

# Introducing the Records Management Oversight Section of the Policy Analysis and Enforcement Division

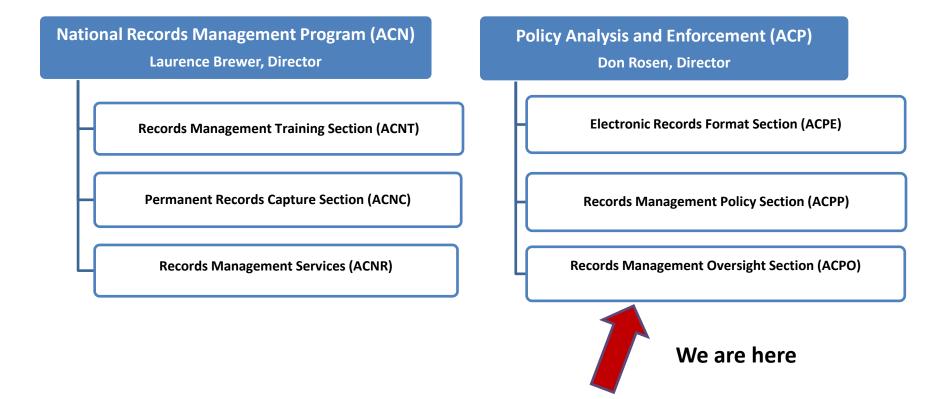
National Archives and Records Administration

Office of the Chief Records Officer For the Federal Government

April 18, 2012

#### Office of the Chief Records Officer (AC)

Paul Wester, Chief Records Officer for the U.S. Government



# **Our Team Members**

This is a new team, which officially began working December 2011

Cindy Smolovik, CA, CRM – Section Supervisor – Fort Worth, Texas Andrew Smith – College Park, Maryland Bill Fellers, CRM – Fort Worth, Texas Chris Cushman – New York City, New York Nancy Merz CA, CRM – Denver, Colorado Stephanie Fawcett – Boston, Massachusetts Davyd Fytsyk Kravets - College Park, Maryland (on detail until June 1, 2012)

## Our charge is...

We are the enforcement section of The Policy Analysis and Enforcement Division

#### We will use

- Inspections
- Assessments
  - Includes the Records Management Self Assessment
  - May include assessments done at the request of an Agency
  - May include studies and reports

# What we are doing now

#### For FY 12

- Completing RMSA 2011
- Conducting RMSA 2012
- Assisting with the Presidential Memo
- Planning and conducting inspections
- Developing a strategic framework

# Records Management Self Assessments

#### RMSA - 2011

- Individual Agency scores were released last Fall
- Final Report to be published by the end of April
- The findings and recommendations were submitted for consideration to the team working on the Presidential Memo

### RMSA 2011: General Findings

- Agencies use the results of the RMSA to improve their programs
- A number of agencies either have, or are working on, guidance for managing records in social media, web
   2.0 platforms, and cloud computing environments
- Agencies recognize the need to have performance metrics for their records management programs
- Systematic transfer of permanent records to NARA, continues to be inconsistent particularly in the case of electronic data

## RMSA 2012

- Advance copy of questionnaire will be sent May 21st
- Will run: June 4 through June 29<sup>th</sup>
- Instructions coming soon via RM Communications and Records Express Blog
- Core base line questions only this year
- Shorter!

Please send any changes or updates to contact names and email addresses to rmselfassessment@nara.gov by COB May 4!

#### RMSA 2012

RMSA 2012 individual scores reported in the Fall

 Agencies should take the time to carefully respond to the assessment in order to use it as a tool to gage the results of improvement efforts

## Next Steps into FY 13

Continue to improve the RMSA

Increase the number of Inspections

Complete our strategic planning initiatives

#### **Contact information**

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Thank you!