Electronic Records Management [ERM] & GPEA Implementation --

A briefing for Agency Management/CIOs

Sponsored by: **NARA**

& the Federal PKI Steering Committee

Records Basics

- The move to e-Gov will change work processes

- The move to e-Gov will create new records

- GPEA-generated record material (paper <u>or</u> electronic) must have a NARA-approved disposition authority

- Post-GPEA agency records schedules <u>must</u> reflect these changes

How Does GPEA Affect Records Management [RM]?

- **Many GPEA records will be electronic and it will be <u>more</u> <u>cost</u>-<u>effective</u> to manage them electronically**

- **GPEA records may have embedded electronic signatures -- electronic records management [ERM] will enable you to maintain the trustworthiness those signatures over time**

- **GPEA transactions will be audited -- ERM will support that function**

What Do I Need to Do?

- **Review the NARA GPEA guidacne**
  - *http://www.nara.gov/records/policy/gpea.html*
- **Determine agency approach(es) to maintaining e-signature trustworthiness**
- **Use your GPEA risk assessment to advise RM decisions**
- **Develop an ERM action plan - i.e.,**
  - **IT solutions to manage GPEA e-records**
  - **Plan to update agency records schedules**

How Do I Do It?

- **Get your Agency Records Officer involved**
  - **Evaluate possibility of new e-Gov records created**
  - **Update your records schedules**
- **Get your GPEA IT staff involved**
  - **Evaluate/develop IT solutions to capture and appropriately manage GPEA-related electronic records**

How Can NARA Help?

- Clarifying NARA GPEA guidance
- Providing training for agency Records Officers regarding GPEA RM requirements
- Reviewing/approving agency records schedules containing GPEA records
- Detailed PKI ERM guidance being jointly developed with FPKI SC by 10/01/02

What NARA Can't Help With…

- **Specifying a single government-wide ERM model for e-Gov…**
  - …because e-Gov RM decisions are widely varying & agency-specific
- **Advising agencies on specific ERM solutions for GPEA systems**

Here Are Some Helpful Resources …

- **NARA's web site CIO link**
  - *http://www.nara.gov/records/ciolink.html*
- **Your agency's NARA Lifecycle Mgmt Division Work Group**
  - **Have your Agency Records Officer contact them for assistance**
- **DoD 5015.2-STD (design criteria for records management applications)**
  - *http://jitc.fhu.disa.mil/recmgt/#standard*

One Possible Solution…

- **Integrate a DoD 5015.2-certified records management application solution into your GPEA IT implementation plan**
  - *http://jitc.fhu.disa.mil/recmgt/*
- **Endorsed by NARA as "…one approach…" to ERM**
- **Meets Federal regulatory/statutory requirements**

Hear NARA at Upcoming PKI Conference

- "PKI in Today's Government"

  Sponsored by FPKI Steering Committee's Business Working Group

  November 29, 2001
  J.W. Marriott Hotel
      Washington, D.C.

Where Can I Learn More?

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