

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

BRIDG April 17, 2013

Steven Rhodes

Managing Government Records Directive

- ***2.5 SAO Shall Ensure that Records are Scheduled***

By **December 31, 2016**, the SAO shall work with the Agency Records Officer to ensure records schedules have been submitted to NARA for all existing paper and other nonelectronic records. To facilitate this goal, the Agency Records Officer will work with NARA to identify all unscheduled records, by **December 31, 2013**. This should include all records stored at NARA and at agencies' records storage facilities that have not yet been properly scheduled.

How to Meet this Requirement

- Identify unscheduled records at agency offices, Federal Record Centers, and offsite storage facilities other than the FRC's
- Reporting Tools for electronic and textual records
- Guidance Webinar
- Inventory Webinar

Reporting Tools

- Two reporting tools from the 2.5 Project Team
 - Part A covers unscheduled records held at Federal Records Centers. NARA will provide each agency with an ARCIS report showing unscheduled records at the FRCs and their location
 - Part B is the reporting tool for agency records stored at non-NARA facilities. Agencies are responsible for completing the fields in this tool.
- Many common data elements on the reporting tools
- Final submission will be December 31, 2013
- Support from NARA for any issues or questions agencies encounter

Unscheduled Records in Federal Record Centers Reporting Form

Excel - PRMD 2.5AVT_1ARC - Microsoft Excel

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A3 INSTRUCTIONS:



Agency Response Form - Part A

Unscheduled Records in Federal Record Centers ARCIS Response Form



Questions?? We want to hear from you
UnscheduledRecords@NARA.gov
Hotline: 301-837-3047

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

Item 2.5 Requirement: The Agency Records Officer will work with NARA to identify all unscheduled records, by December 31, 2013. This should include all records stored at NARA and at agencies' records storage facilities that have not yet been properly scheduled.

INSTRUCTIONS:

- Please find a separate row for each series of unscheduled records series at all FRCs in your custody.
- Please verify the information for each field. Please type any errors or discrepancies in the "Additional Information or Comments" field.
- Please select the most current status for these records in the scheduling process.
- A detailed instruction sheet is provided as an attachment to the e-mail.
- Upon completion, please e-mail this spreadsheet as an attachment to unscheduledrecords@nara.gov or with the [Records Management Self-Assessment \(RMSA\) questionnaire](#).

1 Record Group #	2 Transfer #	3 Record Series Description	4 General Records Type	5 Actual Volume	6 Inclusive Start Date	7 Inclusive End Date
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Sheet1 Sheet2 Sheet3

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Unscheduled Records Reporting Tool

Federal Records Centers

- Covers unscheduled agency holdings at Federal Records Centers
- Does not include unscheduled records held in agency offices or non-NARA offsite storage
- Fields on this reporting tool will be populated by ARCIS
- Agencies will receive an ARCIS report showing the number and location of their unscheduled records at FRCs by May 17, 2013

Unscheduled Records Reporting Tool

Federal Records Centers

- Fields include:
 - Record Group # - The Record Group assigned to your agency by NARA
 - Transfer # - The number assigned to each agency accession to an FRC (PT-0434-2013-0001)
 - Records Series Description
 - General Records Type

2.5 Reporting Tool

Federal Records Centers

- Fields include:
 - Actual Volume – The number of cubic feet of each series.
 - Inclusive Start Date
 - Inclusive End Date
 - Records Center – Which FRC holds these records

Unscheduled Records in Non-NARA Facilities Reporting Form

Excel - PRMD 2.5VT_5 - Microsoft Excel

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Clipboard Font Alignment Number Styles Cells Editing

A5 INSTRUCTIONS:



Agency Response Form - Part B

Unscheduled Records in Non-NARA Facilities

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

Item 2.5 Requirement: The Agency Records Officer will work with NARA to identify all unscheduled records, by December 31, 2013. This should include all records stored at NARA and at agencies' records storage facilities that have not yet been properly scheduled.



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 Hotline 301-837-3047

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 your contact information
- Please use a separate row for each series of unscheduled records in your custody.
- Please complete each field. If the data is unknown, please enter "Unknown."
- In the cells below the highlighted yellow fields, please select an answer from the drop down list. "Additional Information" fields are available next to each question, if needed.
- A detailed instruction sheet is provided as an attachment to the e-mail.
- Some columns have more information about the answer field, click in the first cell, and a pop up box will provide a definition and example.
- Upon completion, please e-mail this spreadsheet as an attachment to unscheduledrecords@nara.gov or with the [Records Management Self-Assessment \(RMSA\) questionnaire](#)

1 Record Group #	2 Creating Office	3 Record Series Description	4A Type of Records	4B Additional Information for 4A. Provide multiple general records types or other general records types.	5 Actual Volume	6 Inclusive Start Date	7 Inclusive End Date
Type in Record Group #	Type in Creating Office	Type in series description	Select answer from drop-down list	Type in the additional information	Type in volume in cubic feet	Type in first year of series (yyyy)	Type in last year of series (yyyy)

Sheet1 Sheet2 Sheet3

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Drop Down Menus

Excel - PRMD 2.5VT_5 - Microsoft Excel

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Clipboard Font Alignment Number Styles Cells Editing

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3:

his form: Please complete Row 4 with your contact information
 or each series of unscheduled records in your custody.
 If the data is unknown, please enter "Unknown."
 ghted yellow fields, please select an answer from the drop down list. "Additional Information" fields are available next to each question, if needed.
 is provided as an attachment to the e-mail.
 nformation about the answer field, click in the first cell, and a pop up box will provide a definition and example.
 mail this spreadsheet as an attachment to unscheduledrecords@nara.gov or with the [Records Management Self-Assessment \(RMSA\) questionnaire](#)

2	3	4A	4B	5	6
Creating Office	Record Series Description	Type of Records	Additional Information for 4A. Provide multiple general records types or other general records types.	Actual Volume	Inclusive Start Date
Type in Creating Office	Type in series description	Select answer from drop-down list	Type in the additional information	Type in volume in cubic feet	Type in first year of series (yy
		Architectural & Engineering Drawings			
		Data Files			
		Maps and Charts			
		Moving Images			
		Photographs and Other Graphic Materials			
		Sound Recordings			
		Textual Records			
		Multiple Types (Explain in 4B)			

Sheet1 Sheet2 Sheet3

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Reporting Tool: Unscheduled Records in non-NARA Facilities

- Unscheduled records located at agency offices or non-NARA offsite storage facilities
- Includes electronic records so it replaces e-scheduling reports
- Agencies complete this reporting tool and submit it to NARA
- Identify unscheduled records by December 31, 2013

Reporting Tool: Unscheduled Records in non-NARA Facilities

- Fields include:
 - Record Group # - The Record Group assigned to your agency by NARA
 - Creating office- Which agency program office “owns” the records?
 - Records Series Description
 - Type of records – Paper, electronic, film, video, still pictures, maps

Reporting Tool: Unscheduled Records in non-NARA Facilities

- Fields include:
 - Actual Volume – The number of cubic feet of each series.
 - Inclusive Start Date
 - Inclusive End Date
 - Where are these records stored now – At the agency? At an offsite storage facility?
 - Customer Reference Number – Tracking number used at offsite storage facilities other than FRC's
 - Status – Schedule submitted?
Schedule pending approval?

Guidance Webinar (Spring and Early Summer 2013)

- Explain the requirement
- Introduction to the reporting tools
- Explanation of the fields on the reporting tools
- Availability of information from FRCP's and how to interpret it
- Contact Information

Inventory Webinar

(Summer and Early Fall 2013)

- Define what an inventory is
- Identify key factors in establishing the scope, focus, and requirements of an inventory
- Identify key inventory elements to be collected, and different methods for managing the data collected
- Explain the general guidance on how to conduct an inventory
- Review the reporting tool

Questions

unscheduledrecords@nara.gov

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