

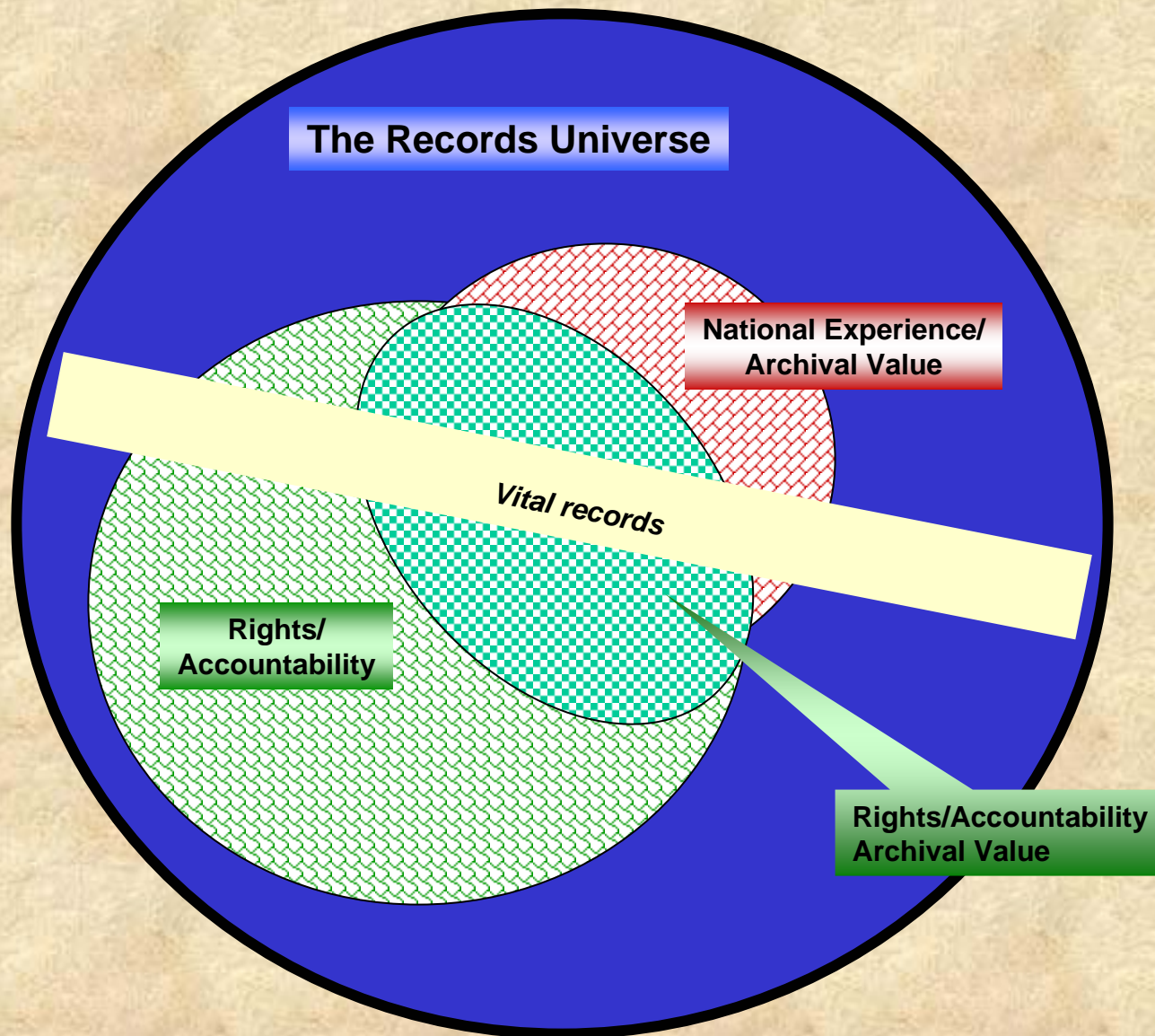
# **Re-designing NARA's Records Management Program**

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# THE VISION

ENSURING READY ACCESS  
TO RECORDS  
THAT DOCUMENT:

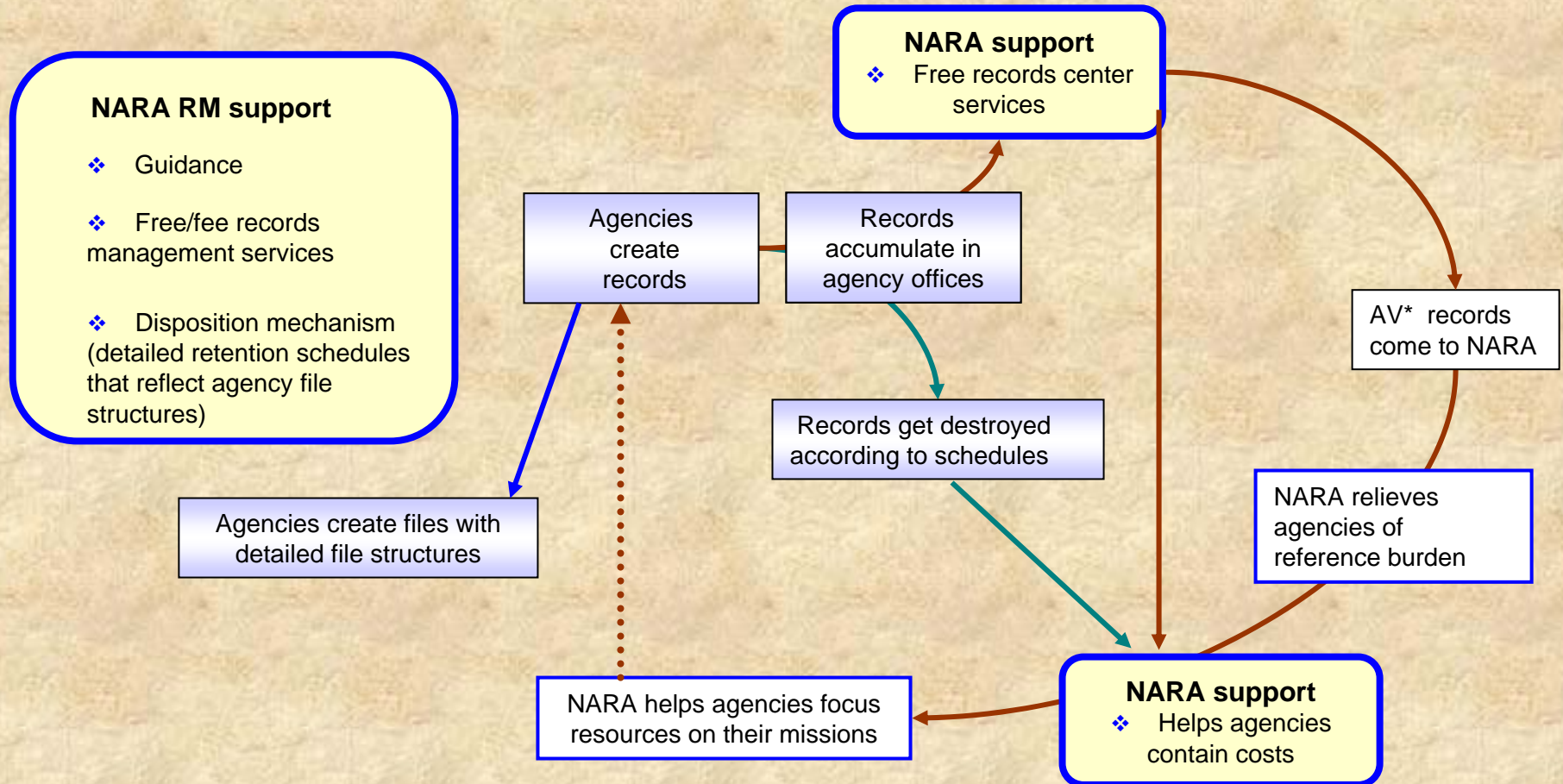
- **Rights of American citizens**
- **Actions of Federal officials**
- **The national experience**



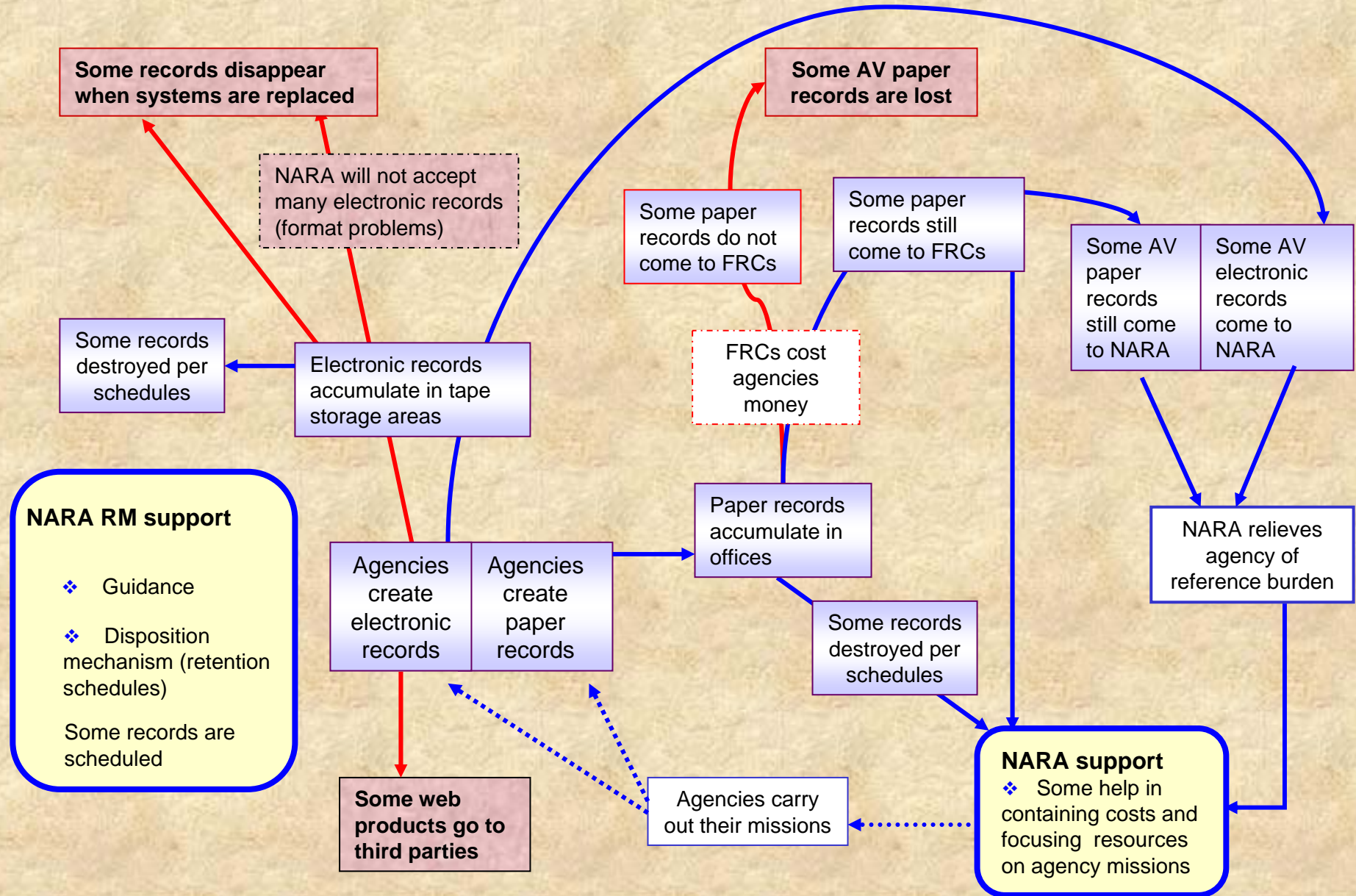
# THE REDESIGN CHALLENGE

- Adjust a paper based system to meet the growing volume of electronic records.
- Realign tools, strategies, and techniques to meet changing customer needs.

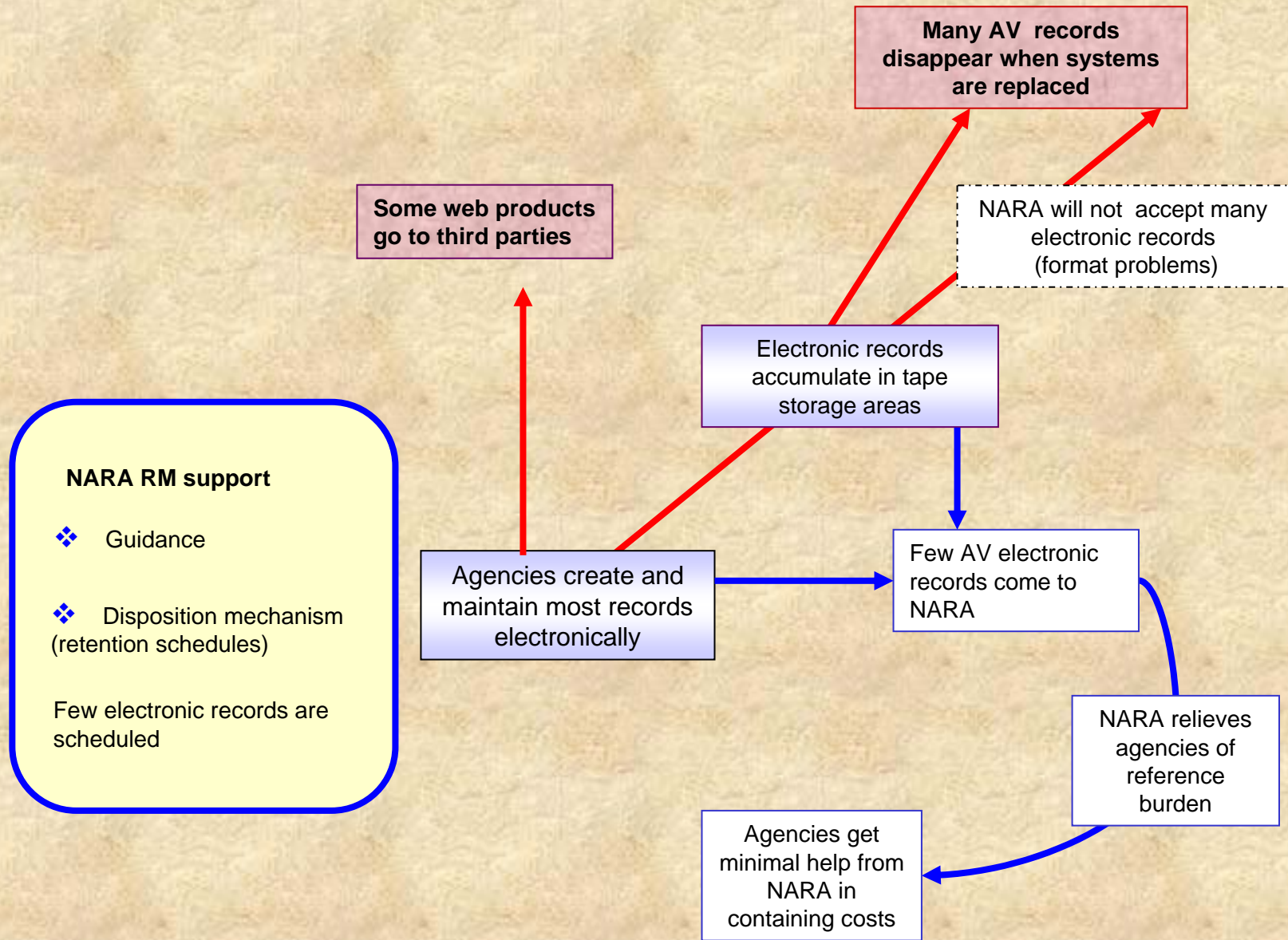
# The old model



# 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.**

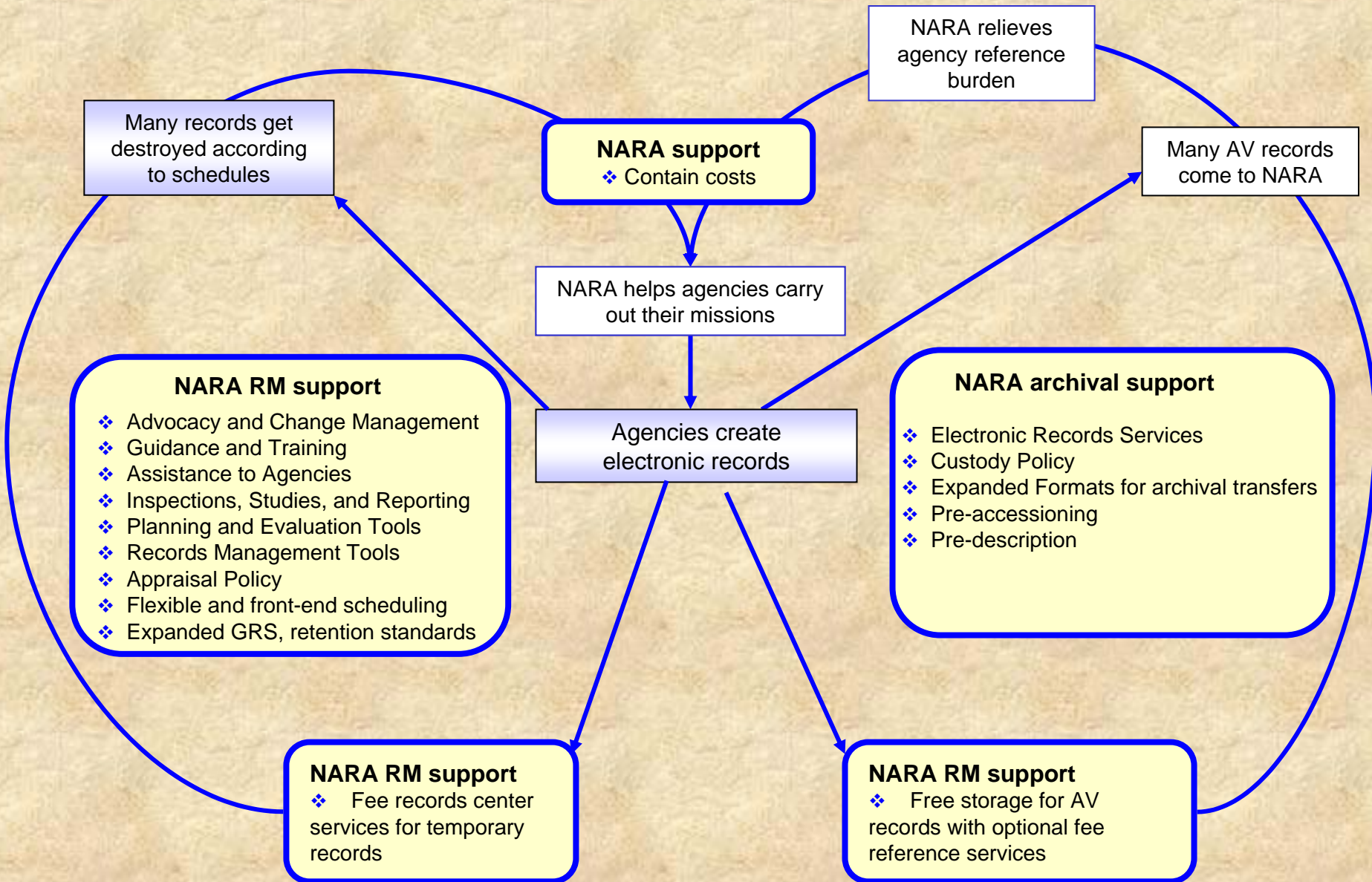


# THE UNDERLYING PRINCIPLE

Create mutually supporting relationships that advance:

- agency missions
- effective records management

# A proposed e-record model



# Nine Strategies

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

# Nine Strategies

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

# Nine Strategies

7. NARA will prioritize based on rights and accountability; archival value; and risk to records.
8. NARA will partner with other agencies 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 electronic records needs.

# **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](http://www.archives.gov/records_management/initiatives/strategic_directions.html)

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