

The President's Directive on Managing Government Records

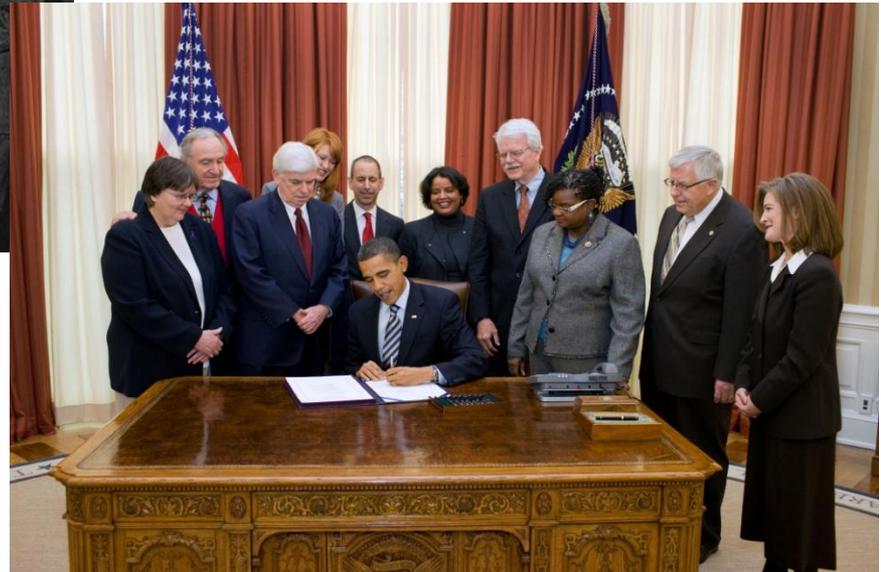
RACO 2012

Developing a 21st Century Framework for Records Management
Tuesday, September 25, 2012

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Presidential Memorandum



Presidential Memorandum

- President Barack Obama signed the Memorandum on November 28, 2011 and said:

“The current federal records management system is based on an outdated approach involving paper and filing cabinets. Today’s action will move the process into the digital age so the American public can have access to clear and accurate information about the decisions and actions of the Federal Government”

Source: <http://www.whitehouse.gov/the-press-office/2011/11/28/we-cant-wait-president-signs-memorandum-modernize-management-government->

Presidential Memorandum

- Good records management is the backbone of open government
- Effort to reform records management policies and practices documenting agency actions and decisions
- Development and issuance of a Records Management Directive

Focal Points

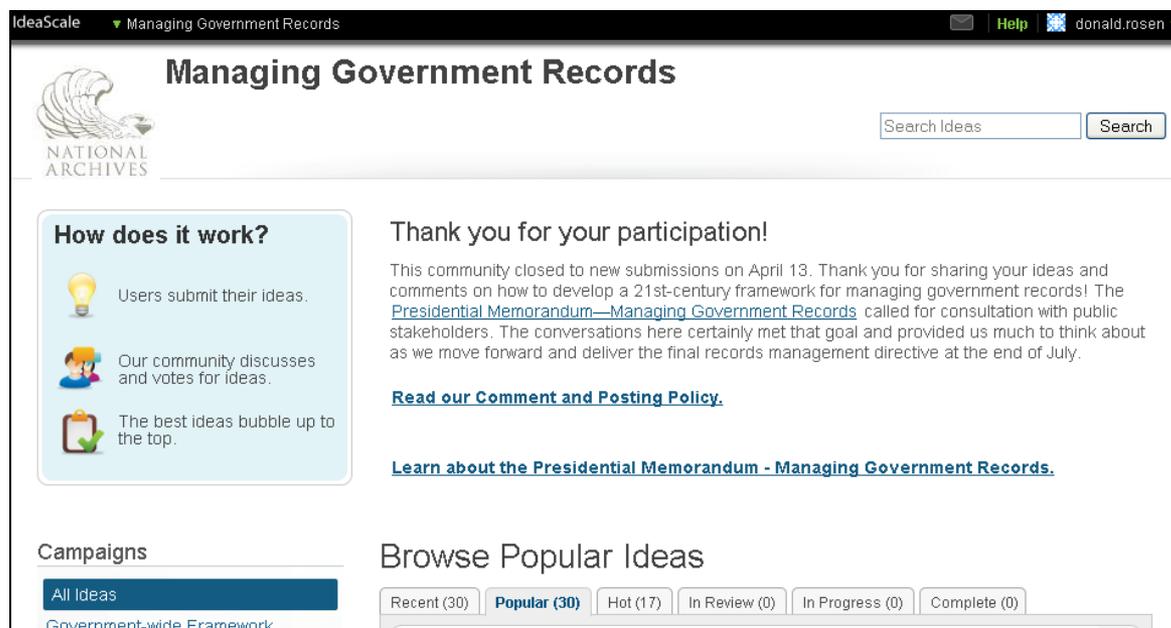
1. create a Government-wide records management framework that is more efficient and cost-effective
2. promote records management policies and practices that enhance the capability of agencies to fulfill their statutory missions
3. maintain accountability through documentation of agency actions
4. increase open government and appropriate public access to Government records
5. support agency compliance with applicable legal requirements related to the preservation of information relevant to litigation and
6. transition from paper-based records management to electronic records management where feasible.

Actions

- **Each Federal agency was required to**
 - Designate a senior agency official (December 28, 2011)
 - Submit a report detailing agency RM plans, challenges, and suggested improvements (March 27, 2012)
- **NARA was required to**
 - Develop a Directive directing agencies to take specific steps to reform and improve RM policies and practices (July 31, 2012)
 - Present to the President a report recommending updates to laws, regulations, and policies governing the management of Federal records (July 31, 2012)

Additional Input From

- Agency Senior Officials (SAOs) & Records Officers
- Public interest groups
- Professional organizations
- NARA
staff meetings
- IdeaScale



IdeaScale Managing Government Records

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Managing Government Records

Search Ideas Search

How does it work?

-  Users submit their ideas.
-  Our community discusses and votes for ideas.
-  The best ideas bubble up to the top.

Thank you for your participation!

This community closed to new submissions on April 13. Thank you for sharing your ideas and comments on how to develop a 21st-century framework for managing government records! The [Presidential Memorandum—Managing Government Records](#) called for consultation with public stakeholders. The conversations here certainly met that goal and provided us much to think about as we move forward and deliver the final records management directive at the end of July.

[Read our Comment and Posting Policy.](#)

[Learn about the Presidential Memorandum - Managing Government Records.](#)

Campaigns

All Ideas
Government-wide Framework

Browse Popular Ideas

Recent (30) **Popular (30)** Hot (17) In Review (0) In Progress (0) Complete (0)

Records Management Directive

- Issued on **Friday, August 24, 2012**, through OMB
- The “OMB Memo Number” is **OMB/NARA M-12-18**
- Located at
<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-18.pdf>
- More information posted on Records Express at
<http://blogs.archives.gov/records-express/>

Records Management Directive

(OMB/NARA M-12-18)

August 24, 2012

- Goal #1: Require electronic recordkeeping to ensure transparency, efficiency, and accountability
- Goal #2: Demonstrate compliance with Federal records management statutes and regulations

Goal 1: Electronic Recordkeeping

- By 2019, agencies manage all permanent electronic records in electronic formats
- By 2016, agencies manage permanent and temporary email in accessible, electronic format

Goal 2: Compliance

- Agencies must designate Senior Agency Official (SAO) to work with Agency Records Officer (ARO) to ensure compliance
- SAO/ARO work to identify legacy permanent records and schedule records
- ARO must obtain NARA Certificate of Federal Records Management Training
- Agencies Establish RM Training for Staff

Part II: Supporting Actions

- 2012: Convene SAO meeting
- 2013: Revised NARA transfer guidance
- 2013: New email guidance from NARA
- 2013: Reporting on new Cloud initiatives and work with OMB on A-130 revisions
- 2013: Determine feasibility of secure, shared cloud services
- 2013: Develop a Community of Interest
- 2013: Develop comprehensive plan for development of automated technologies

Part II: Supporting Actions

- 2013: Formal occupational series for RM
- 2013: Government-wide analytical tool
- 2014: CIO Council/FRC obtain external stakeholders to develop open-source RM solution
- 2015: NARA revamp of the Records Disposition Authority Process
- 2017: NARA will complete the General Records Schedule overhaul

Thank You

- All Updates on our progress can be found on the *Records Express* blog at <http://blogs.archives.gov/records-express/>
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