Bi-Monthly Records and Information Discussion Group

To Ask Questions
Chat via YouTube

or

Email: rm.communications@nara.gov

June 11, 2024
● Federal Records Center Program (FRCP) Updates
● Scheduling Guidance Updates
● Unauthorized Destruction Assessment Report Discussion
● Records Management Training Updates
Federal Records Centers Program (FRCP) Updates

Tāsha Ford
Director
Federal Records Centers Program
Questions

To Ask Questions
Chat via YouTube
or
Email:
rm.communications@nara.gov
Scheduling Guidance Updates

Andrea Riley
Supervisor
Operations Research & Support Team (ACRS)
● Scheduling Guides provide advice on scheduling specific categories of records, usually based on function

● NARA issued the first guide, Scheduling Public Affairs Records, in 2016

● The new guides reformat some of NARA’s existing guidance on:
  ○ Common permanent records
  ○ Personal data
  ○ Research and development records
  ○ Environmental health and safety records

● New guides cover legal and legislative records

● We expect to issue more of these guides as they are prepared

● See AC 25.2024 for more information
• NARA regulations require agencies to review records schedules that are ten years old or older every five years (see 36 CFR 1225.22a).

• We have provided instructions on how to use the Records Control Schedule repository (RCS) to identify and review agency records schedules.
  ○ We do not recommend using ERA for this review as it does not contain item level data from pre-ERA schedules.

• We encourage agencies to report inactive schedules to NARA so that we can update the RCS.
  ○ Information on how to do this is also provided in the instructions.

• See AC 27.2024 for more information or contact LSSP_Team@nara.gov.
We are in the process of updating the *Guide to Inventorying, Scheduling and Disposition of Federal Records*, also known as the ISD.

This guide is a web edition of the Disposition of Federal Records Handbook.

We are in the process of completely revising the ISD:

- Content will better address records scheduling in an electronic records environment.
- It will include step-by-step instructions and best practices for inventorying and scheduling records.
- The guide will also explain the appraisal process.

We expect the new ISD to appear in early FY2025.
Questions

To Ask Questions
Chat via YouTube
or
Email: rm.communications@nara.gov
Unauthorized Disposition (UD) Safeguards
RM Assessment

Andréa Noel
Senior Records Analyst
Records Management Oversight and Reporting Program
UD Safeguards Assessment

- Conducted during fiscal year 2023 with 7 agencies
  1. USDA – Agriculture Research Services
  2. DOD – Air Force
  3. DOD – Defense Logistics Agency
  4. DOD – Office of the Secretary of Defense
  5. DHS – US Coast Guard
  6. DOJ – Federal Bureau of Investigations
  7. Treasury – Internal Revenue Service

- Focus: Evaluation of policies, procedures, and practices related to 36 CFR 1230 & reported safeguards for 38 UD cases

- UD Categories: Accidental disposal/destruction, removal by departing employees, lost in transit, inadvertent loss of cellular data & unknown causation

- 9 recommendations
Summary of Recommendations

- Develop & regularly disseminate RM resources related to UD incidents & reporting requirements agency-wide

- RM programs should:
  - Lead standardized investigatory actions
  - Collaborate with relevant stakeholders during investigations, reporting & safeguard development & implementation
  - Monitor safeguard implementation for completeness
  - Communicate UD incidents and safeguards agency-wide
  - Balance implementation of long-term safeguards with immediate temporary ones
  - Regularly monitor implemented safeguards for effectiveness and respond to inefficiencies
Questions?

To Ask Questions
Chat via YouTube

or

Email: RM.Communications@nara.gov
RM Training Updates

Michelle Bradley, Supervisor
Rene Valero, Instructional Designer

Records Management Training Program
New ERA 2.0 job aids

New and Revised ERA 2.0 job aids for transferring records are up!

- 14 new job aids
- www.archives.gov/era/training

<table>
<thead>
<tr>
<th>Transferring Records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Create a Transfer Request - General Information Tab</td>
</tr>
<tr>
<td>How to Add Tracking Numbers</td>
</tr>
<tr>
<td>How to Add Transfer Details</td>
</tr>
<tr>
<td>Access Restrictions Sub-Section</td>
</tr>
</tbody>
</table>
New Training: Records Management for Contractors
Launch Mid June 2024

Advice Specific to Contractors about Federal Records

As a starting point, assume that you are creating records that are subject to federal requirements.

- REVIEW the specific details of your situation.
  - What is the scope of your workflow?
  - What records are your company involved with?

- REVIEW your contract to determine if there are any unique recordkeeping requirements specific to your work. (For example - you work in electronic records...you need to produce records in a specific electronic format).

- CONSIDER any employee training that is required so that records are created, transferred and stored effectively.
## NARA Bulletins Formatted for Training

This page contains formatted bulletins to review as a lesson. Select the title of the bulletin. All bulletins can be downloaded into your LMS.

*Please note that the table below is searchable and sortable. Click on any of the header cells to sort by that column.*

### Code | Title |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-01</td>
<td>Guidance on Storing Radiographic Film Records</td>
</tr>
<tr>
<td>2023-02</td>
<td>Expanding the Use of a Role-Based Approach (Capstone) for Electronic Messages</td>
</tr>
<tr>
<td>2023-03</td>
<td>Revoked NARA Bulletin on Media Neutral Processes</td>
</tr>
<tr>
<td>2023-04</td>
<td>Managing Records Created on Collaboration Platforms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-01</td>
<td>SCORM</td>
<td>6/10/2024</td>
</tr>
<tr>
<td>2023-02</td>
<td>SCORM</td>
<td>6/10/2024</td>
</tr>
<tr>
<td>2023-03</td>
<td>SCORM</td>
<td>6/10/2024</td>
</tr>
<tr>
<td>2023-04</td>
<td>SCORM</td>
<td>6/10/2024</td>
</tr>
</tbody>
</table>

Showing 1 to 4 of 4 entries
Reformatted NARA Bulletins

Records Management Training Program

Supporting the Development of Records and Information Management Professionals

The Records Management Training Program provides five services that support records management training performed by Federal agencies.

Training Materials Catalog

Our Training Materials Catalog contains most of the training materials that we develop, including all of the new online lessons that are part of the new training curriculum that we call Curriculum 2.0.

The catalog includes:
- Online Learning
- ERW 2.0 eLearning Training Materials
- Microlearning Lessons
- Videos and Webinars
- Job Aids
- Other Resources
- Legacy Training Materials (Knowledge Area Courses)

Records Management Training

In 2020, the Records Management Training Program ended its in-person workshops and moved to an all-online, self-paced format. Now, you can take our records management training on your own schedule, for free.

Our Online Learning page Online Lessons gives you access to all of the training lessons we have developed. While we no longer offer the Certificate of Federal Records Management Training, everyone can explore training content on a variety of records management topics found in our Training Catalog.

We are currently developing new training materials on a variety of topics. If you would like to suggest new topics and training products, send your ideas to rmt1@nara.gov.

NARA Bulletins Reformatted

NARA Bulletins: Formatted for Training Presentations and LMS Downloads.
To access the official NARA Bulletin website click here.

NARA Bulletins Formatted for Training

Records Management Instruction Support (ReMIS)

Records Management Instruction Support (ReMIS) experts provide:

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
RM Training on Social Media

Are you and your staff logging into NARA’s RM Training Program’s Social Media accounts?

- Records Management Training Program promotes online training and RM resources on social media
  - New RM messages and guidance from NARA
  - Links to training materials
  - Highlight AROC recipients

https://www.facebook.com/NARARMT/
https://x.com/nara_rmtraining
Highlight AROC recipients
Brush up on WHAT IS A FEDERAL RECORD?!
https://www.archives.gov/records-mgmt/faqs/federal.html

Note: Within this, we may wish to emphasize the importance of understanding the distinction between a federal and non-federal record, which can be challenging for some employees. Here's a hint on how to tell:

- **Federal Records**: Generally, these are records created, maintained, and used in the course of official business by the federal government. They may include documents, emails, digital files, and other forms of data.
- **Non-Federal Records**: These are records that are not created, maintained, or used by the federal government. They can be from various sources, such as state, local, or private organizations.

VISIT: https://www.archives.gov/records-mgmt/training/other-resources

More Resources for Federal Records Managers

First Steps for New Agency Records Officers

Other Resources
Records Management Other Resources

The following resources are available to help you get started as a new agency records officer or to assist you in managing your records management program:

- **Records Management Training Guide**: This guide is designed to help you understand the basics of records management and how to implement a records management program in your organization.
- **Records Management Checklist**: A detailed checklist that outlines the steps you need to take to ensure your records management program is up-to-date and compliant.
- **Records Management Software**: Various software solutions are available to help automate your records management process, making it easier to manage your records efficiently.

These resources are intended to help you navigate the complexities of records management and ensure that your organization is compliant with federal requirements.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
New Memo to Agency AROs about Deleting Draft Records Schedules from ERA 2.0.
Visit Link here: https://www.archives.gov/records-mgmt/memos/ac-30-2024
@USState @USDA @USTreasury

New Instructions for How to Use the RCS for agency review of Records Schedules
https://www.archives.gov/.../schedules/rcs-for-agency-review
Records Lifecycle

- Creation or Receipt
- Maintenance and Use
- Disposition

Transfer → Destroy
EXHAUSTED?
APRIL 2024
RECORDS MANAGEMENT
MONTH
TRAINING RESOURCES
ARE STILL AVAILABLE!

Video/web training resources @
https://www.archives.gov/records-mgmt/training
US National Archives Records Management Training Program
September 23, 2023

Identifying and retrieving federal records should be a top priority in your records program.
Download resources, training aids, and lessons 24/7 HERE:
https://www.archives.gov/records-mgmt/training

I really need to keep track of where I buried that bone!

Anticipating frequent retrievals & searches???
Everyone needs a little brush up on their Records Management practices...
In the District Court of the United States for the Western District of Texas, Situated at Austin, Texas.

The President of the United States, To the Marshal of the Western District of Texas: Greeting.

Whereas, on the 15th day of July, 1878, in one said District Court, in the said County, and in the said State, certain persons, having been committed to the said District Court, were convicted of the crime of fraud and deceit in connection with the sale of certain bonds, it is hereby ordered and adjudged that the said persons be committed to the custody of the Marshal of the Western District of Texas, for the purpose of being punished for said offense.

The person to whose order this warrant is directed, is hereby directed to deliver the body of the said person, and is further directed to deliver the said person to the custody of the Marshal of the Western District of Texas, and is further directed to deliver the said person to the proper authorities for the purpose of being punished for said offense.

WITNESS the Mayor of the City of Austin, Texas, and the said Marshal of the Western District of Texas.

The Marshal of the Western District of Texas,

[Signature]

[Seal]
General Q&A

To Ask Questions
Chat via YouTube

or

Email:
rm.communications@nara.gov
NEXT MEETING
Tuesday
August 13, 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
Bi-Monthly Records and Information Discussion Group

archives.gov/records-mgmt/meetings/index.html