

- 1  **Finding the Gaps: Locating and Reporting Unscheduled Records. OMB/naara M-12-18 (Managing Government Records Directive). May 23, 2013.**
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- 2  **The Mandate.**
 - On November 28, 2011, President Obama signed the Presidential Memorandum on Managing Government Records. This Directive requires that to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping. It is applicable to all executive agencies and to all records, without regard to security classification or any other restriction.
- 3  **The Response.**
 - On August 24, 2012 the Office of Management and Budget and the National Archives issued a memorandum (OMB/naara M-12-18) under the Executive Office of the President. This memo outlines the specific steps agencies need to take to comply with the Presidential Memorandum on Managing Government Records.
- 4  **Reporting requirements.**
Two sections of the OMB/naara Memorandum require reports from Federal Agencies:
 - Section two point two states Senior Agency Official Shall Ensure that Permanent Records are Identified for Transfer and Reported to naara
 - Section two point five of the memorandum states agency Senior Agency Officials “shall ensure that records are scheduled.”
- 5  **Agencies are Required to Schedule their Records.**
 - 36 CFR § twelve twenty five point ten. What Federal records must be scheduled?
 - All Federal records, including those created or maintained for the Government by a contractor, must be covered by a naara-approved agency disposition authority, [E R A Records Schedule], or the naara General Records Schedules.
- 6  **Managing Government Records Directive.**
 - *2.5 Senior Agency Official Shall Ensure that Records are Scheduled .*
By December 31, 2016, the Senior Agency Official shall work with the Agency Records Officer to ensure records schedules have been submitted to naara for all existing paper and other nonelectronic records. To facilitate this goal, the Agency Records Officer will work with naara to identify all unscheduled records, by December 31, 2013. This should include all records stored at naara and at agency records storage facilities that have not yet been properly scheduled.
- 7  **How to Meet this Requirement.**
 - Identify unscheduled records at:
 - Agency offices.
 - Federal Record Centers.
 - Offsite storage facilities other than the Federal Records Centers.
 - Agency Records Schedules.
 - Inventory Web briefing.
 - Reporting Tools for electronic and textual records.
- 8  **Reporting Tools.**
 - Two reporting tools from the 2.5 Project Team.
 - Part A covers unscheduled records held at Federal Records Centers. naara will provide each agency with an Are Kiss report showing unscheduled records at the Federal Records Centers and their location. Release of this spreadsheet to agencies is imminent.
 - Part B is the reporting tool for agency records stored at non-naara facilities. Agencies are responsible for completing the fields in this tool. This also will be issued soon.
 - Final submission will be December 31, 2013.
 - Support from naara for any issues or questions agencies encounter.

- 9  **Image of Unscheduled Records in Federal Record Centers Reporting Form.**
- 10  **Unscheduled Records Reporting Tool from Federal Records Centers.**
- Covers unscheduled agency holdings at Federal Records Centers.
 - Does not include unscheduled records held in agency offices or non-naara offsite storage.
 - Agencies will receive an Are Kiss report showing the number and location of their unscheduled records at Federal Records Centers by May 17, 2013.
 - naara will receive a copy of the report at the time it is released to agencies.
- 11  **Unscheduled Records Reporting Tool from Federal Records Centers (continued).**
- Fields include:
 - Record Group Number - The Record Group assigned to your agency by naara.
 - Transfer Number - The number assigned to each agency records transfer to a Federal Records Center.
 - Records Series Description.
 - General Records Type.
- 12  **2.5 Reporting Tool: Federal Records Centers.**
- Fields include:
 - Actual Volume – The number of cubic feet of each series.
 - Inclusive Start Date.
 - Inclusive End Date.
 - Records Center – Which Federal Records Center holds these records
 - Unless corrections or changes need to be made to the information on the form, the agency is not required to send this form back to naara.
- 13  **Image of Unscheduled Records in Non-naara Facilities Reporting Form.**
- 14  **Image of Drop Down Menus.**
- 15  **Image of Information Box.**
- 16  **Reporting Tool: Unscheduled records in Non-naara Facilities.**
- Unscheduled records located at agency offices or non-naara offsite storage facilities.
 - Includes electronic records so it replaces e-scheduling reports.
 - Agencies complete this reporting tool and submit it to naara.
 - Identify unscheduled records by December 31, 2013.
 - Agencies with classified information should contact their appraisal archivist. Special arrangements will be made.
- 17  **Reporting Form Bee Fields.**
- 1. Record Group Number.
 - This is the unique number naara assigns to each federal agencies records.
 - This should be the record group number for the RECORDS themselves, not necessarily for the current agency. An agency's unscheduled records may be from a predecessor agency that had a different record group number.
 - Most agencies will use a two or three-digit number. Please express this number as three digits by adding leading zeroes if needed.
- 18  **Reporting Tool: Reporting Fields (continued).**
- 2. Creating Office. This is the program office responsible for creating the record series, and uses the records for business purposes.
 - 3. Record series description. Please provide a title and description to the best of your ability.
- 19  **Reporting Tool: Reporting Fields (continued).**
- 4A. Type of Records.
 - We provide a number of choices on a drop down list.
 - If the records are all of the same type (or format), please choose from the list. Formats include textual records, sound recordings, maps and charts and so on.
 - If your type of record is not on the list, please choose "other" and provide the record type in 4 B, to the best of your ability.

- If these unscheduled records include multiple types, please make that choice and explain in 4 B. Please give us any additional information you may have (for example, the motion picture films are color, the sound recordings are analog, the data files are on tape reels), please do this in 4B.

20  **Reporting Tool: Reporting Fields (continued).**

- 5. Actual Volume (in cubic feet). This field calls for a number. You should not add “sea ef” or “cu. ft.” after that number. Please note that 1 standard Federal Records Center box is equal to 1 cubic foot.
- 6. Inclusive start date. This is the date of the earliest records in the entire group of records. Please respond with a four-digit year.
- 7. Inclusive end date. This is the date of the most recent records in the entire group of records. Please respond with a four-digit year.

21  **Reporting Tool: Reporting Fields (continued).**

- 8A. Where are these records stored now?
- Agencies use a variety of storage sites to store records. We have provided possible answers in a drop down list.
- Please provide details in 8 B if you choose “multiple locations” or “other.”
- We ask you for the names, locations, and full agency staff contact information for all storage sites where the agency stores unscheduled records. Please type this information in the space at 8 B. naara will not contact directly anyone at these storage sites. We will always contact the agency records officer first.
- By providing this information, you document for your agency where these records are stored as of 2013. This information may be useful in the future, when storage vendors or agency office locations change.

22  **Reporting Tool: Reporting Fields (continued).**

- 9. Customer Reference Number. This is the unique identifying tracking number used at the storage facility for the unscheduled records series.
- 10. Status. In what stage of the scheduling process are the unscheduled records? Is a schedule pending within the agency? Has a schedule been submitted to naara? Has the scheduling process begun or has no action been taken towards scheduling?
- 11. Additional Information or Comments. Provide any additional information or comments you may have for naara.

23  **Demonstration on how to Complete Form B.**

24  **Inventory Web Briefing.**

Summer and Early Fall 2013. This class will:

- Define an inventory.
- Identify key factors in establishing the scope, focus, and requirements of an inventory.
- Identify key inventory elements to be collected, and different methods for managing the data collected.
- Explain the general guidance on how to conduct an inventory.
- Review the reporting tool.

25  **Questions?**

unscheduledrecords@naara.gov.

Hotline 301-837-3047.