

DOI - NARA Pilot Project

Electronic Records & eRulemaking

May 8, 2007

Team Members

- Sharon A. Whitt
Department of the Interior
- Ed McCeney
Department of the Interior
- Larry Baume
National Archives and Records Administration
- Kate Flaherty
National Archives and Records Administration
- DOI Bureau Records Officers

DOI Electronic Records

- DOI Work Group Established March 2006
 - A. Establish the “as is” State
 - Where records created
 - Roles & Responsibilities
 - Record Content Complete
 - Life Cycle Management

DOI Electronic Records

B. Identify the “to be” State

Where records created

Roles & Responsibilities

Record Content Complete

Life Cycle Management

C. Identify Gaps

DOI Electronic Records

- eRulemaking Initiative

Rule Making Business Process Changing
Paper to Electronic

Well defined process

Incorporate Electronic Records into Business Process
Change

DOI – NARA Pilot Project

Benefits

- Experience in Electronic Records

- Scope is limited to one Business Process

- No Additional Cost to DOI

Down Side

- 2 New Processes

- Revise Records Schedules

Next Steps

- eRulemaking Records Requirements Meetings
 - a. Who Attending
 - b. Feedback
- Records Schedules
 - a. Current Schedules for Rules
 - b. Update to Electronic
- Bureau Agreement
 - a. eRulemaking Implementation
 - b. Electronic Records for Rules