

# HHS – RECORDS MANAGEMENT PROGRAM

## VISION, GOALS, OBJECTIVES

### VISION

The Records Management Program will create an electronic system using a NARA approved Records Disposition for HHS historical data for the timely retention of records.

HHS will facilitate the quality, coordination, effectiveness, and efficiency of the operations of a Department-wide electronic Records Management System.

### GOALS

- Eliminate the burden of redundant or disparate electronic and paper-based records retention efforts.
- Define and implement simplified standard processes and standard data definitions for HHS federal records management.
- Protect the confidentiality and integrity of HHS records while providing appropriate access and availability of those records.
- Standardize and improve the efficiency of the collection of HHS records, reduce the financial burden storage of records has on IT resources across the department.

### OBJECTIVES

Meet 2009 NARA scheduling of electronic records requirement

1st Qtr (Oct08 – Dec08) – Current Records Management Business Process Architecture

2<sup>nd</sup> Qtr (Jan09 – March09) – Gap Analysis

3rd Qtr (April09 – June09) – Target Records Management Business Process Architecture

4th Qtr (July 2009 – September 2009) – Transition Plan