**National Archives and Records Administration (NARA)**

**Managing Government Records Directive (OMB/NARA M-12-18)**

**2.5 Agency Reporting Template Reporting on Unscheduled Records**

**In Non-NARA Facilities**

Welcome to the First Annual Status Report to Identify Unscheduled Records. Please find attached our reporting tool spreadsheets. We ask that you focus your survey on (1) records on-site in your agency, and (2) records that are stored in commercial or agency off-site storage. We have prepared reports of unscheduled records holdings in our Federal Records Centers, nation-wide which will be provided to you by your NARA account manager.

**Please note that your response should include your unscheduled E-Systems Report**. Federal agencies have a continuing responsibility to schedule all their electronic records series, electronic systems, and web site content.

As the Presidential Memorandum states, *"By December 31, 2016, the SAO shall work with the Agency Records Officer to ensure records schedules have been submitted to NARA for all existing paper and other nonelectronic records. To facilitate this goal, the* ***Agency Records Officer will work with NARA to identify unscheduled records by December 31, 2013****. This should include all records stored at NARA and at agencies' record storage facilities that have not yet been properly scheduled."*

We have provided a spreadsheet to capture your data. **Use of this tool is mandatory**. Please ensure that your answers are complete and accurate to the best of your ability. If you do not have complete information for all the columns, please complete the columns for which you do have pertinent information. Please submit your agency’s report as an attachment to your Annual Records Management Self Assessment **by December 31, 2013**. We will use this data to report to the Archivist and the Office of Management and Budget.

To assist you in meeting the d**eadline** for scheduling records, we will offer several workshops and webinars in this and the coming fiscal year:

Understanding the Directive..May 9, 2013

How to inventory webinar …..TBD 2013

How to schedule webinar…..TBD 2014

**Instructions for completion of the 2.5 Part B Agency Response Form**

These written instructions should be used by all agency staff responsible for completing the Agency Response Form for unscheduled records. This requirement is outlined in Goal 2.5 Managing Government Directive (OMB/NARA M-12-18).

Please ensure that your answers are complete and accurate to the best of your ability. If you do not have complete information for all the columns, please complete the columns for which you do have pertinent information. Please submit your agency’s report as an attachment to your Annual Records Management Self Assessment by **December 31, 2013**.

Note: On the Agency Response Form, some categories of data elements (marked in blue) point to a drop-down list for possible answers. Click in the yellow cell to reveal the instruction box and the small grey drop-down arrow, which may be partially hidden behind the instruction box. Note that the drop-down lists allow for only a single choice answer.

Note: Use a separate row for each record series of unscheduled records.

***Instructions for each field (data element):***

1. Record Group #. This is the unique number that NARA assigns to each federal agency’s records. This should be the record group number for the RECORDS, 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 have a two or three-digit number. Please express this number as three digits by adding leading zeroes if needed. The Armed Forces use letter codes for records series that apply agency wide. If applicable, records managers for the Navy, Army and Air Force should use the letter code in the Record Group field.

2. Creating Office. This is the program office responsible for creating the record series, and that uses the records for business purposes.

3. Record series description. Please provide a title and description to the best of your ability.

4A. Type of Records. We provide a number of choices. 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 field 4B. If these unscheduled records include multiple types, again choose “other” and explain in 4B. If you can give us additional information (e.g., the motion picture films are color, the sound recordings are analog, the data files are on tape reels), please do this in 4B.

4B. Additional Information for 4A. This field allows you to type any kind of information in the cell that may be useful for identifying types of records.

5. Actual Volume (in cubic feet). This field calls for a numeric measurement. Please type in the estimated number of cubic feet for the records. You should not add “cf.” or “cu. ft.” after that number. **Note: 1 standard FRC 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.

8A. Where are these records stored now? Agencies use a variety of storage sites to store records. We have provided possible answers. Please provide details in field 8B if you choose “multiple locations” or “other.” We ask for the names, locations, and full agency staff contact information for all storage sites where the agency keeps unscheduled records. You can type this information in the space in 8B. NARA 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 successors, where these records are stored as of 2013. This information may be useful in the future, when storage vendors or agency office locations change.

8B. Additional information for 8A. Provide here the information we requested in 8A, if you chose “multiple locations” or “other.” You may also use this space to provide additional addresses and contact information for multiple storage locations.

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 NARA? 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 NARA.

Please submit any questions to **unscheduledrecords@nara.gov**

or call the **Unscheduled Records Hotline 301-837-3047**