Bi-Monthly Records and Information Discussion Group

To Ask Questions
Chat via YouTube

or

Email:
rm.communications@nara.gov

October 18, 2022
Welcome

Laurence Brewer
Chief Records Officer for the U.S. Government
BRIDG Agenda

- Welcome
- Opening Remarks
- Federal Records Centers Updates
- AROC Renewal
- ERA Update
Opening Remarks

- Resubmission of NA-1005 Capstone forms
- Progress on new regulations for digitizing permanent records
- Release of new white paper on Quantum Information Science and Technology (QIST)
• NARA and OMB are discussing extending the December 2022 deadlines by 18 months through June 2024

• Until issued by OMB, this date is not final

• Key goals in M-19-21 will remain in effect

• Allows more time for planning and accelerating progress towards achieving fully electronic government
FRCP Updates

Christopher Pinkney
Federal Records Centers Program

Ron Mitchell
Acting Director, Customer Relationship Management
Questions?

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Records Management Training Program Update

Christopher E. Kline
Director, Records Management Training
• All designated Records Officers that have the Agency Records Officer Credential (AROC) or the Certificate of Federal Records Management (CFRM) equivalent

• Outlined in NARA Bulletin 2019-02 Agency Records Officer Credential Training and Renewal Policy
  ○ Frequently Asked Questions (FAQ) about NARA Bulletin 2019-02)

• 3 year renewal cycle (Example: AROC awarded on January 1, 2020 is valid until December 31, 2022

• First set of renewals: Jan 2023
● Notifications will be sent in Nov – Dec 2022 timeframe

● Renewal is a question assessment divided into 3 sections

● If 80 % is not achieved in a section, content slides and retesting will follow

● Approx 1 – 2 hours to complete

● Questions are based on informational packet that will be sent prior to start of the renewal
Records Management Training Mailbox: 
[rmt1@nara.gov](mailto:rmt1@nara.gov)

Director, Eddie Kline: 
[christopher.kline@nara.gov](mailto:christopher.kline@nara.gov)

Supervisor, Michelle Bradley: 
[michelle.bradley@nara.gov](mailto:michelle.bradley@nara.gov)

Records Management Training Program Website: 
[archives.gov/records-mgmt/training](http://archives.gov/records-mgmt/training)
Questions?

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Update on ERA 2.0

David Lake
Program Manager, ERA

Sam McClure
Electronic Records Program Director

Christopher E Kline
Director, Records Management Training
● Agency Use of ERA 2.0
● Key ERA 2.0 Enhancements
● Preview of ERA 2.0 Dashboard Screens
● ERA 2.0 Training
ERA 2.0 will replace the current ERA as the system used for:

- Records Scheduling process (i.e., Records Schedule forms & workflows)
- Transfer process for all permanent Federal records, analog and digital (i.e., Transfer Request forms & workflows)

ERA 2.0 is already in use by NARA accessioning staff as the repository for digital accessions

Prerequisites to enable Agency Use of ERA 2.0

- NARA’s successful migration of Records Schedules and Transfer Requests from ERA Base to ERA 2.0
- Availability of online training and job aids
- User accounts set up
Agency Use of ERA 2.0

Migration of Records Schedules & Transfer Requests to ERA 2.0

- Project underway to analyze form data from the current ERA and map it to the revised forms in ERA 2.0
- Forms will be migrated to their equivalent statuses in ERA 2.0
- General cleanup of draft schedules from before FY 2020 ([AC 22.2022 Draft Schedules in ERA](https://example.com) and [AC 30.2022 Locating Draft Records Schedules in ERA](https://example.com))
- Specific Records Schedule and Transfer Request issues being addressed by NARA appraisal and accessioning staff with their agency counterparts
- Final migration of data early in calendar year 2023 will require a pause in the use of ERA for a period estimated to be no more than four weeks
User Accounts

- ERA 2.0 Agency user roles same as current ERA roles (Records Scheduler, Certifying Official, Transferring Official, Approving Official)
- NARA will create accounts in ERA 2.0 for all current agency users of ERA based on current ERA user profiles
- Authentication with PIV/CAC
  - Requires active ERA 2.0 account and an active OMB MAX profile
  - For users who do not have a PIV/CAC we can support with alternate authentication means
  - User guide to set up OMB Max profile coming soon
Agency Use of ERA 2.0

Timeframe for Agency Use

● If data migration and the related efforts remain on schedule, we are set to release ERA 2.0 for agency use around the beginning of March 2023

● We will refine and update the schedule for the shutdown of ERA Base and the release of ERA 2.0 for Agency use as we closer to the end of this year

● Many more details regarding user accounts, training, and the use of the system to come

Agency Use of Direct Upload to ERA 2.0

● NARA looking to Pilot Agency use of the Upload feature of ERA 2.0 after release
Key ERA 2.0 Enhancements

Revisions to Records Schedule and Transfer Request forms

- Examples
  - In the Records Schedule, adding the field to support the scheduling requirement for Tribal consultation
  - Agencies will be able to use Permanent GRS Items as Disposition Authorities in Transfer Requests

Updated Dashboard

- Better visibility into the status of forms throughout their approval lifecycle

ERA 2.0 removes confusion of multiple versions of forms

- System manages one version of a form, always up to date, and with a history log showing all past changes to that form
- Search Results only display that one latest version of a form
Key ERA 2.0 Enhancements

User access to forms now based on organization rather than Record Group (RG)

- Goal of maintaining user access in a more straightforward manner
- More flexibility in using RGs in forms

Agency users will now be able to access attachments to forms

Compatible with Google Chrome and Microsoft Edge

Regular future releases of enhancements and fixes
- Updated job aids and other documentation
Records Schedule DAA-0059-2022-0162 has been successfully reassigned to FN-test-a30 LN-test-a30

### List of Forms assigned to you

<table>
<thead>
<tr>
<th>Records Schedule Number</th>
<th>Schedule Subject</th>
<th>Type</th>
<th>Agency or Establishment</th>
<th>Last Action</th>
<th>Last Action Date</th>
<th>Action Required By?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA-0059-2022-0162</td>
<td>Removed Long String of Text</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Submitted for Certification</td>
<td>03/09/2022</td>
<td>Agency</td>
</tr>
<tr>
<td>DAA-0059-2022-0163</td>
<td>Action/Per State Practice</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Submitted for Certification</td>
<td>02/23/2022</td>
<td>Agency</td>
</tr>
<tr>
<td>DAA-0059-2022-0158</td>
<td>test</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Draft</td>
<td>02/17/2022</td>
<td>Agency</td>
</tr>
</tbody>
</table>
**ERA 2.0 Dashboard – My Tasks**

Notice of a Just-Completed Action

Records Schedule DAA-0059-2022-0162 has been successfully reassigned to FN-test-a30 LN-test-a30

Selected Tab

Dashboard

**List of Forms Sortable by Values in Each Column**

<table>
<thead>
<tr>
<th>Records Schedule Number</th>
<th>Schedule Subject</th>
<th>Type</th>
<th>Agency or Establishment</th>
<th>Last Action</th>
<th>Last Action Date</th>
<th>Action Required By?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA-0059-2022-0162</td>
<td>Removed Long String of Text</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Submitted for Certification</td>
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<td>DAA-0059-2022-0163</td>
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<td>Agency</td>
</tr>
<tr>
<td>DAA-0059-2022-0158</td>
<td>test</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Draft</td>
<td>02/17/2022</td>
<td>Agency</td>
</tr>
</tbody>
</table>

Actions Available for Each Form
ERA 2.0 Dashboard – Task Updates

Updates for the Forms You Took Actions On

Values Update Automatically Throughout Workflow
### ERA 2.0 Dashboard – My Team’s Tasks

#### Dashboard

<table>
<thead>
<tr>
<th>Records Schedule (69)</th>
<th>Transfer Request (21)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Tasks</strong></td>
<td><strong>Task Updates</strong></td>
</tr>
<tr>
<td><strong>Unassigned Tasks</strong></td>
<td><strong>My Team’s Tasks</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Records Schedule Number</th>
<th>Schedule Subject</th>
<th>Type</th>
<th>Agency or Establishment</th>
<th>Last Action</th>
<th>Last Action Date</th>
<th>Action Required By?</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA-0383-2022-0006</td>
<td>test</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Draft</td>
<td>03/08/2022</td>
<td>Agency</td>
<td>FN-test-a11 LN-test-a11</td>
</tr>
<tr>
<td>DAA-0059-2022-0178</td>
<td>Testing validation</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Draft</td>
<td>03/04/2022</td>
<td>Agency</td>
<td>FN-test-a11 LN-test-a11</td>
</tr>
<tr>
<td>DAA-0059-2022-0175</td>
<td>29652-01</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Draft</td>
<td>03/04/2022</td>
<td>Agency</td>
<td>FN-test-a10 LN-test-a10</td>
</tr>
<tr>
<td>DAA-0059-2022-0174</td>
<td>N/A</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>Draft</td>
<td>03/03/2022</td>
<td>Agency</td>
<td>FN-test-a11 LN-test-a11</td>
</tr>
</tbody>
</table>

**National Archives and Records Administration**
ERA 2.0 Dashboard – My Team’s Tasks

Tasks Not Yet Assigned to Other Staff in Your Organization

Can Reassign To Other Staff in Your Organization At Any Time
The only time this Schedule Appears in a Set of Search Results

<table>
<thead>
<tr>
<th>Schedule ID</th>
<th>Schedule Subject</th>
<th>Type</th>
<th>Agency or Establishment</th>
<th>Record/Scheduling Group</th>
<th>Schedule Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA-0059-2022-0140</td>
<td>shouldn’t deactivate</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>0059 - General Records of the Department of State</td>
<td>Approved</td>
</tr>
<tr>
<td>DAA-0059-2022-0139</td>
<td>4:47 PM</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>0059 - General Records of the Department of State</td>
<td>Approved</td>
</tr>
<tr>
<td>DAA-0059-2022-0138</td>
<td>4:40 pm</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>0059 - General Records of the Department of State</td>
<td>Inactive</td>
</tr>
<tr>
<td>DAA-0059-2022-0130</td>
<td>Inactive test</td>
<td>Records Schedule</td>
<td>Department of State</td>
<td>0059 - General Records of the Department of State</td>
<td>Inactive</td>
</tr>
</tbody>
</table>
Records Schedule (ID: DAA-0059-2022-0140)

Records Schedule Number: DAA-0059-2022-0140
Agency or Establishment: Department of State
Status: Approved

History & Activity Log

To view changes that occurred between statuses, select the eye icon on the desired action.

<table>
<thead>
<tr>
<th>Action</th>
<th>User</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>FN-test-a10 LN-test-a10</td>
<td>02/01/2022 10:19:21 AM</td>
</tr>
<tr>
<td>Submit for Certification</td>
<td>FN-test-a10 LN-test-a10</td>
<td>02/01/2022 10:22:21 AM</td>
</tr>
<tr>
<td>Certify</td>
<td>FN-test-a30 LN-test-a30</td>
<td>02/01/2022 10:23:04 AM</td>
</tr>
<tr>
<td>Accept</td>
<td>FN-test-ac21 LN-test-ac21</td>
<td>02/01/2022 10:23:50 AM</td>
</tr>
<tr>
<td>Appraiser Concur</td>
<td>FN-test-ac21 LN-test-ac21</td>
<td>02/01/2022 10:24:10 AM</td>
</tr>
</tbody>
</table>
ERA 2.0 Training

● Our Approach
  ○ Phase 1: At start 20 plus training resources
  ○ Phase 2: After system is deployed feedback will be used to base new training materials (Q4)

● Training materials will be available as ERA 2.0 goes live

● Materials will be centrally located on a webpage dedicated specifically to ERA 2.0 training resources
  ○ Access anytime
  ○ Downloadable documents
  ○ Shareable links
Training Materials

- NARA super users vetting materials for clarity of instructions and accuracy
- All materials created at the novice level user experience
- Materials will cover:
  - Schedules & Transfers
  - System Access and Log-in
  - System navigation and logic
- Formats
  - Job Aid
  - Demos
# ERA 2.0 Training Support Materials

## About The Materials On This Page

The materials below are designed for users who enter and manage records schedules and transfer requests in ERA 2.0. Users with the following roles will find this training particularly useful: Records Schedulers, Transferring Officials, Certifying Officials and Approving Officials.

The materials are categorized as follows:

- Full-task guidance offering step-by-step instructions for completing a full task (e.g., Create a Records Schedule)
- Sub-task guidance providing step-by-step instructions for a discrete task within a full task (e.g., Create and Edit Items)
- System demos, i.e., video presentations available on our YouTube site to walk through more complex tasks
- Additional Resources to assist users in becoming familiar with the interface and workflow

## Scheduling Records in ERA 2.0

The ERA Scheduling training materials are designed for users who enter and manage records schedules in ERA.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Description</th>
<th>Item Type</th>
<th>Date Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA</td>
<td>Create A Records Schedule <a href="#">2</a></td>
<td>Full-task job aid for creating, completing, and submitting a Records Schedule in ERA 2.0.</td>
<td>Full Task Job Aid</td>
<td>9/27/2022</td>
</tr>
<tr>
<td>JA</td>
<td>Create a New Form <a href="#">2</a></td>
<td>This document will provide step-by-step guidance on how to create a new form in NARA's Electronic Records Archives (ERA) 2.0 System.</td>
<td>Sub-task Job Aid</td>
<td></td>
</tr>
<tr>
<td>ERA</td>
<td>Complete the General Information Tab <a href="#">2</a></td>
<td>This document will provide step-by-step guidance on how to complete the General Information Tab in NARA’s Electronic Records Archives (ERA) 2.0 System.</td>
<td>Sub-task Job Aid</td>
<td></td>
</tr>
<tr>
<td>JA</td>
<td>Review and Update Contact Information/Add a Primary Contact <a href="#">2</a></td>
<td>This document is to provide step-by-step guidance on how to review and update contact information in NARA’s Electronic Records Archives (ERA) 2.0 System.</td>
<td>Sub-task Job Aid</td>
<td></td>
</tr>
<tr>
<td>ERA</td>
<td>Create and Edit Items <a href="#">2</a></td>
<td>This document is to provide step-by-step guidance on how to create and edit items in NARA’s Electronic Records Archives (ERA) 2.0 System.</td>
<td>Sub-task Job Aid</td>
<td></td>
</tr>
</tbody>
</table>
Job Aid: Create a New Form

Purpose

The purpose of this document is to provide step-by-step guidance on how to create a new form in NARA’s Electronic Records Archives (ERA) 2.0 System. ERA 2.0 is a web-based application that provides Federal agency personnel with the tools to perform essential records management activities, such as scheduling records and transferring permanent records to NARA.

Agency partners have a critical role in helping to safeguard and preserve the records of our government; this job aid helps to enable Agencies to be able to perform these activities in the upgraded ERA 2.0 system.

Who Should Use This Job Aid?

This job aid is intended for federal agency users with the following ERA 2.0 user roles:

- Records Scheduler
- Certifying Official
1. Select **Create Records Schedule** from the **Create New Form** drop-down menu located above the **Dashboard** on your **ERA 2.0 Homepage**. The **Create New Records Schedule** dialog window displays.

![Create New Records Schedule Dialog Window](image)

**Figure 1:** Create New Records Schedule Dialog Window

2. Select your **Agency or Establishment** from the corresponding menu option.

3. Select your **Record/Scheduling Group** from the corresponding menu option.
You will create your forms here!
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General Q&A

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Chat via YouTube

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NEXT MEETING

Tuesday

December 13, 2022

1:30 pm EST/10:30 am PST

Bi-Monthly Records and Information Discussion Group

archives.gov/records-mgmt/meetings/index.html
Technical Difficulties
Please Stand by

rm.communications@nara.gov

Bi-Monthly Records and Information Discussion Group
archives.gov/records-mgmt/meetings/index.html