governance structure, the USDA will continue its progress in improving the management
of electronic records.

USDA has revised its policy to emphasize that records management requirements must
be considered during the business process design, enterprise architecture, and system
development processes. The revised policy also incorporated new requirements from the
2014 amendments to the Federal Records Act.

0 FNCS has incorporated electronic recordkeeping guidance into all training their
tools/resources. The training incorporates the guidance in setting up a program of■ces shared
drive based on their electronic ■le plan. FNCS is making progress but has recently
encountered a major setback in one of the Records Management main priorities regarding the
management of agency records electronically. A successful RMA Pilot project was
conducted beginning October 2015 and completed July 2016. Although a

successful pilot,
the pilot was limited to the Information Management Of■ce comprised of Records
Management, F OIA, Privacy, Directives, and Forms. A pilot extension with intent to expand

into other key FNCS program area of■ces was requested, but funding for continuation was
denied. FNCS plans to continue looking into other strategic methods and possibly in house
resources for electronic document management due to the funding constraints until a working
“system” is fully implemented agency-wide.

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F S has taken steps to include records management as a

key component of the
Information Resources Management Strategy. The Forest Service is exploring the

best way to integrate these requirements into the Agency’s information resources
management strategy with the new Forest Service CIO leadership.

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