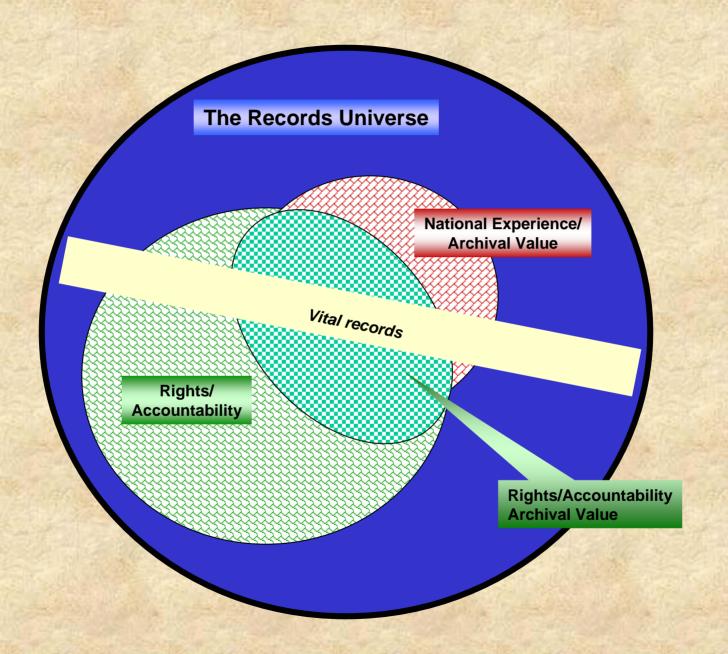
### Re-designing NARA's Records Management Program

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#### THE VISION

# ENSURING READY ACCESS TO RECORDS THAT DOCUMENT:

- Rights of American citizens
- Actions of Federal officials
- The national experience

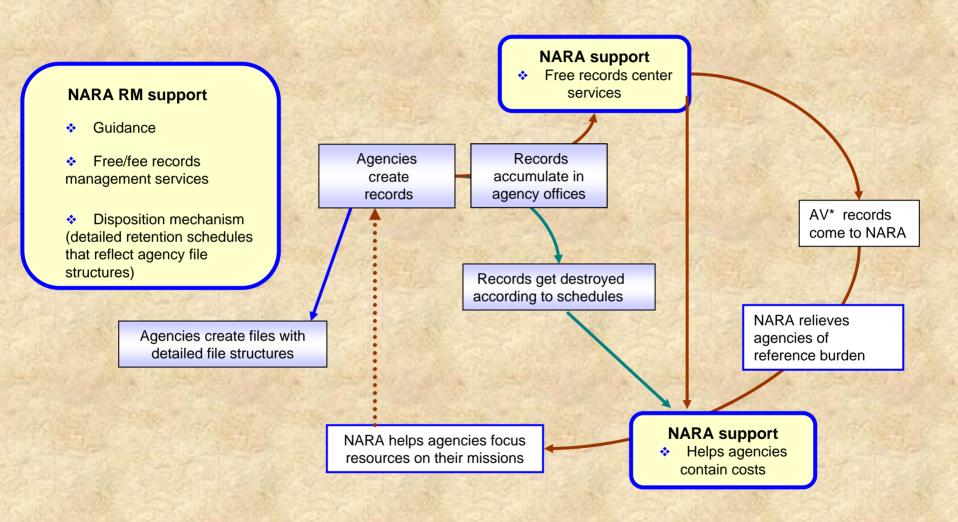


### THE REDESIGN CHALLENGE

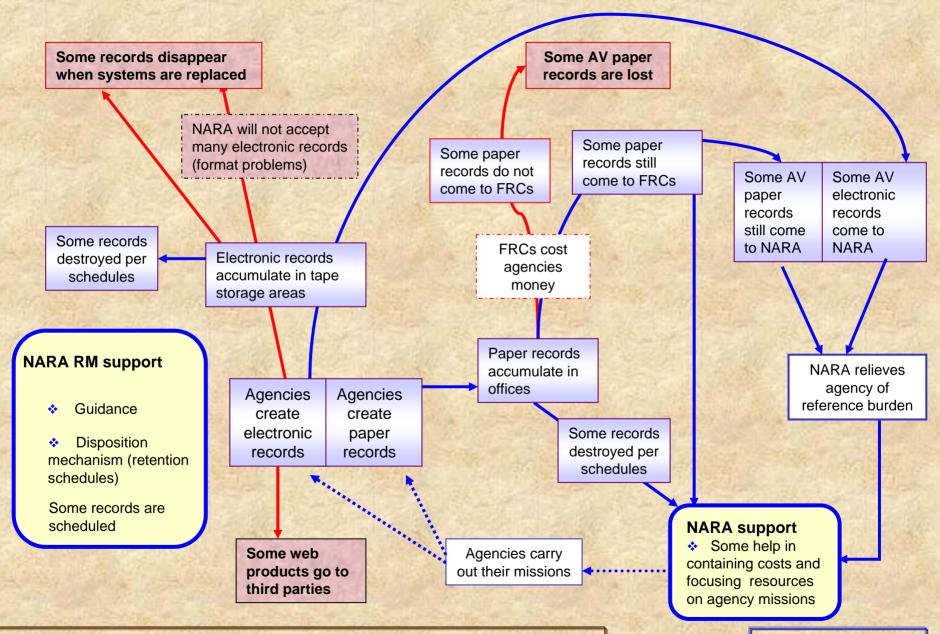
Adjust a paper based system to meet the growing volume of electronic records.

Realign tools, strategies, and techniques to meet changing customer needs.

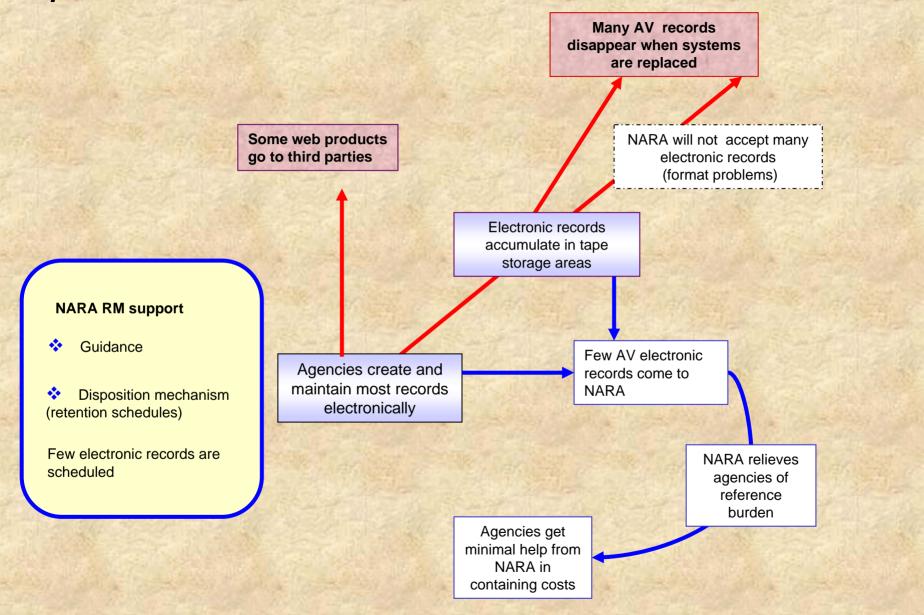
#### The old model



#### The current situation



#### A possible future



### THE GOALS

- Federal agencies can economically and effectively create and manage records necessary to meet business needs
- Records are kept long enough to protect rights and assure accountability, and
- Records of archival value are preserved and made available for future generations.

### THE UNDERLYING PRINCIPLE

- Create mutually supporting relationships that advance:
- agency missions
- effective records management

#### A proposed e-record model NARA relieves agency reference burden Many records get destroyed according **NARA** support Many AV records to schedules Contain costs come to NARA NARA helps agencies carry out their missions **NARA** archival support **NARA RM support** Advocacy and Change Management Agencies create Electronic Records Services Guidance and Training electronic records Custody Policy Assistance to Agencies Expanded Formats for archival transfers Inspections, Studies, and Reporting Pre-accessioning Planning and Evaluation Tools Pre-description Records Management Tools Appraisal Policy Flexible and front-end scheduling Expanded GRS, retention standards

#### **NARA RM support**

 Fee records center services for temporary records

#### **NARA RM support**

 Free storage for AV records with optional fee reference services

### **Nine Strategies**

- 1. <u>Mutually supporting relationships</u> with agencies that advance agency missions and effective records management.
- 2. Demonstrate that effective records management adds value to <u>business processes</u>.
- 3. There is **no one level** to which records must be managed.
- 4. Agencies may <u>choose a variety of means</u> to manage their records.

### **Nine Strategies**

- 5. NARA will focus on <u>trustworthy records</u> and concepts in ISO 15489 (Records Management):
  - Authenticity
  - Reliability
  - Integrity
  - Usability
- 6. NARA will focus on <u>accountability</u>, <u>protection of rights</u>, <u>and documentation of national experience</u>.

### **Nine Strategies**

- 7. NARA will <u>prioritize</u> based on <u>rights and accountability</u>; <u>archival value</u>; and risk to records.
- 8. NARA <u>will partner with other agencies</u> to develop, adapt, or adopt products and practices that support good records management.
- 9. NARA will provide leadership, in partnership with other key stakeholders, to focus agency attention on <u>electronic records</u> <u>needs</u>.

### 25 Tactics

## to Carry Out Strategies and Achieve Records Management Goals

- Communications
- Guidance and Training
- Assistance to Agencies
- Oversight
- Business Process Reengineering
- Records Management Tools
- Scheduling and Appraisal
- Records Center and Archival Activities

# RMI INITIATIVES Current Areas of Focus

- Resource allocation
- Flexible scheduling and GRS
- Custody and appraisal policies
- Guidance and training
- Direct assistance
- Advocacy
- Oversight
- E-Records storage and accessioning
- Transfer formats

### **FY 2004 National Projects**

- AOUSC
- BIA
- DHS
- **E-Systems**
- Interagency Fire
- NASA
- Science Records

### **SUMMARY**

The records management redesign:

- Mutually supporting relationships
- Established priorities
- Flexible and modular

### **QUESTIONS?**

#### For more information:

http://www.archives.gov/records\_management/initiatives/ strategic\_directions.html

#### For questions or comments:

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