

NARA E-Records Initiative

**Plan to Identify, Schedule and
Appraise, and Acquire E-Records**

**National Archives and Records Administration
BRIDG Meeting**

February 16, 2006

Overview

- Background
- Objectives
- Policy Initiatives
- Scheduling Approaches

Background

E-Records Plan reflects critical needs of NARA and Federal agencies

- Exponential increase of volume of e-records
- Growth of E-Gov agenda and related records
- Need to manage e-records more efficiently and effectively

Background

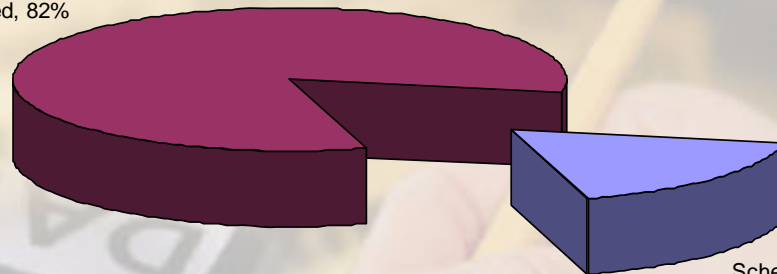
Scheduling and Appraisal

- 8,525 unscheduled systems/series of records
- Represents what we know – not reality – as of October 2005
- Given NARA's current resources and rate of progress, it would take more than 80 years to complete NARA review and approval

Background

Status of E-Records Scheduling Project through December 2005
(Total 8525 systems)

Unscheduled, 82%



■ Scheduled

■ Unscheduled

Scheduled, 18%

Background

Identify and Transfer

- NARA and agencies need to work together to identify and effect the timely transfer of permanent e-records
- As of October 2005, NARA has identified 1,805 series of e-records overdue for transfer
- Critical to success of ERA and for preserving the historically valuable records of agencies

Objectives

E-Records Plan Objectives

- Raise profile of identifying, scheduling, and transferring e-records
- Assess and improve internal NARA work processes
- Develop new policy initiatives and scheduling approaches

Policy Initiatives

Focus on effective communication

- High-level advocacy
- Communicate the message
- Publications

Policy Initiatives

Proposals that will lessen agency scheduling burden and promote faster and more efficient processing of schedules

- Use GRS 20, Items 3a/3b for electronic administrative records
- Use GRS 20 (various items) for input/output e-system records
- Eliminate the need to schedule e-copies of email and word processing (GRS 20, Items 13/14)

Scheduling Approaches

General

- Three approaches to increase significantly the volume of records that can be scheduled and appraised
- Approaches need to be evaluated and piloted
- Additional approaches on prioritization and teaming are internal to NARA and not presented here

Scheduling Approaches

Approach 1

- Prepare records schedules from information found on agency web sites, IT publications, systems inventories
- Depends upon availability of information and agency willingness to *support* approach

Scheduling Approaches

Approach 2

- Partner with agencies to develop schedules based on the FEA LOB approach using information collected in Approach 1
- Depends upon agencies willing to pilot and having familiarity with FEA

Scheduling Approaches

Approach 3

- Explore feasibility of GRS Item for permanent electronic systems
- Limited to systems with clear informational and evidential value
- Minimal technical information is acceptable

Questions??

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