## Implement local recordkeeping systems

## Instructions for Using This Job Aid

*Use this job aid when you are assigned to implement local recordkeeping systems. Check off each step when you have completed the step.*

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| **Procedure** | **Actions/Decisions** |  |
| **1. Create or update an inventory of electronic records.** | 1. Locate the electronic files that are records. | ☐ |
| 1. Organize the files according to the file plan. | ☐ |
| 1. Create a “review” folder and move files that are duplicates and files that may be past their retention period into the review folder. | ☐ |
| 1. Move copies of the organized folders and files to the designated staging area so that they may be transferred into the new system. | ☐ |
| **2. Obtain training on the new system.** | 1. Prior to its implementation, attend online or face-to-face (F2F) instructional sessions on using the new recordkeeping system. | ☐ |
| 1. Ensure that records custodians you are responsible for also attend the training, if they are required to do so. | ☐ |
| **3. Determine the folder structure for the new record keeping system.** | 1. Set up the top-level folders to align with the file plan. | ☐ |
| 1. Decide the next level folder structure that will work best for the office (e.g. draft, review, final). | ☐ |
| 1. Setup up the second level (and additional levels) as necessary. | ☐ |
| 1. Ensure any revisions to records nomenclature or metadata necessitated by the system change are accounted for when setting up the new folder structure. Audit the folder titles and/or file codes after creation. | ☐ |
| 1. If not already provided, create a crosswalk linking folder titles/file codes in the legacy recordkeeping system to equivalents in the new system. Take screen shots of both folder structures and identify matches between the old and new systems.   Concept: Crosswalk - A table created to show original records series file codes or folder titles and where each links with new ones. | ☐ |
| **4. Determine how records disposition will be handled** | 1. If the new system is a DoD 5015.2 compliant records management application (RMA), then follow system protocol regarding application of disposition functions to records stored within the recordkeeping system. | ☐ |
| 1. If the new system is not a DoD 5015.2 compliant RMA, then follow records disposition guidance as provided by either agency records management policies and procedures, or the agency records officer. | ☐ |
| **5. Create training for office employees** | 1. If offering training in-person, then procure conference room space with projection and internet capabilities and send out information about the date and location of the training. | ☐ |
| 1. If offering training via web conference, then set up web conference and send out information about the date of the training and how to access the web conference. | ☐ |
| 1. Demonstrate the new recordkeeping system to staff in real time by navigating through directories and folders and going step-by-step over functional capabilities. | ☐ |
| 1. Provide follow-up instruction to records custodians via local online or F2F seminars, as necessary. Use tools such as PowerPoint slides, Q&A chat sessions, instructional handouts, and specially created job aids. |  |
| 1. Prepare to answer additional questions from users on an ad hoc basis as the transition to the new recordkeeping system rolls out. | ☐ |
| **6. Collect feedback from users on the new system’s implementation and operation and share with system owners.** | 1. Create a spreadsheet and track user observations, questions, and complaints about implementation of the new recordkeeping system, including your own. | ☐ |
| 1. Forward spreadsheet to system owners for their review and action. | ☐ |