Welcome to our April Webinar

- **ARMA NOVA Goals:**
  - Increase chapter membership and participation
  - Provide opportunities for Learning, Networking and Educational Credits
- Events and new meeting formats – Webinars and virtual events
  - Easier to network and gain information to advance information governance programs and career
  - Staying safe with remote meetings!
- Continued partnership with ARMA Metro MD, AIIM and others
- Welcome to the 2021 ARMA NOVA Board (https://arma-nova.org)
  - President: Dan Beard
  - Vice President: Richard Hogg
  - Secretary: Jack McFarlane
  - Treasurer: Mary Beth Weaver
  - Education Director: Elizabeth Adkins
  - Director at Large: Liane Cooper
  - Membership Director: Elisabeth Butler

Northern Virginia Chapter ARMA NOVA
Building Success Through Relationships

We greatly appreciate the support of our sponsors in making our educational programs possible

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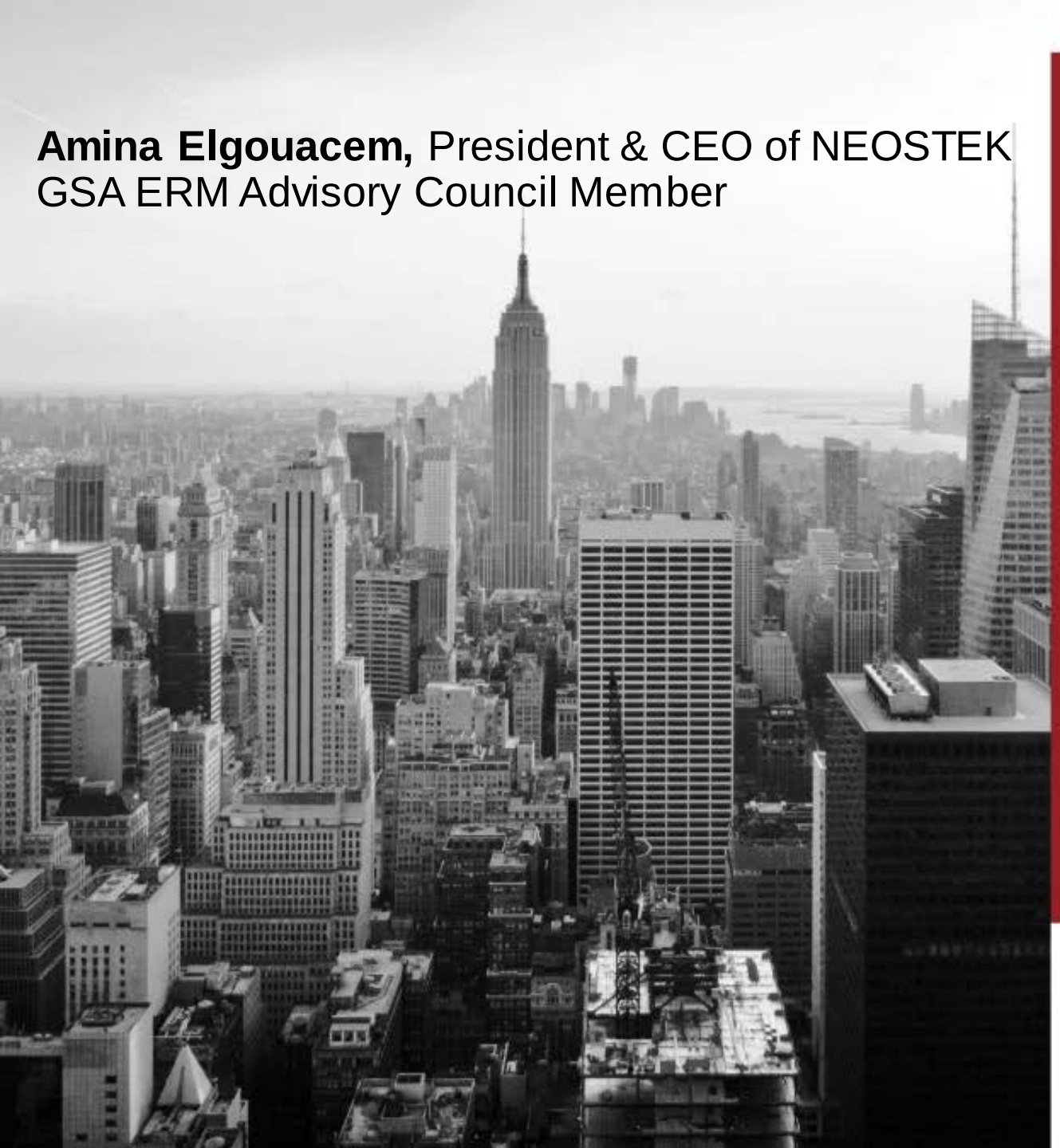
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Amina Elgouacem, President & CEO of NEOSTEK
GSA ERM Advisory Council Member

What we do in RIM

- End-to-End ERM Implementations
- Assessment and Roadmap (RIM Program and ERM Products)
- Digitization / Warehouse Decommissioning
- Records Policy
- ERM Training
- Business Process Re-engineering (User Adoption)
- Strategy, Architecture and Governance
- File Plan and Internal Compliance Review
- Assist with Addressing GAO/NARA Audit Findings

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Contracting Vehicles

- **GSA Schedule 36 for Office Imaging and Document Solutions**
  - **SIN: 518210ERM**
  - Contract Number: 47QSMA19D08N8
- **GSA IT Schedule 70 for IT Professional Services**
  - Contract Number: GS-35F-379CA
- Woman Owned Sole Source

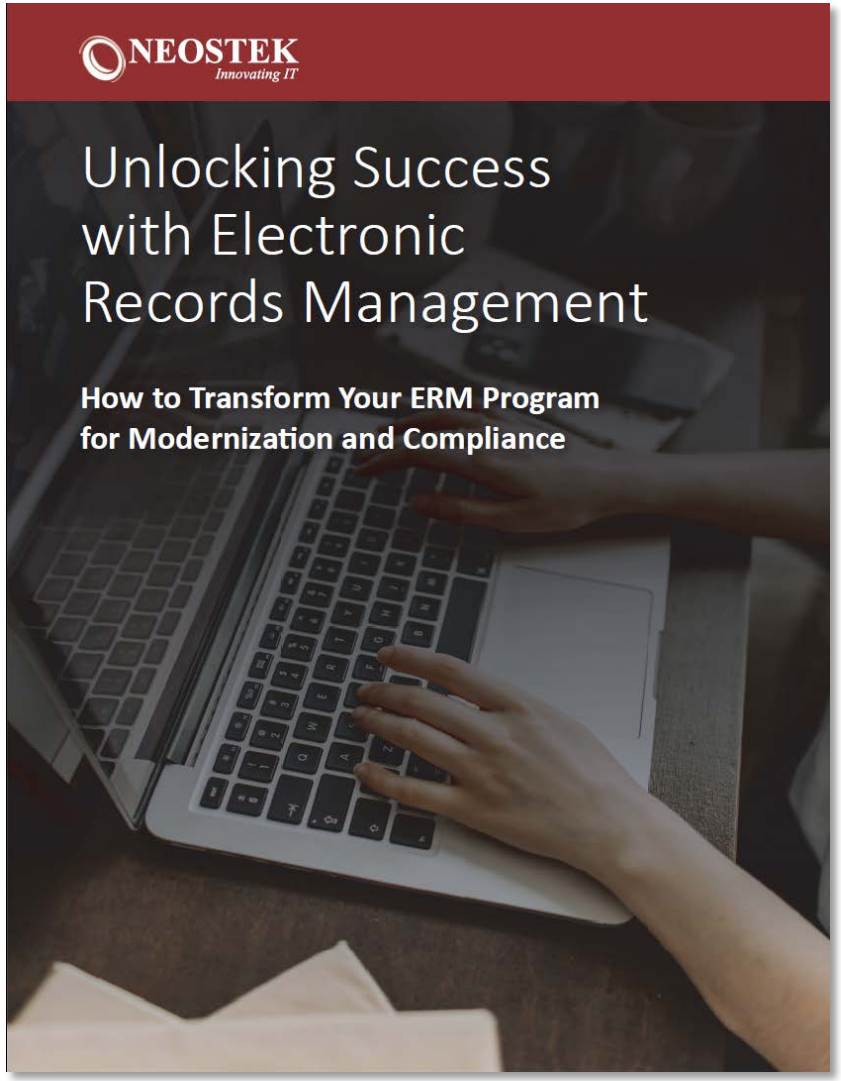
Federal Customers

- National Oceanic and Atmospheric Administration (NOAA)
- Centers for Medicare & Medicaid Services (CMS)
- National Archives and Records Administration (NARA)
- Department of Homeland Security (DHS)
- Department of Justice (DOJ)
- Department of State (DoS)
- Library of Congress
- Federal Mediation and Conciliation Service (FMCS)
- Overseas Private Investment Corporation (OPIC)
- Department of Defense (DoD)
- Army National Guard New York and New Jersey

NEOSTEK
Innovating IT

About NEOSTEK

- Implementing Government Records Management Solutions
- Addressing GAO Audit Findings for Records Management
- Current TS Facility Clearance



Contact:

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(917) 658-6892

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ARMA NOVA Upcoming Events

Dan Beard, Chapter President

- **May 19th – The Next Big Thing – "Small Data"**
  Speaker: Dean Gonsowski, Chief Revenue Officer at ActiveNav with Matthew Krengel, Director of Information Retention Counseling, Cooley LLP

Check out our website for upcoming events:

ARMA NOVA - Programs (arma-nova.org)

Today's Event

THE Latest NARA Updates!

- Lisa will provide the latest NARA news and updates on several important initiatives from the Office of the Chief Records Officer for the U.S. Government, including:
  - draft regulations with standards for digitizing permanent records,
  - electronic records management standards related to FERMI, NARA's ERM initiative, and
  - the OMB/NARA memo, Transition to Electronic Records (M-19-21)

Speaker:

Lisa Haralampus, Director Records Management Policy and Outreach, NARA

NATIONAL ARCHIVES
Office *of the* Chief Records Officer

News from NARA

April 21, 2021

ARMA NOVA Webinar

NATIONAL ARCHIVES
Office of the Chief Records Officer

Lisa Haralampus

Director, Records Management Policy and Outreach

Office of the Chief Records Officer for the U.S. Government

National Archives and Records Administration



The List - A Year of Guidance

- March 25, 2021 FERMI - ERM Universal Use cases
- February 2, 2021 FERMI - Generic Statement of Objectives for ERM Program Needs Assessment
- January 13, 2021 FERMI - Draft ERM Standard Data Elements
- December 2, 2020 proposed regulation on digitization standards for permanent records (36 CFR 1236)
- December 2, 2020 proposed regulation on reviewing schedules that are 10 years old (36 CFR 1224/1225)
- November 25, 2020 Archivist memo to agency heads on records management during presidential transition
- October 20, 2020 updated COVID FAQ
- October 19, 2020 NARA white paper on Cognitive Technologies
- October 1, 2020 NARA Bulletin 2020-02 Guidance on Scheduling the Early and Late Transfer of Permanent Records
- October 1, 2020 NARA Bulletin 2020-01 Guidance on OMB/NARA Memorandum, Transition to Electronic Records (M-19-21)
- September 29, 2020 AC Memo 27.2020 for review of agency-specific schedules approved prior to January 1, 1990
- September 28, 2020 Federal Agency Records Management Annual Report, 2019
- September 23, 2020 FAQ on Records Scheduling and Appraisal
- September 23, 2020 FAQ on the Agency Records Officer Credential (AROC)
- August 5, 2020 Navigational Chart Formats
- June 25, 2020 AC Memo 20.2020 about sending Federal records to NARA during the pandemic
- April 30, 2020 draft universal use cases (FERMI activity)
- April 6, 2020 Universal Electronic Records Management (ERM) Requirements, Version 2

OMB/NARA Memo M-19-21

In September 30, 2020 NARA issued NARA Bulletin 2020:01 Guidance on OMB/NARA Memorandum Transition to Electronic Records (M-19-21)

The Bulletin provides further guidance and answers

- general questions
- exception process questions
- records storage facility questions
- scheduling and transfer questions

Will December 31, 2022 targets be extended due to the COVID-19 pandemic?

NARA and the Office of Management and Budget (OMB) will continue to monitor the current situation as we all work through this crisis together. We will coordinate any decision on M-19-21 targets with OMB.

Exceptions

M-19-21 contained exception criteria:

- Burdensome to the public
- Cost would exceed the benefit
- Prohibited by statute or regulation

NARA Bulletin 2020-01 added

- Records with potential intrinsic value
- Classified records
- Fragile records where digitization is cost-prohibitive

A single comprehensive request; no template for requests

Digitizing Permanent Records

Draft standards for the digitization of permanent records were posted on the Federal Register for public comment from December 2nd to February 1st

The standards are:

- Required by the 2014 amendments to the Federal Records Act and will be codified in 36 CFR 1236, where standards for digitizing temporary records are located.
- Consistent with other technical standards, including ISO and FADGI

Applicable retroactively to digitized records not yet transferred. If previously digitized records are not compliant with the final standards, agencies may:

- Re-digitize the original source records
- Submit an agency-specific schedule
- Transfer source paper records to NARA prior to December 2022
- Request an M-19-21 exception

Records Scheduling

Proposed Regulation

- 36 CFR 1224.10 & 1225.22
- Review, every five years, all records schedules that are ten years old and older, based on date NARA approved the schedule.
- Same rule-making package as digitization regulation

NARA Bulletin 2020-02, Scheduling the Early and Late Transfer of Permanent Records

- Superseded NARA Bulletin 2015-01
- Same guidance for scheduling permanent records with retention periods less than 15 years
- New guidance for scheduling permanent records with retention periods more than 30 years

FAQ on Records Scheduling and Appraisal

- Answers to common questions asked by people unfamiliar with federal records scheduling process
- Why are records destroyed?
- Why does NARA appraise records?

Machine Readable GRS Schedules

Data.Gov

- Searchable and manipulable versions in comma-separated value (.csv)
- available for download as a .zip file

archives.gov/grs

- simplified GRS in Excel file

Presidential Transition

To quote the Archivist . . .

> In times of transition, it is crucial that agency heads work with their Senior Agency Official for Records Management and Agency Records Officers to ensure that the importance of records management during transition is communicated within the agency and that all agency officials and employees are properly briefed on their records management responsibilities. NARA has resources to help you meet your agency's legal obligations, promote effective business operations during the transition, and preserve your agency's enduring historical record

Records Express blog posts:

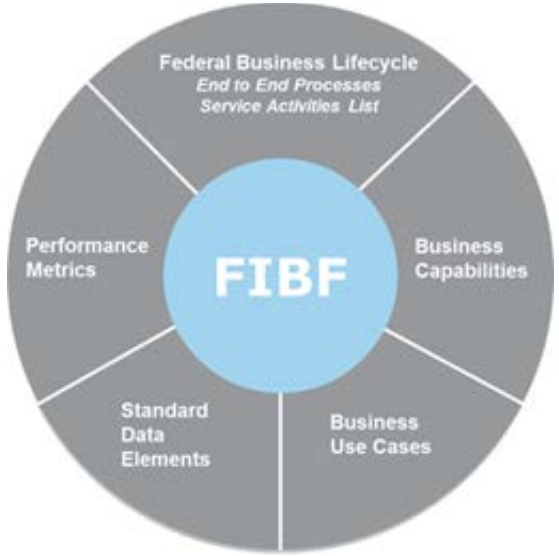
- Managing Official Email and Social Media Accounts
- Entrance and Exit Checklists for Senior Officials
- General Resources from NARA and GSA

NARA webpage:

- Documenting Your Public Service

FERMI (Federal ERM Initiative)





ERM FIBF Status:

Business Lifecycle and Business Capabilities: **FINAL**

Business Use Cases: **FINAL**

Standard Data Elements: **BSC Review**

Performance Metrics: **In progress**

Other Products

COVID FAQ

- Discusses records management when teleworking
- Discusses records scheduling and retention
- Existing GRS items will be updated for records related to federal employees return to facilities

Cognitive Technologies: Records Management Implications for the Internet of Things, Robotic Process Automation, Machine Learning, and Artificial Intelligence

- Provides a basic description of each of these technologies, examples of their various applications, and enabling factors supporting the technologies
- Considers the records management implications of cognitive technologies

Contacts for More Information

Records Express – Official Blog
http://blogs.archives.gov/records-express/

NARA Records Management webpage
https://www.archives.gov/records-mgmt

Connect with Us
Subscribe to Federal Records Management Emails



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

Closing

Dan Beard, Chapter President

Reminder - materials will be shared on the chapter website

- **May 19th – The Next Big Thing – "Small Data"**
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