Bi-Monthly Records and Information Discussion Group (BRIDG) Virtual Meeting

August 25, 2020
10:00 a.m. EDT to 12:00 p.m. EDT
Agenda

Welcome and Speaker Introductions: Gordon Everett
FERMI Updates: Beth Cron
OGIS Updates: Kirsten Mitchell
Capstone Resubmissions Updates: Margaret Hawkins
General Q&A
Welcome and Announcements

Gordon Everett
Director, Customer Relationship Management
Federal Records Centers Reopening Status & FAQs

https://www.archives.gov/frc/operating-status

https://www.archives.gov/frc/temporary-closure-faq
Questions for Gordon?
FERMI Updates
Beth Cron
Records Management Policy Analyst, Policy and Program Support
Two goals:

● To help agencies obtain electronic records management (ERM) solutions and services fitting their needs through an improved procurement process; and

● To proactively address changing trends in ERM by setting policy for new solutions and services.
Creating governmentwide standards to foster partnerships with the private sector and support long-term innovation.

- Vendors know what Federal agencies need for ERM.
- Leverage buying power by working together.
- ERM included in shared services which alleviates burden from individual users.
Sharing Quality Services (M-19-16)

Executive Office of the President
Office of Management and Budget

April 26, 2019

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM:
Ronald T. Verger
Acting Director

SUBJECT:
Centralized Mission Support Capabilities for the Federal Government

Background

The President’s Management Agenda (PMA) sets a long-term vision for transforming the Federal Government in key areas that will improve the ability of agencies to deliver mission-oriented programs and services and encourage greater efficiency in current operations. One of the PMA’s major focus areas centers on Sharing Quality Services. The PMA’s Program Area is dedicated to improving the delivery of high-quality services to the American people.

In the past, agencies took steps to consolidate common mission-support functions internally, and in some cases, to leverage service delivery by other agencies. The government continues to work towards increased efficiency in government services. In addition, the government has expanded service delivery for sharing quality services within the Federal enterprise. The government is better able to organize service delivery, and performance, across the Federal enterprise. The government is now better able to improve service delivery and reduce agency over-costs. Though there will be more work to be done for significant productivity gains, the government is on the right track.

Despite previous efforts and recent commitments, today’s Federal government still faces significant challenges in efficiency, effectiveness, and cost. In some cases, the sharing of mission-support services with other agencies, such as providing an integrated service delivery function for agencies, could improve efficiency and reduce costs. The Government Accountability Office (GAO) recently found that the Federal government spends $27 billion annually on mission-support services. Today, agencies are able to deliver these services, investing in duplicative effort (e.g., contracts, human resources, technology) across hundreds of locations.

Source: M-19-16

Centralized Mission Support Capabilities for the Federal Government

To promote standardization, reduce duplication, enhance mission delivery, and increase customer satisfaction, the Government is designating specific agencies to create Quality Service Management Offices (QSMOs) for select mission support functions that align with the agencies’ missions.

Source: ussm.gsa.gov

Quality Service Management Offices

Governance Model

Federal Integrated Business Framework

Quality Service Management Offices

Modernization and Migration Management (MMM) Framework

Source: CAP Goal 5 - SQA
OMB

President’s Management Council (PMC):
OMB and GSA serve as the Mission Support CAP Goal Leaders

President’s Councils

OMB and GSA serve as the Mission Support CAP Goal Leaders

CFO Council

CHCO Council

CAO Council

CIO Council

Shared Solutions Governance Board

SSPO

OPPM

OFFM

OPPM

OFPP

OFCIO

Governance Objectives

OMB designate QSMOs by Functional Area and align policy with CAP goal strategy and other management initiatives.

Set Council goals specific to community of practice (FM, HR, etc.) and in alignment with PMC goals.

Advise on cross-functional implementation of mission support services goals, includes GSA for implementation strategies.

Provide subject matter expertise and cross-functional integration of standards.

Standards leads define and coordinate government-wide standards through the management of Change Control Boards.

Identify ongoing and emerging operational needs via the working groups and change control boards.

Business Standards Council

Standards Leads

Coordinate through Cross-Agency governance to establish and maintain standards following a common framework

Federal Agencies

Provide expert representatives to standards working groups and change control boards (as designated by CXO Councils)

GSA OSSPI*

Identify ongoing and emerging operational needs via the working groups and change control boards.

SSPO

PIC

CFO Council

CHCO Council

CAO Council

CIO Council

*OSSPI

Governance Board

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Universal Electronic Records Management (ERM) Requirements

Download the Universal Electronic Records Management Requirements, Version 2 Spreadsheet

The Universal ERM Requirements identify high level business needs for managing electronic records. They are baseline ERM program requirements derived from existing statutes, standards, NARA regulations, policy, and guidance. They are a starting point for agencies to use when developing system requirements. Records management staff should work with acquisitions and IT personnel to tailor any final system requirements. The document contains a change log, abstract, list of lifecycle requirements, list of transfer format requirements, and a glossary.


These requirements contain six sections based on the lifecycle of electronic records management:

1. Capture
2. Maintenance and Use
3. Disposal
4. Transfer
5. Metadata
6. Reporting

These requirements address born digital electronic records. The requirements are either “program” requirements, relating to the design and implementation of an agency’s ERM policies and procedures, or “system” requirements, providing technical guidance to vendors in creating ERM tools and specifications for agencies to consider when procuring them. Users of this document can filter on “program” or “system” requirements as needed. This could be helpful in finding a list of requirements a system needs to manage electronic records.
Universal ERM Requirements Updates

- Updated format definitions.
- Added Freedom of Information Act (FOIA) and digital preservation requirements.
- Clarified should haves and must haves.
- Added more authoritative sources.

Federal Integrated Business Framework

- Financial Mgmt
- Travel
- Human Capital
- Grants Mgmt
- Cybersecurity
- Acquisition
- Records Mgmt
- IT
- FIBF

- Federal Business Lifecycle
- End to End Processes
- Service Activities List
- Performance Metrics
- Standard Data Elements
- Business Use Cases
- Business Capabilities

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
### Business Lifecycle and Capabilities

- **Approved by OMB**
- **Based on USSM Federal Integrated Business Framework (FIBF)**
- **Identifies the key functions, activities, and capabilities**
- **Basis for use cases**

#### Functions & Activities

<table>
<thead>
<tr>
<th>Functions</th>
<th>Activity ID</th>
<th>Activities</th>
<th>Activity Definitions</th>
<th>Inputs</th>
<th>Processes</th>
<th>Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERM.010</td>
<td>ERM.010.010</td>
<td>Records Capture</td>
<td>Records Creation refers to the process of creating digital objects in the course of agency business.</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ERM.010</td>
<td>ERM.010.020</td>
<td>Records Validation</td>
<td>Records Validation refers to the process of verifying a digital object possesses the characteristics of a record.</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>ERM.010</td>
<td>ERM.010.020</td>
<td>Records Retention</td>
<td>Records Retention refers to the process of analyzing the business value of groups of records and assigning retention periods.</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>ERM.020</td>
<td>ERM.020.010</td>
<td>Records Maintenance &amp; Use</td>
<td>Access Level Management refers to the process of determining the appropriate level of access for agency personnel to a record.</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ERM.020</td>
<td>ERM.020.020</td>
<td>Records Maintenance</td>
<td>Records Maintenance refers to the storage, retrieval, and handling of records by a Federal agency.</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>ERM.020</td>
<td>ERM.020.030</td>
<td>Litigation Hold</td>
<td>Litigation Hold refers to the process of identifying a group of records and locking them down to ensure no changes can be made. The records will be locked down until the Litigation Hold is lifted.</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ERM.020</td>
<td>ERM.020.040</td>
<td>Information Request</td>
<td>Information Request refers to the process of identifying a group of records and making the records available to satisfy a Freedom of Information Act, Congressional, or e-discovery request.</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ERM.030</td>
<td>ERM.030.020</td>
<td>Records Disposal Eligibility</td>
<td>Records Disposal Eligibility refers to the process of identifying groups of records that have met their records retention period. The records must not be part of any hold or information request to be eligible for disposal.</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>ERM.030</td>
<td>ERM.030.020</td>
<td>Records Disposal Approval</td>
<td>Records Disposal Approval refers to the process of notifying business owners of records eligible for disposal and obtaining the proper approvals to destroy the eligible records.</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

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**National Archives and Records Administration**
Universal Use Cases

- Document the standard workflows.
- Identify the roles and actions for actors.
- Can be used to evaluate and demonstrate a solution’s functionality.
- Currently under review by Business Standards Council

Standard Data Items

- **Purpose:** Provide minimum data fields systems require to support management of electronic records
- **Based on inputs/outputs from the Business Capabilities and Universal Use Cases**
- **Derived from:**
  - NARA ERA 2.0 metadata dictionary
  - Dublin Core
  - NARA's minimum metadata requirements for definition of terms

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Held on August 6, 2020

NARA presented on FERMI updates

GSA presented on ERM service offerings, Multiple Award Schedule (MAS) updates, and the future vision for ERM SIN/category

Two agencies shared their experiences with the SIN

View the recorded session
GSA Electronic Records Management Solutions

- Physical RM Special Item Number 493110RM
- Electronic RM Special Item Number 518210ERM
ERM Procurement Roadmap

- Template procurement documents for agencies to use when purchasing ERM services and solutions.
- Training for Records Management and Contracting staff
- Buying Guides
- Engagement with Industry
- Establishing an ERM Community to exchange ideas and implement more effective solutions
Contacts for More Information

Records Express – Official Blog
http://blogs.archives.gov/records-express/

NARA Records Management webpage
http://www.archives.gov/records-mgmt/

FERMI Website
https://www.archives.gov/records-mgmt/policy/fermi

GSA Schedule 36
recordsmanagement@gsa.gov

Switchboard, ca. 1948-2967. National Archives Identifier: 19996695.
Questions for Beth?
2018–2020 FOIA Advisory Committee Records
Management Recommendations

Kirsten B. Mitchell
Designated Federal Officer, FOIA Advisory Committee,
Office of Government Information Services
OGIS Updates

National Archives Identifier 45499323
FOIA Advisory Committee:

- 20 individuals from inside & outside government
- Study federal FOIA landscape
- Make recommendations to the Archivist of the United States
Records Management Subcommittee

Co-Chairpersons:

- Jason R. Baron, Faegre Drinker LLP
- Ryan Law, Department of the Treasury

National Archives Identifier 74228521
Silos:

- Federal Records Act
- Freedom of Information Act
Recommendation 2

Include records management-related materials on agency websites & in FOIA handbooks

National Archives Identifier 6482991
Recommendation 3

Post FOIA-released records in central repository & agency website

National Archives Identifier 40910402
Recommendation 4

Provide records management training to FOIA officers & include a FOIA module in records management training to all federal employees
Recommendation 9

NARA incorporate public access to federal records, including via FOIA as part of the Federal Electronic Records Modernization Initiative (FERMI)
Recommendation 10

NARA & OIP connect with Chief Data Officers Council to ensure discussion of federal recordkeeping & FOIA requirements
Recommendation 11

OIP provide guidance on the use of e-discovery tools to conduct records searches
Recommendation 12

Agencies release FOIA documents in formats that are:

- Open
- Legible
- Machine-readable
- Machine-actionable
Recommendation 18

CIGIE cross-cutting project on how successful agencies are providing FOIA access to agency records in electronic/digital form

National Archives Identifier 27580053
Forming Partnerships

National Archives Identifier 515163
Archivist of the United States continue leadership in ensuring FOIA access/federal recordkeeping policies incorporated in federal data strategies
Recommendation 22

Archivist promote research into using artificial intelligence for search of government electronic records
Questions for Kirsten?
Additional Updates: Capstone, Form NA-1005

Margaret Hawkins
Director, Records Management Operations
Follow-up to February and April BRIDG Presentations
● Process for resubmission and reapproval of the forms is established: GRS Transmittal 31, May 2020.

● Form NA-1005 will be incorporated into ERA 2.0.

● Form NA-1005 is being redesigned.
GRS Transmittal 31, published 4 May 2020, established guidelines for resubmission:

Type 1: Mandatory resubmission on a 4-year cycle
  - Beginning January 2023

Type 2: Ad-hoc submissions
  - Major changes outside the mandatory resubmission cycle
  - Agencies will not be required to re-submit for "minor" changes – new FAQs provide list of common minor changes that would not require an ad-hoc submission.
• A form NA-1005 is a snapshot, reflecting an agency’s organization at a specific time.

• Government agencies tend to reorganize often – either with minor changes or with major reorganizations that affect senior leadership positions.

• The form NA-1005 needs to be as accurate as possible to ensure proper implementation by the agency.

• The form NA-1005 is also a tool for NARA accessioning staff – accurate forms ensure smoother transfer, processing, and verification.
Agencies requested guidance on resubmission very soon after the first forms were approved.

This is also supported by data collected in the 2019 Records Management Self Assessment:

- 33% of respondents reported that their current form NA-1005 no longer adequately reflects their organization;
- 16% of these are due to positions being removed from the organization;
- 15% are what the agency believes should be re-appraisals (permanent to temporary);
- 21% reported that they have new positions that need to be added.
### General Information

**Required Field**

**Schedule Subject**
- GRS 6.1 Implementation

**Agency or Establishment**
- Bureau of the Census

**Record/Scheduling Group**
- 0029 - Records of the Bureau of the Census

**Additional Agencies This Schedule Applies To**
- Filter agencies and departments by name.
Additonal Agencies This Schedule Applies To
Filter agencies and departments by name.

Filter list by name

- Adjutant General's Office
- Administration for Children and Families
- Administrative Office of the U.S. Courts
- African Development Foundation
- Agency for Healthcare Research and Development

Is there a classified version of this form?
- Yes
- No

Is this form superseding a previous submission?
- Yes
- No

GRS 6.1 Items Proposed For Use
Filter agencies and departments by name.

Filter list by name

- Item 010
- Item 011
- Item 012

Additional Scope Comments
If an agency did not check "all" under the "GRS 6.1 item(s) proposed for use" section, please summarize how other email is to be managed. If applicable, a separate form (for example, "The department will also be submitting forms for the following additional components: [list of components, with their respective details]

Legacy Email Scope
Agencies using this GRS are expected to apply the items being used to all legacy (existing) email. Please provide any general information on legacy email records management with a print-and-file policy was enforced prior to Capstone adoption or "agency will be including legacy email for all items being used"

Do any of the Capstone officials proposed on this list have email accounts on security classified networks or systems?
- Yes
- No

Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification?
- Yes
- No

URL to Agency Organization Chart
If not available online, please attach with your submission. NARA reserves the right to request additional information to facilitate review.
ERA will summarize total number of positions and accounts, taken from the attachment (Part B):

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Positions</th>
<th>Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Positions: 0
Total Number of Accounts: 0
Form NA-1005 will be incorporated into ERA 2.0.

- Part B: list of Positions. Shifting to use of Excel, and moving away from the open PDF form.
- Will be uploaded as an attachment within ERA.
- Each category from the GRS 6.1, item 010 has its own tab (categories 1 through 10).
Form NA-1005 will be incorporated into ERA 2.0.

Three sub-categories within each GRS item 010 category:

- Active Permanent Positions, Day-Forward and Legacy.
- Permanent, Legacy Email Only.
- Removed Positions, Changed from Permanent to Temporary.

Allows uniform change statements, when applicable.
Active Permanent Positions, Day-Forward and Legacy.

- The majority of an agency’s positions will likely fall into this section.
- Allows capture of any changes since the last approved submission (drop-down menu).
- Number of positions and accounts is auto-tabulated.
**CATEGORY 10) Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance.** These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.

**NOTE:** To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

### (a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY

List all those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency’s first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.

<table>
<thead>
<tr>
<th>POSITION TITLE / ROLE</th>
<th>Number of Positions</th>
<th>Number of Accounts</th>
<th>Summary of Changes from previous submission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS:</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**
### Summary of Changes from previous submission

<table>
<thead>
<tr>
<th>Change</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>No change.</td>
<td></td>
</tr>
<tr>
<td>Number of accounts / positions increased.</td>
<td></td>
</tr>
<tr>
<td>Number of accounts / positions decreased.</td>
<td></td>
</tr>
<tr>
<td>Position is new since last submission.</td>
<td></td>
</tr>
<tr>
<td>Change in category designation.</td>
<td></td>
</tr>
<tr>
<td>Reappraised as permanent (legacy email is permanent).</td>
<td></td>
</tr>
<tr>
<td>Other (explain during review).</td>
<td></td>
</tr>
</tbody>
</table>
B: Permanent, Legacy Email Only. There are two identified scenarios:

- Positions eliminated from the organization: there is no longer any day-forward email, but legacy email still matches the category definition, and needs to be managed as permanent.

- Positions where the duties changed, and it’s no longer appropriate for the category: there is day-forward email, but it is temporary; legacy email still matches the category definition, and needs to be managed as permanent.
### CATEGORY 10: Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance.

These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

#### (b) PERMANENT LEGACY EMAIL ONLY.

List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.

<table>
<thead>
<tr>
<th>POSITION TITLE / ROLE</th>
<th>Number of Positions</th>
<th>Number of Accounts</th>
<th>Summary of Changes from previous submission</th>
<th>Calendar year position eliminated from agency or no longer creates permanent email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals:</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals of Sections A and B (all Position titles / Roles with permanent email)</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C: Removed Positions, Changed from Permanent to Temporary.

- Position is re-evaluated, and was never appropriate for inclusion as permanent.
- All email, day-forward and legacy, is now temporary.
- This section facilitates review, so NARA can account for all positions on previous forms.
- This is the equivalent of a NARA re-appraisal.
<table>
<thead>
<tr>
<th>POSITION TITLE / ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**CATEGORY 10** Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.

**NOTE:** To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

**c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.
“Totals” Tab, auto-tabulates all final numbers for easy inclusion into ERA:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Positions</th>
<th>Total Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Category 2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Category 3</td>
<td>13</td>
<td>26</td>
</tr>
<tr>
<td>Category 4</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Category 5</td>
<td>11</td>
<td>15</td>
</tr>
<tr>
<td>Category 6</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Category 7</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>Category 8</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Category 9</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Category 10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTALS</td>
<td><strong>72</strong></td>
<td><strong>106</strong></td>
</tr>
</tbody>
</table>

These TOTAL numbers are to be input into the appropriate ERA fields.
Approval of form NA-1005 in ERA:

- Approval process similar to that of records schedules.
- No longer require SAORM approval for NARA routing.
- Approved by the CRO.
As we await launch of ERA 2.0:

● Hold off on submitting a new form for minor changes, using the new resubmission FAQs as a guide.

● If you do resubmit, use the current PDF version of the form.

● Bring any questions to your NARA Appraisal Archivist.
Questions for Maggie?
General Q&A