



Introducing the
Records Management Oversight Section of the
Policy Analysis and Enforcement Division

National Archives and Records Administration
Office of the Chief Records Officer For the Federal Government
April 18, 2012

Office of the Chief Records Officer (AC)
Paul Wester, Chief Records Officer for the U.S. Government

National Records Management Program (ACN)

Laurence Brewer, Director

Records Management Training Section (ACNT)

Permanent Records Capture Section (ACNC)

Records Management Services (ACNR)

Policy Analysis and Enforcement (ACP)

Don Rosen, Director

Electronic Records Format Section (ACPE)

Records Management Policy Section (ACPP)

Records Management Oversight Section (ACPO)



We are here

Our Team Members

This is a new team, which officially began working December 2011

Cindy Smolovik, CA, CRM –

Section Supervisor – Fort Worth, Texas

Andrew Smith – College Park, Maryland

Bill Fellers, CRM – Fort Worth, Texas

Chris Cushman – New York City, New York

Nancy Merz CA, CRM – Denver, Colorado

Stephanie Fawcett – Boston, Massachusetts

Davyd Fytsyk Kravets - College Park, Maryland

(on detail until June 1, 2012)

Our charge is...

We are the enforcement section of The Policy Analysis and Enforcement Division



We will use

- Inspections
- Assessments
 - Includes the Records Management Self Assessment
 - May include assessments done at the request of an Agency
 - May include studies and reports

What we are doing now

For FY 12

- Completing RMSA 2011
- Conducting RMSA 2012
- Assisting with the Presidential Memo
- Planning and conducting inspections
- Developing a strategic framework

Records Management Self Assessments

RMISA – 2011

- Individual Agency scores were released last Fall
- Final Report to be published by the end of April
- The findings and recommendations were submitted for consideration to the team working on the Presidential Memo

RMSA 2011: General Findings

- Agencies use the results of the RMSA to improve their programs
- A number of agencies either have, or are working on, guidance for managing records in social media, web 2.0 platforms, and cloud computing environments
- Agencies recognize the need to have performance metrics for their records management programs
- Systematic transfer of permanent records to NARA, continues to be inconsistent particularly in the case of electronic data

RMSA 2012

- Advance copy of questionnaire will be sent **May 21st**
- Will run: **June 4 through June 29th**
- Instructions coming soon via RM Communications and Records Express Blog
- Core base line questions only this year
- Shorter!

Please send any changes or updates to contact names and email addresses to rmselfassessment@nara.gov by COB May 4!

For questions contact: Stephanie.Fawcett@nara.gov or 781-663-0124

RMSA 2012

- RMSA 2012 individual scores reported in the Fall
- Agencies should take the time to carefully respond to the assessment in order to use it as a tool to gauge the results of improvement efforts

Next Steps into FY 13

- Continue to improve the RMSA
- Increase the number of Inspections
- Complete our strategic planning initiatives

Contact information

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Thank you!