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# Bi-Monthly Records and Information Discussion Group (BRIDG) Virtual Meeting

August 25, 2020

10:00 a.m. EDT to 12:00 p.m. EDT



**Welcome and Speaker Introductions: Gordon Everett**

**FERMI Updates: Beth Cron**

**OGIS Updates: Kirsten Mitchell**

**Capstone Resubmissions Updates: Margaret  
Hawkins**

**General Q&A**



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# Welcome and Announcements

## Gordon Everett

### Director, Customer Relationship Management



## Federal Records Centers Reopening Status & FAQs

<https://www.archives.gov/frc/operating-status>

<https://www.archives.gov/frc/temporary-closure-faq>



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# Questions for Gordon?



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# **FERMI Updates**

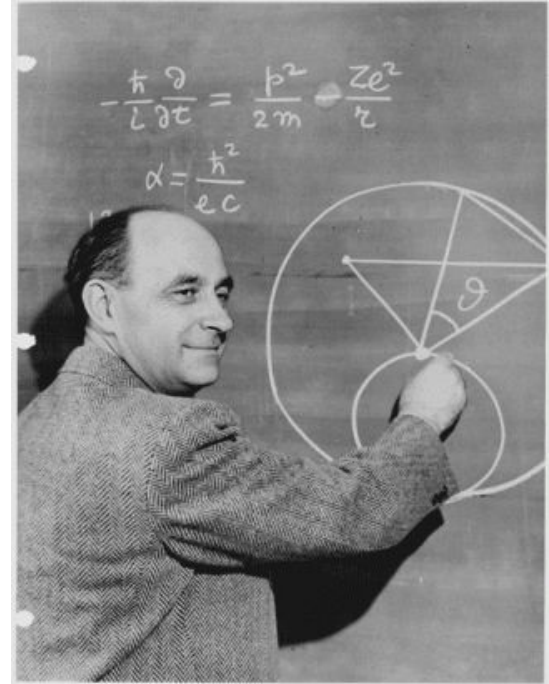
Beth Cron

Records Management Policy Analyst, Policy and  
Program Support

# Federal Electronic Records Modernization Initiative (FERMI)

## Two goals:

- To help agencies obtain electronic records management (ERM) solutions and services fitting their needs through an improved procurement process; and
- To proactively address changing trends in ERM by setting policy for new solutions and services.



*Photo of Enrico Fermi, ca. 1950, National Archives  
Identifier 595043*

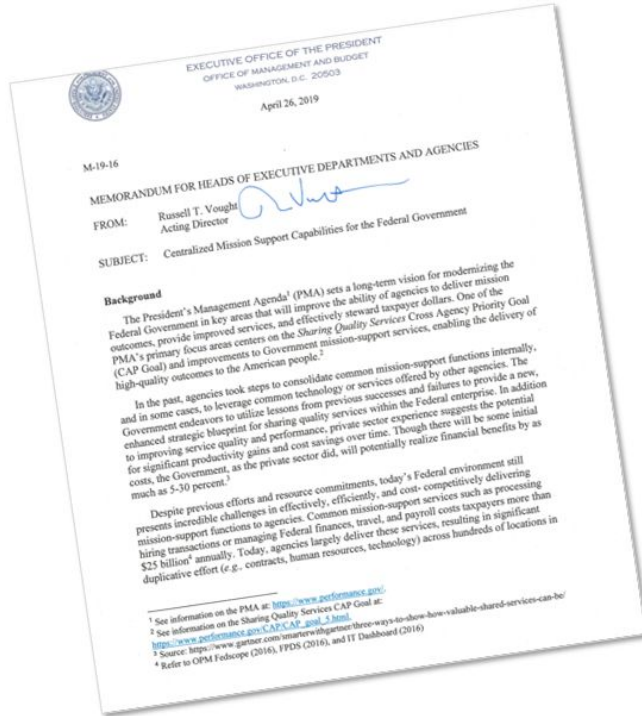


*Ruth Hinkins, math and computing  
programmer . National Archives Identifier:  
39147404.*

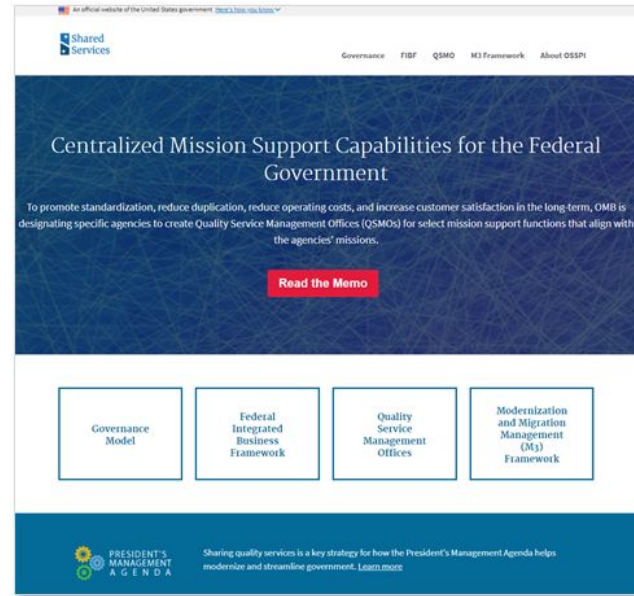
- Creating governmentwide standards to foster partnerships with the private sector and support long-term innovation.
- Vendors know what Federal agencies need for ERM.
- Leverage buying power by working together.
- ERM included in shared services which alleviates burden from individual users.



# Sharing Quality Services (M-19-16)



Source: [M-19-16](#)



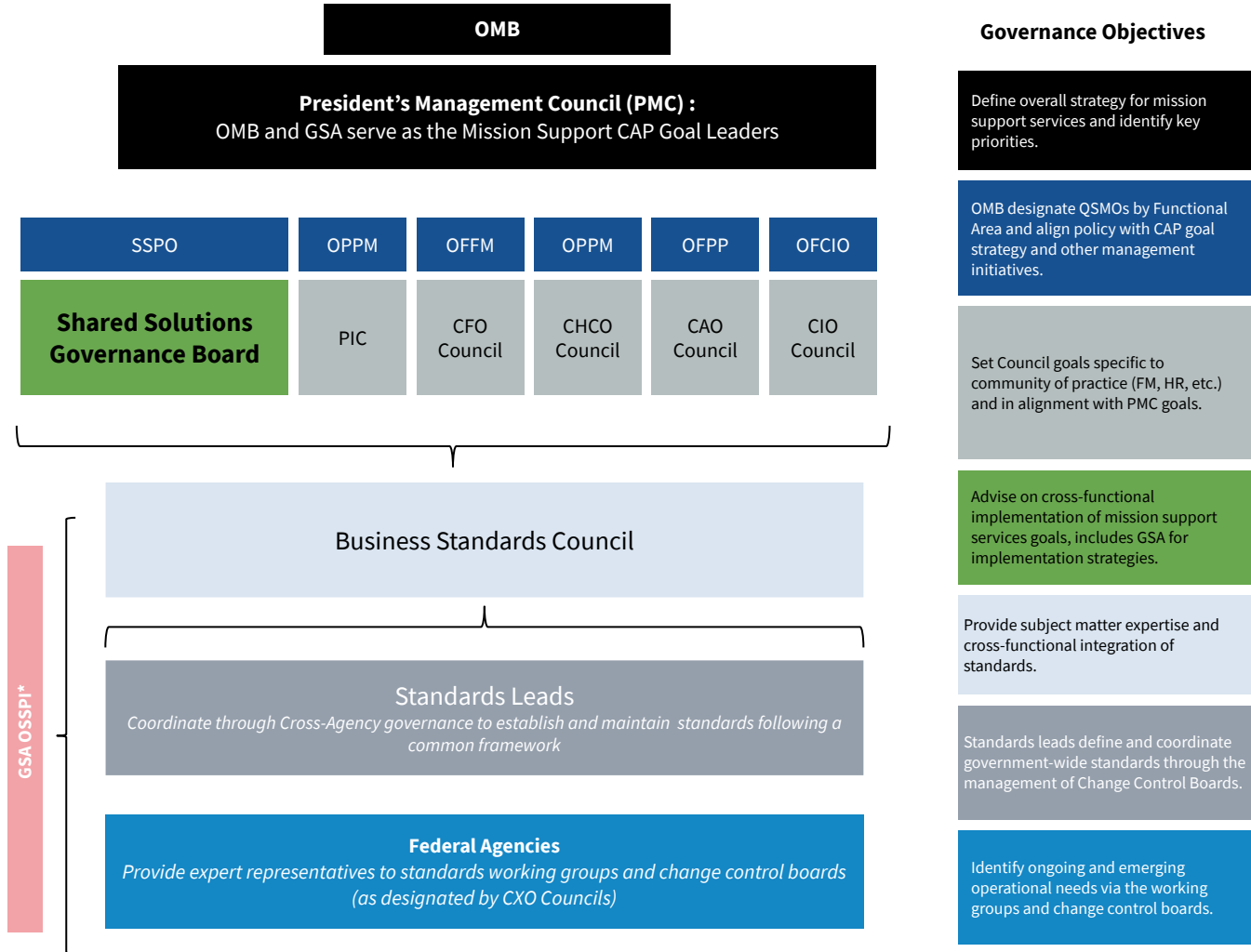
Source: [ussm.gsa.gov](https://ussm.gsa.gov)



Source: [CAP Goal 5 - SQS](#)



# Shared Services Governance and Operating Model





# Universal Electronic Records Management (ERM) Requirements, Version 2

RESEARCH OUR RECORDS

VETERANS' SERVICE RECORDS

EDUCATOR RESOURCES

VISIT US

AMERICA'S FOUNDING DOCUMENTS

## Federal Records Management

Home > Federal Records Management > Records Management Regulations, Policy, and Guidance > Universal Electronic Records Management (ERM) Requirements

### Records Management Resources

- Email Management
- Records Management FAQs
- Memorandums to Agency Records Officers
- Federal Records Centers (FRC)
- Guidance and Policy for Accessioning
- Records Management Policy and Guidance
- Records Management Self Assessment (RMSA)
- Records Management Training
- Electronic Records Archives (ERA)
- Basic Laws & Authorities
- Meetings & Activities

### Operating Status & Schedules

[View the National Archives Operating Status](#)

## Universal Electronic Records Management (ERM) Requirements

 [Download the Universal Electronic Records Management Requirements, Version 2 Spreadsheet](#)

The Universal ERM Requirements identify high level business needs for managing electronic records. They are baseline ERM program requirements derived from existing statutes, standards, NARA regulations, policy, and guidance. They are a starting point for agencies to use when developing system requirements. Records management staff should work with acquisitions and IT personnel to tailor any final system requirements. The document contains a change log, abstract, list of lifecycle requirements, list of transfer format requirements, and a glossary.

NARA first released the Universal Electronic Records Management Requirements, Version 1 in August 2017. Version 2 was released in April 2020.

These requirements contain six sections based on the lifecycle of electronic records management:

1. Capture
2. Maintenance and Use
3. Disposal
4. Transfer
5. Metadata
6. Reporting

These requirements address born digital electronic records. The requirements are either "program" requirements, relating to the design and implementation of an agency's ERM policies and procedures, or "system" requirements, providing technical guidance to vendors in creating ERM tools and specifications for agencies to consider when procuring them. Users of this document can filter on "program" or "system" requirements as needed. This could be helpful in finding a list of requirements a system needs to manage electronic records.

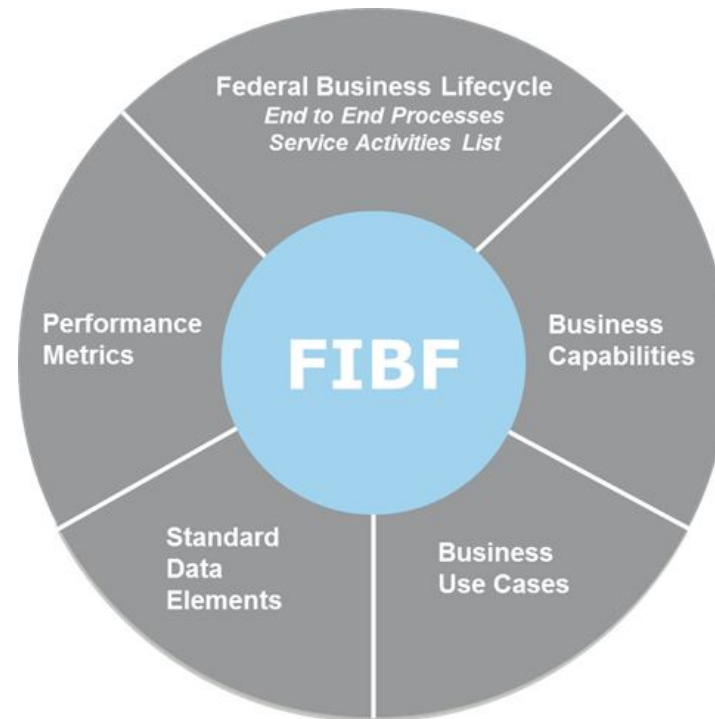
# Universal ERM Requirements Updates



*Preparing a National Bird List, 5/15/1940. National Archives Identifier: 7350922.*

- Updated format definitions.
- Added Freedom of Information Act (FOIA) and digital preservation requirements.
- Clarified should haves and must haves.
- Added more authoritative sources.

# Federal Integrated Business Framework



# Business Lifecycle and Capabilities

D10 X ✓ f Records Disposal Eligibility refers to the process of identifying groups of records that have met their records retention period. The records must not be part of any hold or informa

	A	B	C	D	E	F	G
1	Functions	Activity ID	Activities	Activity Definitions	Inputs	Processes	Outputs
2	ERM.010 Records Capture	ERM.010.010	Records Creation	Records Creation refers to the process of creating digital objects in the course of agency business.	1	0	0
3		ERM.010.020	Records Validation	Records Validation refers to the process of verifying a digital object possesses the characteristics of a record.	0	4	0
4		ERM.010.030	Records Retention	Records Retention refers to the process of analyzing the business value of groups of records and assigning retention periods.	0	3	0
5	ERM.020 Records Maintenance & Use	ERM.020.010	Access Level Management	Access Level Management refers to the process of determining the appropriate level of access for agency personnel to a record.	0	1	1
6		ERM.020.020	Records Maintenance	Records Maintenance refers to the storage, retrieval, and handling of records by a Federal agency.	0	3	0
7		ERM.020.030	Litigation Hold	Litigation Hold refers to the process of identifying a group of records and locking them down to ensure no changes can be made. The records will be locked down until the litigation hold is lifted.	2	1	1
8		ERM.020.040	Information Request	Information Request refers to the process of identifying a group of records and making the records available to satisfy a Freedom of Information Act, Congressional, or e-discovery request.	2	1	1
9		ERM.020.050	Records Migration	Records Migration refers to the process of identifying a group of records whose retention period is longer than the life of the records system and migrating those records to a new records system to serve out their retention period. It also refers to the process of converting records into acceptable formats to avoid technological obsolescence.	1	2	1
10	ERM.030 Records Disposal	ERM.030.010	Records Disposal Eligibility	Records Disposal Eligibility refers to the process of identifying groups of records that have met their records retention period. The records must not be part of any hold or information request to be eligible for disposal.	3	0	0
11		ERM.030.020	Records Disposal Approval	Records Disposal Approval refers to the process of notifying business owners of records eligible for disposal and obtaining the proper approvals to destroy the eligible records.	0	1	1
12		ERM.030.030	Records Disposal Action	Records Disposal Action refers to the process of disposing of records eligible and approved for disposal.	0	1	1

Cover Abstract **Functions & Activities** Capabilities Business Scenarios Glossary

- Approved by OMB
- Based on USSM Federal Integrated Business Framework (FIBF)
- Identifies the key functions, activities, and capabilities
- Basis for use cases

# Universal Use Cases

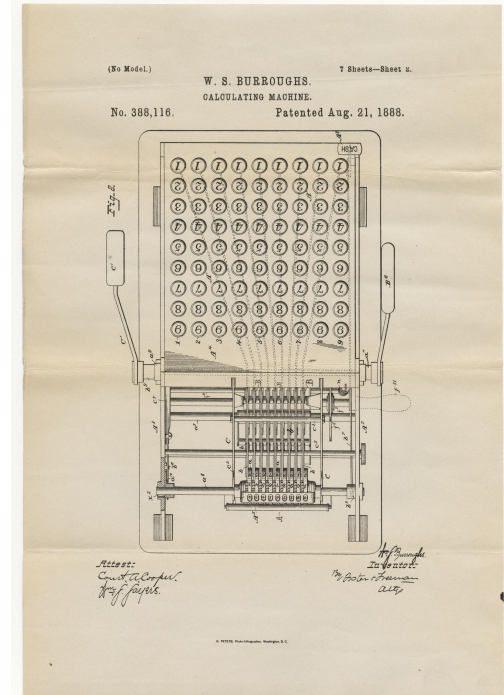


*Annie Easley at worksite, 9/7/1978. National Archives  
Identifier: 17442357.*

- Document the standard workflows.
- Identify the roles and actions for actors.
- Can be used to evaluate and demonstrate a solution's functionality.
- Currently under review by Business Standards Council

# Standard Data Items

- Purpose: Provide minimum data fields systems require to support management of electronic records
- Based on inputs/outputs from the Business Capabilities and Universal Use Cases
- Derived from:
  - NARA ERA 2.0 metadata dictionary
  - Dublin Core
  - NARA's minimum metadata requirements for definition of terms



Patent Drawing for a calculating machine, 8/21/1888.  
National Archives Identifier: 595511.





# GSA/NARA Collaboration Day

- Held on August 6, 2020
- NARA presented on FERMI updates
- GSA presented on ERM service offerings, Multiple Award Schedule (MAS) updates, and the future vision for ERM SIN/category
- Two agencies shared their experiences with the SIN
- View the [recorded session](#)





# GSA Electronic Records Management Solutions

GSA U.S. General Services Administration Per Diem Lookup

**Buying & Selling** Real Estate Policy & Regulations Small Business Travel Shared Services Technology About Us

Home / Buying & Selling / Purchasing Programs / GSA Schedules / GSA Schedule Offerings / Consolidated Schedule / Office Management Category

Category

- Security & Protection Category
- Transportation and Logistics Services Category
- Travel Category

**Records Management**

As technology has evolved and federal space has been reduced, the federal need for managing both physical and electronic records has grown in scale and complexity. In response to these challenges and to help agencies comply with federal records management statutes and regulations, GSA's Unified Shared Services Management (USSM) office and the National Archives and Records Administration (NARA) worked together to develop Universal Electronic Records Management (ERM) Requirements. Simultaneously, GSA's Integrated Workplace Acquisition Center (IWAC) incorporated these new requirements into Multiple Award Schedule (MAS).

**Physical Records Management Solutions** includes, but is not limited to, organizing physical records in any work area and tracking them electronically; indexing; scanning; labeling; barcoding; filing and storage; preparation of records for storage; and pickup, storage, and retrieval of records. This SIN also includes any ancillary supplies and/or services necessary to provide a total physical records management solution.

**Electronic Records Management Solutions** provides a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of electronic records. The abilities to maintain records securely, manage access and retrieval, preserve records for as long as necessary, and execute disposition are included, as well as any ancillary supplies and/or services necessary to provide a total electronic records management solution.

Not sure about which products will best suit your workplace needs? Contractors available under office management can provide a comprehensive assessment of existing agency objectives, capabilities, and funding obligations and can provide recommendation(s) and support in developing requirements for a total office solution. Customers can also utilize office management to access education and training.

[Top](#)

- Physical RM Special Item Number [493110RM](#)

- Electronic RM Special Item Number [518210ERM](#)



- Template procurement documents for agencies to use when purchasing ERM services and solutions.
- Training for Records Management and Contracting staff
- Buying Guides
- Engagement with Industry
- Establishing an ERM Community to exchange ideas and implement more effective solutions



## Records Express – Official Blog

<http://blogs.archives.gov/records-express/>

## NARA Records Management webpage

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

## FERMI Website

<https://www.archives.gov/records-mgmt/policy/fermi>

## GSA Schedule 36

[recordsmanagement@gsa.gov](mailto:recordsmanagement@gsa.gov)



*Switchboard, ca. 1948-2967. National Archives  
Identifier: 19996695.*



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# Questions for Beth?



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## **2018–2020 FOIA Advisory Committee Records Management Recommendations**

**Kirsten B. Mitchell**

**Designated Federal Officer, FOIA Advisory Committee,  
Office of Government Information Services**



National Archives Identifier 45499323

## FOIA Advisory Committee:

- 20 individuals from inside & outside government
- Study federal FOIA landscape
- Make recommendations to the Archivist of the United States



National Archives Identifier 26432765





## Records Management Subcommittee

### Co-Chairpersons:

- Jason R. Baron, Faegre Drinker LLP
- Ryan Law, Department of the

Treasury



National Archives Identifier 74228521

## Silos:

- Federal Records Act
- Freedom of Information Act



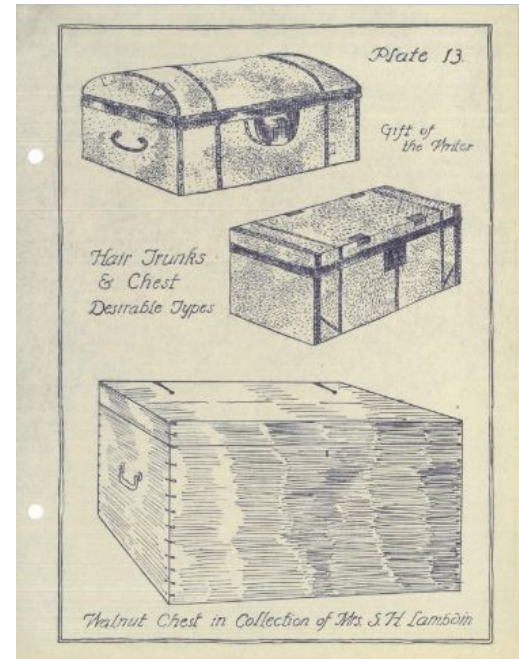
National Archives Identifier 41089840

**Include records  
management-related  
materials on agency websites  
& in FOIA handbooks**



National Archives Identifier 6482991

## Post FOIA-released records in central repository & agency website



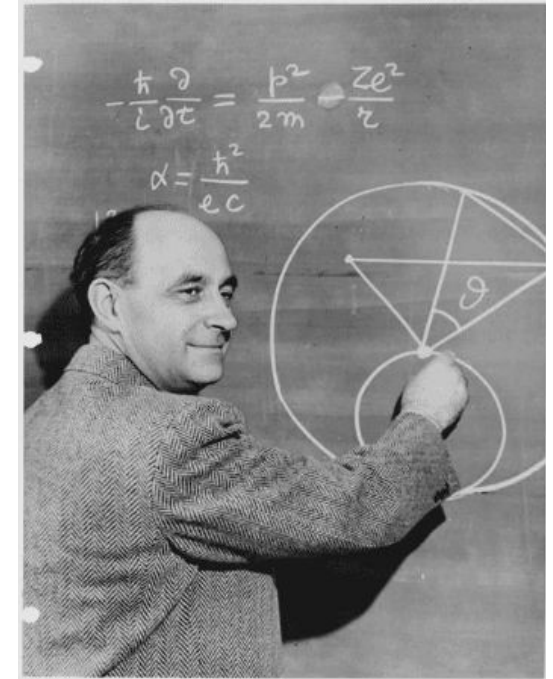
National Archives Identifier 40910402

**Provide records management  
training to FOIA officers &  
include a FOIA module in records  
management training to all  
federal employees**



National Archives Identifier 7369352

**NARA incorporate public access to  
federal records, including via  
FOIA as part of the Federal  
Electronic Records Modernization  
Initiative (FERMI)**



National Archives Identifier 595043

**NARA & OIP connect w/  
Chief Data Officers Council  
to ensure discussion of  
federal recordkeeping &  
FOIA requirements**



National Archives Identifier 6438706

**OIP provide guidance on  
the use of e-discovery  
tools to conduct records  
searches**



National Archives Identifier 543740



## Agencies release FOIA documents

in formats that are:

- Open
- Legible
- Machine-readable
- Machine-actionable



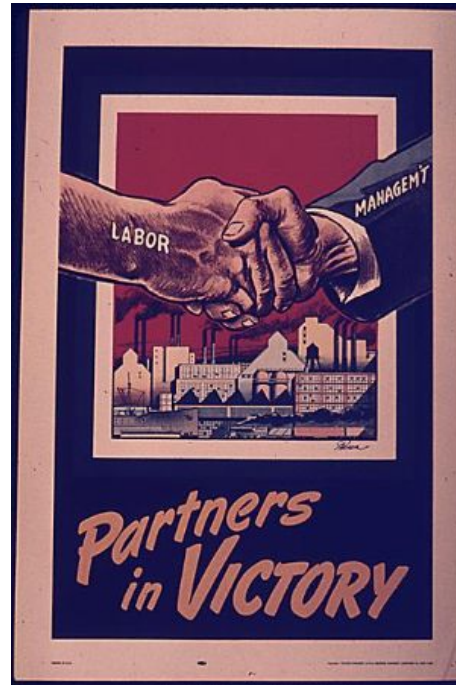
National Archives Identifier 558656

**CIGIE cross-cutting project  
on how successful agencies  
are providing FOIA access  
to agency records in  
electronic/digital form**



National Archives Identifier 27580053

# Forming Partnerships



National Archives Identifier 515163

**Archivist of the United States  
continue leadership in ensuring  
FOIA access/federal  
recordkeeping policies  
incorporated in federal data  
strategies**



National Archives Identifier 35810148

**Archivist promote  
research into using  
artificial intelligence for  
search of government  
electronic records**



National Archives Identifier 6011459



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# Questions for Kirsten?



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# Additional Updates: Capstone, Form NA-1005

Margaret Hawkins

Director, Records Management Operations



# *Follow-up to February and April BRIDG Presentations*





- **Process for resubmission and reapproval of the forms is established: GRS Transmittal 31, May 2020.**
- **Form NA-1005 will be incorporated into ERA 2.0.**
- **Form NA-1005 is being redesigned.**



## GRS Transmittal 31, published 4 May 2020, established guidelines for resubmission:

Type 1: Mandatory resubmission on a 4-year cycle

- Beginning January 2023

Type 2: Ad-hoc submissions

- Major changes outside the mandatory resubmission cycle
- Agencies will not be *required* to re-submit for “minor” changes – new FAQs provide list of common minor changes that would not require an ad-hoc submission.



# Why Resubmission?

- A form NA-1005 is a snapshot, reflecting an agency's organization at a specific time.
- Government agencies tend to reorganize often – either with minor changes or with major reorganizations that affect senior leadership positions.
- The form NA-1005 needs to be as accurate as possible to ensure proper implementation by the agency.
- The form NA-1005 is also a tool for NARA accessioning staff – accurate forms ensure smoother transfer, processing, and verification.



# Why Resubmission?

Agencies requested guidance on resubmission very soon after the first forms were approved.

This is also supported by data collected in the 2019 Records Management Self Assessment:

- 33% of respondents reported that their current form NA-1005 no longer adequately reflects their organization;
- 16% of these are due to positions being removed from the organization;
- 15% are what the agency believes should be re-appraisals (permanent to temporary);
- 21% reported that they have new positions that need to be added.



## Create NA-1005

- General Information**
- Contact Information
- Attachments
- Additional Reviewers
- Preview & Submit

Records Schedule Number <b>EA-0029-2020-0001</b>	Agency or Establishment <b>Bureau of the Census</b>	Status <b>Draft</b>	Received Date <b>N/A</b>
---	--	------------------------	-----------------------------

### General Information

**Required Field\***

**Schedule Subject\***

GRS 6.1 Implementation

**Agency or Establishment\***

Bureau of the Census

**Record/Scheduling Group\***

0029 - Records of the Bureau of the Census

**Additional Agencies This Schedule Applies To**

Filter agencies and departments by name.

Filter list by name



### Additional Agencies This Schedule Applies To

Filter agencies and departments by name.

- Adjutant General's Office
- Administration for Children and Families
- Administrative Office of the U.S. Courts
- African Development Foundation
- Agency for Health Care Research and

### Is there a classified version of this form? \*

Yes	No
-----	----

### Is this form superseding a previous submission? \*

Yes	No
-----	----

### GRS 6.1 Items Proposed For Use \*

Filter agencies and departments by name.

- Item 010
- Item 011
- Item 012

### Additional Scope Comments

If an agency did not check "all" under the "GRS 6.1 Item(s) proposed for use" section, please summarize how other email is to be managed. If applicable, a separate form (for example, "The department will also be submitting forms for the following additional components: (list of components, with their rec

### Legacy Email Scope \*

Agencies using this GRS are expected to apply the items being used to all legacy (existing) email. Please provide any general information on legacy email records management with a print-and-file policy was enforced prior to Capstone adoption" or "agency will be including legacy email for all items being u

### Do any of the Capstone officials proposed on this list have email accounts on security classified networks or systems? \*

Yes	No
-----	----

### Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification? \*

Yes	No
-----	----

### URL to Agency Organization Chart

If not available online, please attach with your submission. NARA reserves the right to request additional information to facilitate review.



- ERA will summarize total number of positions and accounts, taken from the attachment (Part B):

Category *	Number of Positions *	Number of Accounts *
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>

Total Number of Positions : 0  
Total Number of Accounts : 0

## **Form NA-1005 will be incorporated into ERA 2.0.**

- Part B: list of Positions. Shifting to use of Excel, and moving away from the open PDF form.
- Will be uploaded as an attachment within ERA.
- Each category from the GRS 6.1, item 010 has its own tab (categories 1 through 10).





Form NA-1005 will be incorporated into ERA 2.0.

Three sub-categories within each GRS item 010 category:

- Active Permanent Positions, Day-Forward and Legacy.
- Permanent, Legacy Email Only.
- Removed Positions, Changed from Permanent to Temporary.

Allows uniform change statements, when applicable.

## Active Permanent Positions, Day-Forward and Legacy.

- The majority of an agency's positions will likely fall into this section.
- Allows capture of any changes since the last approved submission (drop-down menu).
- Number of positions and accounts is auto-tabulated.



	A	B	C	D
1	<b>CATEGORY 10) Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance.</b> These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.			
2	NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.			<input type="button" value="Add Row"/>
3				
4	<b>(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.</b> List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email, both day-forward and legacy.			
5	POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16	<b>TOTALS:</b>	<b>0</b>	<b>0</b>	
17				



, both day-forward and legacy.	
Number of Accounts	Summary of Changes from previous submission
	<ul style="list-style-type: none"> <li>— No change.</li> <li>— Number of accounts / positions increased.</li> <li>— Number of accounts / positions decreased.</li> <li>— Position is new since last submission.</li> <li>— Change in category designation.</li> <li>— Reappraised as permanent (legacy email is permanent).</li> <li>— Other (explain during review).</li> </ul>

**B: Permanent, Legacy Email Only.** There are two identified scenarios:

- Positions eliminated from the organization: there is no longer any day-forward email, but legacy email still matches the category definition, and needs to be managed as permanent.
- Positions where the duties changed, and it's no longer appropriate for the category: there is day-forward email, but it is temporary; legacy email still matches the category definition, and needs to be managed as permanent.



	A	B	C	D	E
1	<b>CATEGORY 10) Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance.</b> These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.				
2	NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added. <input type="button" value="Add Row"/>				
17					
18	<b>(b) PERMANENT LEGACY EMAIL ONLY.</b> List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy email that needs to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy email will remain permanent. This section will include all roles and positions that have legacy permanent email to manage, but no permanent email from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy email to NARA.				
19	POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission	Calendar year position eliminated from agency or no longer creates permanent email
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30	<b>TOTALS:</b>	0	0		
31	<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email)</b>	0	0		
32					

## C: Removed Positions, Changed from Permanent to Temporary.

- Position is re-evaluated, and was never appropriate for inclusion as permanent.
- All email, day-forward and legacy, is now temporary.
- This section facilitates review, so NARA can account for all positions on previous forms.
- This is the equivalent of a NARA re-appraisal.



	A	B	C	D
1	<b>CATEGORY 10) Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance.</b> These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.			
2	NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added. <div style="float: right; border: 1px solid black; padding: 2px 10px; margin-top: 5px;">Add Row</div>			
3	<b>(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.</b> List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last NA Form 1005 submission, so that both day-forward and legacy email will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.			
4	POSITION TITLE / ROLE			
5				
6				
7				
8				
9				
0				
1				



“Totals” Tab, auto-tabulates all final numbers for easy inclusion into ERA:

	A	B	C	D	E
1					
2	<b>THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.</b>				
3					
4		<b>Total Positions</b>	<b>Total Accounts</b>		
5	Category 1	1	3		
6	Category 2	4	8		
7	Category 3	13	26		
8	Category 4	8	10		
9	Category 5	11	15		
10	Category 6	24	24		
11	Category 7	8	16		
12	Category 8	2	2		
13	Category 9	1	2		
14	Category 10	0	0		
15	<b>TOTALS</b>	<b>72</b>	<b>106</b>		
16					
17	These TOTAL numbers are to be input into the appropriate ERA fields.				
18					

## Approval of form NA-1005 in ERA:

- Approval process similar to that of records schedules.
- No longer require SAORM approval for NARA routing.
- Approved by the CRO.

As we await launch of ERA 2.0:

- Hold off on submitting a new form for minor changes, using the new resubmission FAQs as a guide.
- If you do resubmit, use the current PDF version of the form.
- Bring any questions to your NARA Appraisal Archivist.



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# Questions for *Maggie*?



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# General Q&A