BRIDG MEETING

National Archives and Records Administration

March 2, 2010

Discussion Topics

- RACO 2010, Washington, D.C., Chicago
- Records Schedules Online
- New Electronic Records Guidance
- RM Self-Assessment Update
- Final FY 2009 E-Records Reporting

RACO 2010

- RACO, Washington, D.C.
  - May 12, 2010
  - ITC/Ronald Reagan Building
  - Registration: $295.00 (early)
- Theme
  - *Managing the Records of an Open Government*
- *Question: What work are records managers and agency staff doing to comply with the OMB directive?*

RACO 2010

- RACO Chicago
  - August 24, 2010 (tentative)
  - Downtown Chicago, Palmer House Hilton
- Theme remains 'Open Government' with sessions on cloud computing, data.gov
- Registration and more information: http://www.archives.gov/records-mgmt/training/raco2010.html

Records Schedules Online

- SF 115s posted on Archives.gov
  - http://www.archives.gov/records-mgmt/rcs/
- Scanned versions from 1985 to present
- Additional schedules added in 5 year increments going back to 1973
- Newly approved schedules added weekly
- Includes current and superseded schedules

E - Records Guidance

- Guidance Products
  - FAQ on managing Federal records in cloud computing environments (Lead: Don Rosen. February 5, 2010)
  - Bulletin on managing Federal records in cloud computing environments (Lead: Denise Pullen. September 2010)
  - Bulletin on Web 2.0/Social Media Platforms (Lead: Don Rosen. September 2010)
  - Follow up FAQ to NARA 2008-05, *Guidance concerning the use of e-mail archiving applications to store e-mail* (Lead: Beth Panozzo. September 2010)

More Guidance, RM Studies

Web 2.0 Products

- ERM Team: Bulletin on Web 2.0/Social Media Platforms with definitions, examples and records implications for Federal records (Lead: Don Rosen)

- NRMP: Study of Federal agencies using Web 2.0 technology, the business context, records value, and relationship to scheduled records (Lead: Rebekah Fairbank)

RM Self-Asessments

- Quick look back
  - Released Sept 28, 2009
  - Results captured during FY 10, Qtr 1
  - 34 questions on basics of RM programs with special section on E-mail management
- Current status
  - Received 226 out of 253 recipients, 90 percent
  - Analysis ongoing, refining approach to scoring, which will be based on perceived risk
  - Report due in March 2010

RM Self-Asessments

- Preliminary conclusions
  - E-mail and e-records management continue to present challenges for agencies regardless of agency size
  - Cabinet-level agencies with multiple components frequently had contradictory responses
  - Scores will be reported for components as well as Departments as whole
- Next Steps
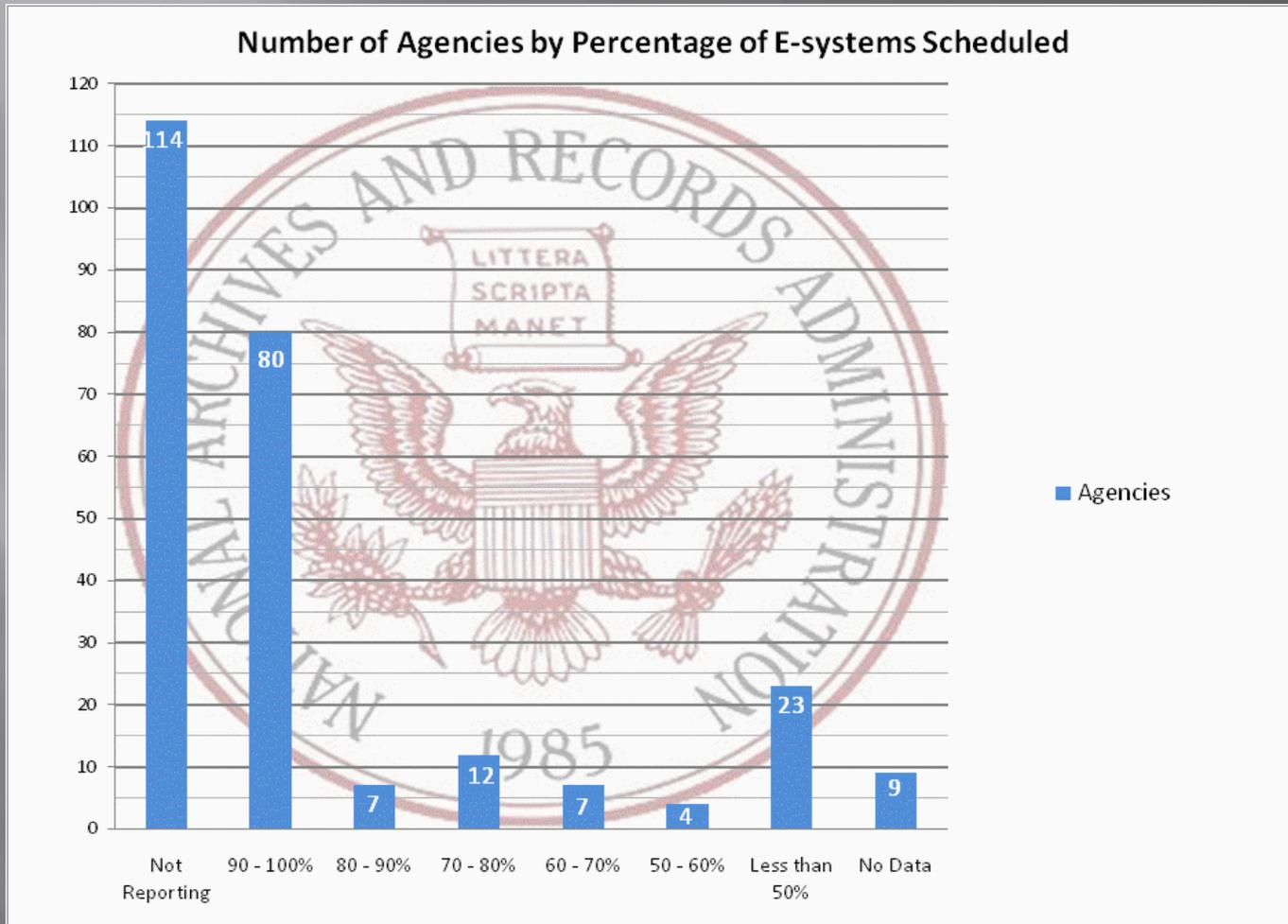 - FY 10 self-assessment will be released in June with more time to respond

RM Self-Asessments

- Questions:
    - What were your general impressions, e.g. time to respond, difficulty level of the questions?
    - Any thoughts on the special topic section e.g., RM training, storage of temporary records, Web?
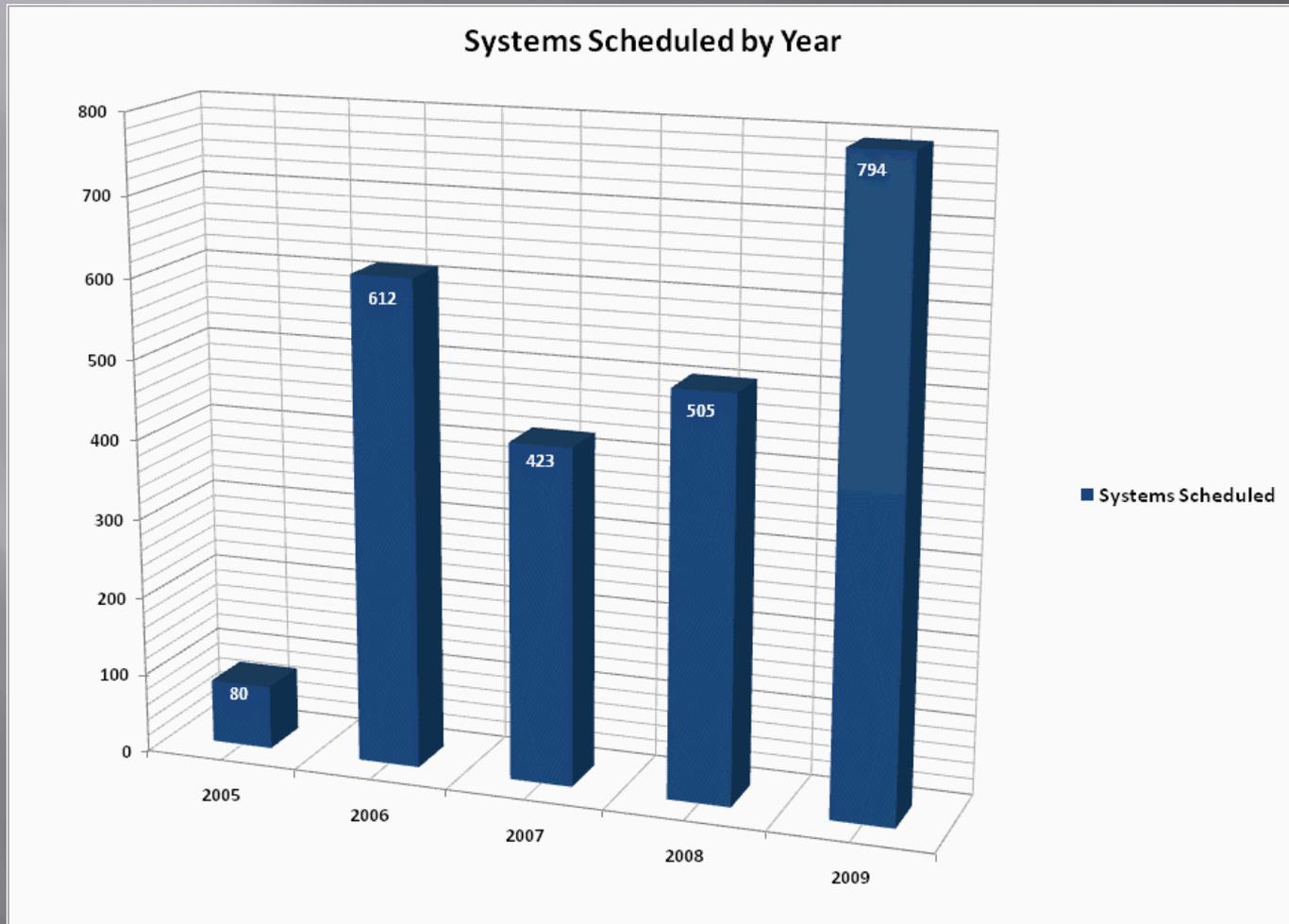   - Do you have suggestions on the best way to update NARA's e-distribution list?

FY 2009 E-Records Reporting

- Currently working on summary report of E-records scheduling and transfer activities from FY 2005 – FY 2010

- Response was fair, peaking in September; still much to do
  - Reports received from 142 of 256 agencies >>> 55 percent
  - As of October 1, 2009, only 34% of all agencies are at 80% compliance level

- Preliminary data
  - Agency responses according to percentage completion
  - Number of electronic records and systems scheduled by year

FY 2009 E-Records Reporting

FY 2009 E-Records Reporting

FY 2009 E-Records Reporting

- NARA Bulletin 2010-02 (Feb 25, 2010) supersedes previous E-Records Bulletins 2006-02 and 2008-03

- Newest requirement will be regular semi-annual reporting one-records scheduling status
  - March 31
  - September 30

- Attachment with guidance and tips to assist agencies in scheduling their e-records and systems

Discussion & Questions

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