

# BACKLOG CLEAN-UP PROJECT

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SERVICES

April 18, 2012

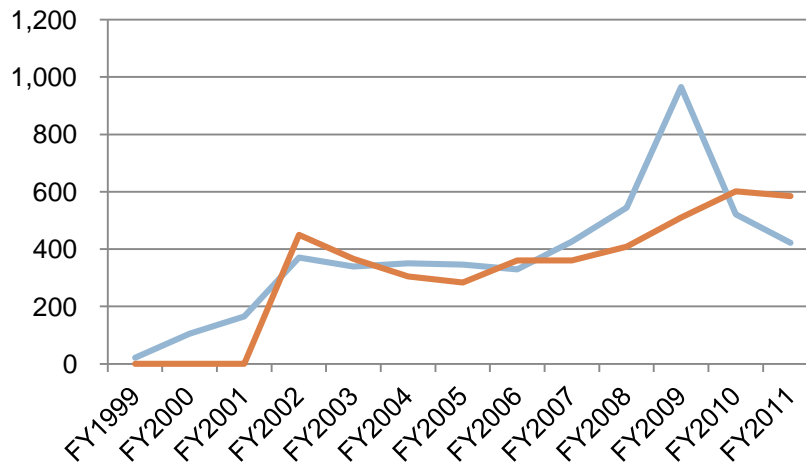
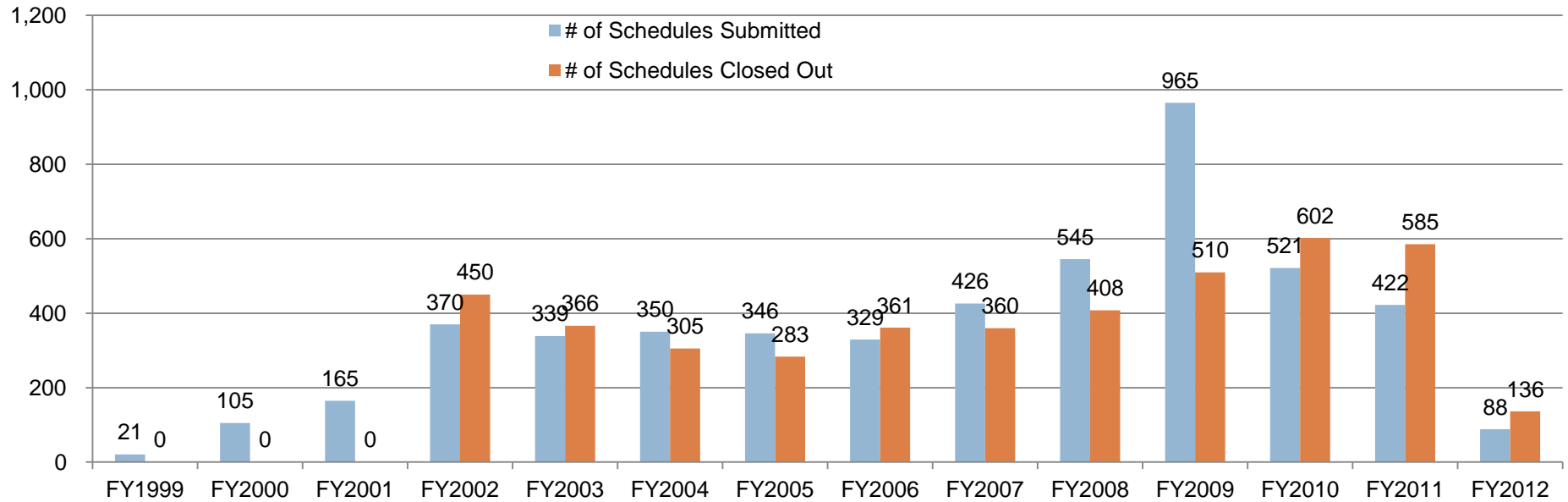
# Definition of Backlog

- A “backlog” records schedule is more than two fiscal years old (i.e., FY 2009 and older for this year).
- 210 backlog jobs at start of FY 2012
- 145 jobs on the backlog as of April 1

# Reasons to Address the Backlog

- Continued Growth: As of right now, 98 FY10 jobs will be added to the Backlog on Oct. 1
- Customer Service
- GAO has identified as a “risk”

# Jobs Received vs Jobs Closed



# Proposed Plan

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- Goal: 85% of backlog jobs closed by end of Fiscal Year
- Translates into 123 jobs (FY09 or earlier) signed or withdrawn by September 30, 2012

# How Do We Get There

## PROPOSED PLAN

- 60-day Focus on Backlog
  - ▣ May 7<sup>th</sup> to July 6<sup>th</sup>
  
- Priority on Backlog Jobs
  - ▣ Triage
  - ▣ Work on First (factoring in agency priorities)
  - ▣ Work on Every day, if necessary
  - ▣ Look at Other Assignments (Remove? Suspend Involvement?)
  - ▣ Share Work Among Team Members and Team

# Proposed Plan



- Data Collection
  - ▣ Identification of What is in Backlog
  - ▣ Why it is in Backlog
  - ▣ Strategy for Every Job

# Proposed Plan

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- Management Support
- Meetings with SHUs
  - ▣ High-Level Meetings
  - ▣ Team-Level Meetings
  - ▣ Appraiser-Level Meetings
    - Bring SHU Reps on Visits



# Proposed Plan

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- Communication with Agencies
  - BRIDG: April 18<sup>th</sup>
- Follow-up RM Communication
- Individual Discussions with Records Officers, if necessary

# Important Dates

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- Monday, May 7<sup>th</sup>: 60-day push begins
- Tuesday, June 12<sup>th</sup>: Mid-point Check-in
- Friday, July 6<sup>th</sup>: End of 60-day push
- Friday, September 28<sup>th</sup>: Final Calculation of Stats

# Questions

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## Questions?

Call Appraisal Archivist or Team Supervisor

- <http://www.archives.gov/records-mgmt/appraisal/>