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ARS and ERS —Policy and procedures are being reviewed for implementation during
the design phase of new systems and updates/migrations of current systems.

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FNS’S permanent records already reside in scheduled electronic information
systems. As of FY 2015, FNCS has established electronic signature
capabilities. FNS plans to continue looking into and piloting electronic
document management and electronic records management application
systems until a working system is fully implemented agency-wide. Electronic
recordkeeping guidance has been incorporated into all training tools/resources.
The training incorporates guidance regarding setting up a program of■ces
shared drive based on their electronic ■le plan.

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FS has acquired an electronic records management system and is in the
process of implementing the system.

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FSIS has incorporated records management in their 2017 —

2021 Strategic Plan. FSIS

will employ an enterprise approach to manage all of their agency’s electronic records
as the agency transitions to electronic records management as its primary method of
records preservation. This approach will involve IT staff, senior management, records
management and all staff who create, receive, or handle electronic records to ensure
compliance regarding information creation, maintenance (i.e., use, storage, and
retrieval), and disposal, regardless of media.”

If No, please list which part of your agency or components did not and why?

5. Has your agency developed plans or taken actions to evaluate and
implement the digitization of permanent records created in hard copy or
other analog formats (e.g., micro■che, micro■lm, analog video, analog
audio)? (M—12-18 Goal 1.1)

X Yes

El No

Please describe your speci■c plans or actions.

USDA has an enterprise-wide solution, Enterprise Content Management, to digitize the
Secretary of Agriculture’s incoming correspondence. This content management solution
enables USDA to capture, store, manage and track correspondence from initial receipt
completion and archival storage.

-

FNCS has developed a process and created guidance for document conversion
projects (hardcopy records to electronic format), which includes an Information
Management Of■ce (IMO) and Of■ce of Information Technology (OIT)
requirements checklist (a collaborative effort between both parties, IMO and OIT).

The purpose is to provide program areas with guidance and create a

standard

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