

Reporting 30-year-old or older Permanent Records

**Implementing OMB/NARA M-12-18
Managing Government Records Directive
BRIDG- April 17, 2013**

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Supervisor, Permanent Records Capture Team**



Managing Government Records Directive

Introduction: Requirement 2.2

- **OMB/NARA M-12-18, Requirement 2.2: By December 31, 2013, Senior Agency Officer (SAO) shall ensure that 30-years-old or older permanent records are identified for transfer and reported to NARA.**

Project Goal

- To assist agencies in identifying permanent (scheduled) records that are 30-years-old or older by providing them with data about their holdings in Federal Records Centers, a tool for reporting records that meet the criteria in their own holdings and with guidance on how to meet the requirement.

Reporting Requirement:

Reporting for 2.2 Requirement has two parts (Parts A & B):

Part A:

- NARA will provide all agencies with an Archives and Records Center Information System (ARCIS) query-report of all Federal Records Centers Program (FRCP) holdings that meets the criteria of 30-year-old or older permanent (scheduled) records. This is a courtesy (FYI) report. Agencies will receive ARCIS query-report by May 17, 2013.

Reporting Requirement **Cont'd:**

Reporting for 2.2 Requirement has two parts (Parts A & B):

Part B:

- NARA will provide all agencies with a reporting response form that requests specific information (data elements) about each agency's 30-year-old or older permanent (scheduled) records that are kept in-house or at a non-NARA records storage facility. Final submission of this completed form to NARA is December 31, 2013.



How Did We Develop these Data Elements?

- **Code of Federal Regulations**
- **Elements which help to identify records at risk**
- **Elements which would enable NARA to plan for future resource needs**
- **Elements that are used to identify and locate records**

Agency Response Form- Part B

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Agency Response Form - Part B

30-year-old or older Permanent Records in Non-NARA Facilities



Questions?? We want to hear from you!
PermanentRecords@NARA.gov

Managing Government Records Directive (OMB/NARA M-12-18)

Directive Requirement 2.2: Senior Agency Official (SAO) Shall Ensure that Permanent Records are Identified for Transfer and Reported to NARA.
(By December 31, 2013, the SAO shall ensure permanent records that have been in existence for more than 30 years are identified for transfer and reported to NARA).

First Name of Respondent	Last Name of Respondent	Agency of Respondent	Title	Address	City	State

INSTRUCTIONS:

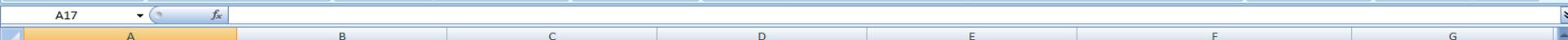
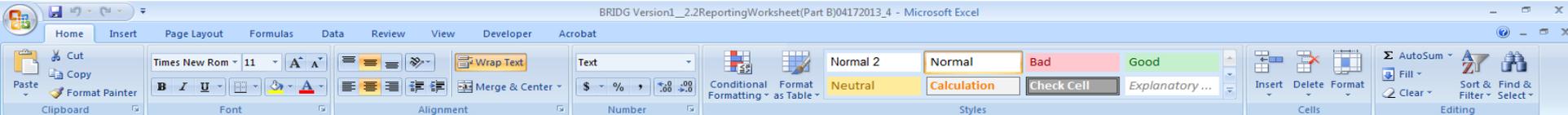
- For the person completing this form: Please complete Row 4 with the contact information items listed on Row 3.
- Please use a separate row below for each series of 30-year-old or older scheduled-permanent records that is in your custody (even if those older records are not yet eligible for transfer to NARA).
- Please complete each yellow highlighted field. "Additional information" fields are available next to each question, if needed.
- A detailed instruction sheet is provided as an attachment to the e-mail that transmitted this form to you.
- Drop-down lists of possible answers are provided for many items. **Each highlighted field will show a small instruction note box when the user clicks once in the cell.**
- Upon completion, please e-mail this spreadsheet as an attachment to permanentrecords@nara.gov or with the [Records Management Self-Assessment \(RMSA\) questionnaire](#).

1 Record Group #	2 Record Series Title or Description	3A Inclusive start date	3B Inclusive end date	4 Disposition Authority	5 Agency Manual Citation	6 Disposition Date
Type in record group	Type in record series title or description	Type in first year of series (yyyy)	Type in last year of series (yyyy)	Type in disposition authority	Type in agency manual citation	Type in disposition date (mm/yyyy)

Sheet1 Sheet2 Sheet3

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Agency Response Form- Part B (Information Note Box) Cont'd



Agency Response Form - Part B 30-year-old or older Permanent Records in Non-NARA Facilities



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Managing Government Records Directive (OMB/NARA M-12-18)

Directive Requirement 2.2: Senior Agency Official (SAO) Shall Ensure that Permanent Records are Identified for Transfer and Reported to NARA.

(By December 31, 2013, the SAO shall ensure permanent records that have been in existence for more than 30 years are identified for transfer and reported to NARA).

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Type in record group	Type in record series title or description	Type in first year of series (yyyy)	Type in last year of series (yyyy)	Type in disposition authority	Type in agency manual citation	Type in disposition date (mm/yyyy)
	Record Group Type in your agency record group number (e.g. Dept. of VA record group number is 015).					



Agency Response Form- Part B (Drop-Down List) Cont'd

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12-18)
are identified for Transfer and Reported to NARA.
2 years are identified for transfer and reported to NARA).

Address	City	State	Zip Code	E-Mail	Phone Number

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4 Disposition Authority	5 Agency Manual Citation	6 Disposition Date	7A Type of Records	7B Additional Information for 7A	8A Container Type	8B Additional Information for 8A	9 Volume
Type in disposition authority	Type in agency manual citation	Type in disposition date (mm/yyyy)	<ul style="list-style-type: none"> Sound Recordings Textual Records Multiple Types (explain under 7B) Other (explain under 7B) 		Select answer from drop-down list		Type

Type of Records
The drop-down list provides the most general types of records. If the type of record you need is not on the list, please choose "other" or "multiple types" and explain in 7B.

Sheet1 Sheet2 Sheet3

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Agency Response Form- Part B (Data Elements)

- Record Group #
- Records Series Title or Description
- Inclusive Start and End Dates
- Disposition Authority
- Agency Manual Citation
- Disposition Date
- Type of Records
- Container Type
- Volume (in cubic feet)
- What access restrictions apply to these records?
- If classified, have they been reviewed?
- Where are these records stored now?
- Agency program or organization that created these records

Agency Response Form- Part B (Data Elements)

- Is the record series still in use?
- Does a finding aid or index exist?
- Are these records in poor condition?
- What might prevent the transfer of the records to NARA?
- When does the agency propose to transfer records to NARA?
- Contact information for subject matter expert in agency program that created these records (if different from agency office responding).



So, How to Meet the 2.2 Requirement:

- **Identify permanent (scheduled) records that are 30-year-old or older that are currently in Non-NARA Facilities by December 31, 2013.**
- **Note discrepancies in the ARCIS query report (Part A) on FRC holdings, if any.**

What's Next

- **RM Communication with the reporting tool attached**
- **Encore briefing on general agency reporting requirements – April 25th**
 - **Explain 30 Yr old or older Requirement**
 - **Introduction to the reporting tools (Part A & B)**
- **Training for agencies on implementing the requirement – May 8th**
 - **Explanation of all fields on the reporting tools (Part A & B)**
 - **Details on process and milestones**



Questions

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THANK YOU!

