But, as we get started with the system, we are certainly happy to take feedback from any of you using the system about potentially whether they're standard reports that are not there that you would be interested in. If we can get to the point where we can create an ad hoc reporting system that would allow you to generate your own reports based on the meta data that we have, that's something we can certainly look at and prioritize.

>>ARIAN RAVANBAKSH: Thank you. A couple around Capstone. Sort of I guess, you could say, will the Capstone forms be in ERA 2.0 the ones Maggie referred to. Will the pause of ERA 2.0 effect the schedule because the time frames seems to overlap.

>>SAM MCCLURE: We'll not -- be supporting with a workflow. In our case we are referring to Capstone data that's migrated into the system. This take place out of ERA just as other cycles have. We are migrated into the current system. As Maggie said they are about to be over taken by the next submission cycle. The -- 1,005.

It will be migrated into the system and available through search and modified and no workflow there there's a repository of the forms. The next effort in 2023 will result any round of forms for us to migrate into the system with a workflow to come

before the next submission.

We'll augment -- as calendar year 2023 progressing but at launch, you will be able to see the currently although nearly to end Capstone forms will take in the new forms when the new cycle the over. You will be working in the system to submit or review these forms.

>>ARIAN RAVANBAKSH: Thank you. A lot question, will we need to register our IP addresses to use ERA 20 like we did 1.0.

>>SAM MCCLURE: That's a great question and came up after the last presentation as well. The approach we will take is port over the list we have in 2.0. We are basically taking the access the users are using from an ERA base moving them into the new system.

We'll look to have that available from day one. Your current IP's as white listed will remain valid for the new system environment. If it changes contact the help desk and let's get them updated. There's been a few updated in the recent months but we look to carry that over as it is.

>>ARIAN RAVANBAKSH: Thank you. And one more. Will we be able to take action on more than one transfer at a time in ERA 2.0.

>>SAM MCCLURE: The answer is it depends. It will be built in to both the transfer request and the records schedule. Once they can be selected and there's a thing where you can commit to the terms of agreement once and have it applied to all the transfer questions. It will come over to the units on the National Archives. There's a bulk action in the ERA 20 and that's described in the -- that's made available for users at the launch.

>>ARIAN RAVANBAKSH: Thank you, Sam and David. I think we have gotten all the ERA 2.0 questions out. Now I shift the meeting over to sort of more general questions that came in during the meeting. I'll ask Laurence to come forward.

And start helping me out here.

Is there a template or some type of enrollment process for newly appointed members, I believe this is records officers, maybe.

>>LAURENCE BREWER: Yeah. So we have a National Archives bulletin. It is NARA bulletin 2017-2. Where it talks about the responsibility of senior agency official records management and as part of the bulletin, specifically the last paragraph, I think is paragraph 9, talks about how agency records officers get designated to NARA.

It's -- kind of buried in that bulletin. I get it.

But it's really important for us that we have formally designated records officers for each agency.

We need those names for our distribution lists and we need them as I talked about earlier, so that we can communicate about the requirement for an agency records officer credential.

We need them as Cindy talked about this morning as contacts for annual reporting and all the work we do around schedules and really just to keep everybody informed about what is going on at the National Archives related to the work you do in your agency.

So there's no -- template per se, but there is a requirement to send a letter or communication to RO updates that's RO dot updates at NARA.gov. There is a sort of a little bit required information that would need to be included as part of the designation and it needs to be submitted by the senior agency official for records management for that agency. So I encourage you to take a look at that NARA bulletin 17.20-2.

>>ARIAN RAVANBAKSH: Thank you.

Now to the next topic. Digitization. Are there any updates

to the finalization of 36CFR-1236 -- sub part E digitizing permanent and federal records? I don't know --

>>LAURENCE BREWER: Yeah, I think Lisa will pop in on this one. There she should.

>>LISA HARALAMPUS:

[Background noise.]

-- [Off mic.]

>>GINA COLEMAN-WILLIAMS: Lisa, can you come off of mute, please.

>>LAURENCE BREWER: Technology has gotten us again.

>>ARIAN RAVANBAKSH: She's making the mistake of watching the YouTube meeting.

>>GINA COLEMAN-WILLIAMS: Please come off of mute.

Give us one moment.

>>LAURENCE BREWER: Still on mute, so.

>>GINA COLEMAN-WILLIAMS: We can't hear you Lisa.

>>LISA HARALAMPUS: I'll try one more time. Thank you for being patient while I got my mutes coordinated. The answer to the question where is NARA on digitizations regulations.

We are still in the internal review process. We are still reviewing the regulations. That being said, we expect to finish the internal review process by January and that's January of 2023.

And after we finish that, we hope the regulations will be problem gated a few weeks after that. We are looking at the second quarter, FY23 to have that guidance available to agencies.

If you have questions about the digitization regs, email me

and my team at RM standards at NARA.gov. RM standards is one word. And I'm happy to answer any of those questions.

>>ARIAN RAVANBAKSH: Thank you, Lisa, for the update. Is Chris still on the call. Chris Pinkney.

>>CHRISTOPHER PINKNEY: Chris is here

>>ARIAN RAVANBAKSH: Thank you, Chris? What's the status of boxes being able to pick up transfers for FRCs.

>>CHRISTOPHER PINKNEY: That's lagged between the time the question came in and right now gave me the chance to reach out to Sharon Harris the director of WRC for an update. It was not the good news update I hoped to get. He reports they are still taking limiting appointments for truck service runs. They are down to a single CDL driver right now.

One of the supervisors who used to drive the vehicle and willing to help out when he can. They are in the hiring process to get us a new generation of drivers to operate the vehicles. As of today, he's not yet to the point where he has a referral list.

My guess, the difficulty is getting things scheduled is going to persist fair number of additional -- a number of additional weeks. I will almost guarantee you once they get a referral list they will make rapid selections and we'll do everything we can to get people on boarded and trained.

There may be some lag if you were doing a pickup of classified records because we have to work out it with the classified bulk staff.

Ask me the question again in February and hopefully I'll have something much happier to say.

>>ARIAN RAVANBAKSH: We can already -- we can preload it into the February meeting then.

>>CHRISTOPHER PINKNEY: It's a deal. We'll try it again then.

>>ARIAN RAVANBAKSH: Thank you, Chris. Maggie?

>>MAGGIE: Yes.

>>ARIAN RAVANBAKSH: Will the Capstone Webinar on January 24th be recorded?

>>MAGGIE: The presentation will be. We have decided not to record the questions. So that we can have free flowing conversation but the presentation itself will be recorded.

>>ARIAN RAVANBAKSH: Thank you.

Can you please tell me if Webinar rehabilitation center plans to make -- NARA plans to make the RCF list on the website client this effects our agency a great deal and any update is much appreciated.

>>MAGGIE: Great thank you. And that question refers to the repository of records control schedules that's on our website. And there's a little bit of an answer here. So I'll just -- give it a full answer though.

So we do do OCR and we add 508 tags, however it's with varying of degrees of success due to the fact we are dealing with scanned documents. The challenges are significant. To make them truly 508 compliant requires essentially creating structured text from a scanned document that has no embedded text or structure when you think about the old SF115s. Adobe tools attempted to extract text in attempt to give it structure but with limited success. As people saw. The only way to make the scanned paper schedules 508 compliant is to transcribe them all and there's a lot of annotations from the pen ink and changes.

This is an enormous undertaking from the federal government. We have no -- to undertake the project we did research analysis on it and unfortunately concluded it was not within budget to take. However we spent some time today listening to Sam and David talking about ERA 2.0 and the PDF exports from -- are compliant and at least we can say the new system and the PDF exports out of that system should meet 508

standards and WC3 guidance I'm happy to report that. That's another reason for us to move record schedules into ERA 2.0.

>>ARIAN RAVANBAKSH: Thank you.

Another question that came in during the Capstone presentation, would it be possible for OPM to tag positions as Capstone?

>>MAGGIE: So I think -- hmm -- that that might not -- result in any practical benefit in the sense that the positions that could be possibly tagged would be very basic ones, like the head of the agency, perhaps the agency's general council, huh -- very basic positions like that.

And I don't know that that would save anything from the -- the effort of dealing with the more unique individual structures of most agencies.

So -- unless I'm misunderstanding the question, I'm not -- I can't quite picture that working for us -- again, we are dealing with the entire federal government, you know, Department of Defense, Department of energy, very large cabinet level agencies much less all the Marriott of smaller ones.

>>ARIAN RAVANBAKSH: Thank you. This is an ERA question, so Sam or David and maybe Maggie you want to chime in on it too. Left lane NARA training and ERA teams update the current ERA training and user manuals for ERA upon the March debut of the new ERA. That is a lot of ERA.

>>MAGGIE: The answer is yes. Annie and Michelle's teams are hard at work creating a lot of ERA 2.0 training which will include videos, demos, job aids, I'm really not doing it justice. There was a preview of some of it at the last BRIDG meeting. If you go look at the YouTube of October BRIDG, you can get a much more full picture of what that will involve. But yes. Sam, I see you nodding, maybe you have anything -- something to add.

>>SAM MCCLURE: No. No. I was saying in complete agreement. It's going to be a totally revamped set of job aids and documentation. Brand new system and new environment. We have done the easy part with the nuts and bolts, the user bulk pieces and Eddie and his team did the hard work and breaking it into digestible chunks. And posted on the web. As the preview in the last recording of the YouTube session as Maggie said, the last BRIDG session.

Specifically needed to undertake in the system at a given point in time and yes, all new documentation.

>>MAGGIE: I was at a meeting yesterday looking at some of it and looking at repurposing some of the external for the internal staff because it's very well done. It's very well done and I think people will be very pleased with it. Sam's point about being broken down into digestible chunks is key to it. If you need to submit a schedule, you can go in there and look that up very quickly. So we are all very excited about that.

>>DAVID LAKE: I was going to say, we hope the system is easier to use and more user friendly. But these forms and workflows, they are substantive and they are complex and so -- you know we have spent a lot of time developing the new training aids. So we hope they get used.

>>ARIAN RAVANBAKSH: Thank you. Here's a question that came in around Capstone, I think, we are not aware of any system that can help agencies manage mobile devices such as iPhones, especially in terms of ingesting the messages for long term storage.

If the services are moved from one vendor to another, will there be guidance for IT departments? I think I can start by saying our Capstone guidance will remind agencies of the records manager and policy to create, manage store and access and dispose of federal records including records on mobile devices. We understand iPhones have challenges with the proprietary software and continue looking for a way to better manage the

process. I'll start with that.

>>LAURENCE BREWER: I think this is an area we'll talk more about. Especially as the new expanded Capstone approach is issued. We want to be able to work with agencies and understand the challenges and we know the challenges around iPhones exist related to the security.

There are tools that will help agencies better manage and capture electronic messages.

And you know we are going to spend some time talking with agencies to kind of learn what those are and how they can be adopted. But you know, as we mentioned already in the meeting, we have to issue guidance on what the requirements are and what agencies should be doing with the understanding we are looking at all the federal agencies subject to the requirements.

So we try not to get too specific and down into the details of implementation but we are always ready and willing to learn more about the challenges that agencies are facing and seeing what -- facing and seeing what we can do to share best practices and lessons learned about how to overcome some of the barriers that are in place.

>>ARIAN RAVANBAKHS: Thank you.

What is the future -- this might be for Chris or you, Laurence, what's the future of the Pittsfield federal records, are in any other major changes for other federal records centers in 2023 as well as trans shipments, diversion of shipments.

>>CHRISTOPHER PINKNEY: That sounds like a me question.

>>LAURENCE BREWER: I agree.

>>CHRISTOPHER PINKNEY: The latest update on Pittsfield.

The current shipment out of the facility continues. They are

getting ready to send from Pittsfield to Lenexa. They're sending records from Pittsfield to the Dayton network. I think the latest update indicated that the final records may move -- maybe is -- as early as the end of April or end of May. We should end occupancy at the site at the end of August, as we finish up with shelving and accessing of property and things like that.

The other activity that takes place in 2023 is the closure of warehouse 9. Not the Fort Worth FRC. It's the old annex the remains out on Phoenix Street. It's a building we maintained after we moved out of the -- old federal records center at the site.

It's been useful for the storage of permanent records as well as archival materials maintained down at Fort Worth. But PSA is in the process of accessing the entire property and we need to move now. We are currently soliciting vendors to help us with the move. And the FRC records will go up from warehouse nine up to the Lenexa federal records center in the beginning of spring next year.

I believe the archival records at the location are being split between the Fort Worth facility where the archives and record center share the new site and -- up in Kansas City.

No other major trans shipments that impacts DoD, I think it was Tommy that posed the question.

There are a few cases where IRS list years are flowing to different centers to make it easier for us to focus on backlog reductions and there's a few sites that have substantial backlogs.

But I guess at that point, this should be about all we have going on next year. And I suspect it will be more than enough to keep us very busy.

>>ARIAN RAVANBAKSH: Thank you, Chris.

Just -- there was one that came in -- let me find -- oh -- do

you know if agencies have the authorization to convert NARA standard forms to NTEX workflow forms for transferring records to the agency will the appropriate meta data?

And I'm just repeating that question.

>>MAGGIE: I'm going to say, as someone who trucks in NARA forms with agencies, that I have never had that question. And am not sure of the answer.

So -- as we are closing this out, I will see if I can find an answer before the end. If not, I'm not sure how we get answers back to people. But I will look into that.

>>ARIAN RAVANBAKSH: I think this came in through RN come and we should be able to track it back to the email. Laurence we have left the exception request to the end because you saved the best for the last.

>>LAURENCE BREWER: I don't know about that. But shoot.

>>ARIAN RAVANBAKSH: Is there a time frame for when Webinar are will respond to ex -- NARA will respond to exception requests already submitted?

>>LAURENCE BREWER: So -- when we issued the guidance and the bulletin that talks about exceptions we didn't put a separate deadline for when we would responds. We were not sure what to expect and how many we would receive. So we just didn't have enough information to be able to share what a reasonable time frame would be. They have proven to be fairly complicated in terms of what we needed to review, analyze and discuss with agencies and -- elevate for decisions.

So you know, we continue to work through them. We are committed to -- reviewing each one. Coordinating with OMB on each ask with force likely to produce obtain -- request and -- we are trying to do it as soon as we can giving all the moving

parts and the steps we need to take to get them reviewed and decided.

>>ARIAN RAVANBAKSH: So related to that, NARA bulletin implies the deadline to submit an exception request to OMB memorandum is 31st of December is it extended to 30th June, 2024?

>>LAURENCE BREWER: Right. There's no separate deadline for agencies exceptions however it follows if agencies want to be in compliance with the requirements, these exceptions should be submitted before the updated deadline. Similar to the previous deadline in M1921.

I mean, we also, you know, understand that agencies are going to discover records that they may need exceptions for after the revised target dates are extended. That will require exceptions. And we are prepared to review all those as well as well as the situations arise.

We encourage agencies to look at what they have in a very comprehensive way. And submit them requests for exceptions to us before certainly before the next deadline comes around and as soon as -- you have the information available to share with National Archives.

>>ARIAN RAVANBAKSH: Thank you, I'm just searching if there's anything -- oh -- I guess the backlog should be cleared in a few months then. I don't know if that's referring to FRC backlogs or -- to -- the blacks on the exception requests.

>>LAURENCE BREWER: I can speak to the exception requests, I mean, we have not gotten -- or received a huge volume of exception requests up until this point. All of them have been reviewed and discussed with our senior management here at the National Archives. And we are working on the coordination and the drafting up the decision documents and responses to agencies.

>>ARIAN RAVANBAKSH: Okay. I'll also acknowledge there's been a nice conversation in the chat about -- a couple of thank you's and a couple of sort of other members of the community volunteering and guidance and help. So we appreciate that. I think that's all the questions that I see from across all the platforms. So if we have the next slide.

And Laurence, you can close.

>>LAURENCE BREWER: Well, it looks like we planned this meeting for the perfect amount of time. We'll let you go a few minutes early with just a reminder that our next meeting will be Valentine's Day in 2023.

So keep an eye out for communications and products and many other things that we have talked about today. I hope everybody has a great holiday and a happy New Year and we'll see you all again in February.

Have a great afternoon.

[End of meeting.]

[Captioning no longer needed.]