BACKLOG CLEAN-UP PROJECT – RESULTS

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What is a “Backlog” Schedule?

- A schedule more than two fiscal years old
  - FY 2009 and older for last fiscal year
  - FY 2010 and older for this fiscal year
What was the Backlog Project?

- 60-day Focus on FY09 or older Backlog Schedules
  - May 7th to July 6th
  - Continued work on these schedules through end of Fiscal Year
Backlog Project - Results

- 210 backlog jobs at start of FY 2012
- Goal = 22 remaining
- Results = 29 remaining
  - 86% reduction in backlog schedules on hand
Of those 29 remaining:

- 4 are expected to be signed in October.
- 2 are in extensive internal NARA review discussions.
- 5 have complex issues and may remain in backlog.
- 18 jobs remaining are actively being worked on, several of which may be completed by the end of the calendar year.
Backlog Project – Lessons Learned

- Quality In = Faster Throughput
  - Improve quality of incoming schedules
    - Quality Control Checklist: Handout
      - Designed to help Records Officers and/or their designee to QC schedules prior to submission
      - Recapitulation of existing requirements/nothing new
      - Will also be posted on our blog and sent via RM Communications
Backlog Project – Lessons Learned

- Improve quality of incoming schedules – Quality Control
  - Webinar on Quality Control – November/December

- Other Training
  - Looking at developing scheduling workshops
  - Slide decks and other information on conducting inventories
Return of Substandard Schedules

- Schedules not meeting basic standards per QC list may be returned without action
- Reasons will be provided
- Suggestions for improvement
- Meetings, trainings, workshops with individual agencies to improve schedule submission
Backlog Project – Lessons Learned

- Inactive Schedules Returned Without Action

  - Appraisal visits, Revisions, Questions
    - Goal = turnaround within 40 days
    - Schedules may be returned due to lack of responsiveness
    - Make sure ready for appraisal visits
Backlog Project – Lessons Learned

- Additional Appraisal Staff
  - Hired Two in September
  - Lost Two in September
  - Petitioning NARA Management for Additional Staff
  - Crosstrainers contributed substantially to backlog reduction
Process Improvement

- As part of Presidential Records Management Directive

- Multi-year project to look at streamlining process

- Improve Internal Review Process – roll out this winter
Backlog Project – Lessons Learned

- **Jump Start**
  - Need to Prevent Schedules from Entering Backlog
  - Need to Look at Next Year’s Backlog Now
  - Easy Schedules: Knocking out Quickly, Even if Not in Backlog
Current Backlog

- Current Backlog = 90 Schedules
  - Down over 50% from last year’s level
  - Jump Start: many handled last fiscal year
Addressing Current Backlog

- Plan
  - Continue to work on FY10
  - Start working on FY 11 backlog this year (132 schedules)
  - 60-day focus in January and February
  - Goal: start FY 11 with minimal backlog (exact goal TBD)
Questions

Questions?

Call Appraisal Archivist or Team Supervisor

- http://www.archives.gov/records-mgmt/appraisal/
After BRIDG Meet and Greets

- **What:**
  - Meetings Rotating Through Appraisal Teams
    - Held in the afternoon after BRIDG Meetings
    - Beginning this afternoon at 1pm for Appraisal Team Three (Kate Flaherty’s Team)
      - Includes Commerce, Agriculture, Interior, Education, Health and Human Services, EPA, GAO, NASA and others
  - Similar to Ones Held Last Year
After BRIDG Agency Meetings

Who

- Appraisal Team Supervisor, Appraisers
- Federal Record Center Account Reps
- Mike Carlson for ERA
- Representative from Textual Accessioning
- Agencies who fall under the designated Team for that day
After BRIDG Appraisal Meetings

- **Where**
  - In “presidential rooms” upstairs (where coffee hours are held)

- **When, 1pm day of BRIDG:**
  - October 17: Appraisal Team Three
  - December 6: Appraisal Team Two (IC, State, EOP, SSA, and others) **AND** Appraisal Team Four (DoD, DOE, Labor, Transportation, VA)
  - February 13: Appraisal Team One (DOJ, Treasury, DHS, and others)
After BRIDG Appraisal Meetings

- Why?
  - Chance to meet face-to-face with Appraisers and Account Reps
  - Chance to meet with ERA and Accessioning Representatives
  - Visit with other agency RM personnel as well

- Questions?
  - Contact Appraisal Archivist or Appraisal Supervisor