ARMA NOVA April 21 Webinar Q&A

With thanks to our speaker, Lisa Haralampus, NARA for taking time to review and answer the range of Q&A questions in the webinar.

Question	Update
1. From our experience with dealing with various agencies, the cost of digitization for smaller agencies compared to larger agencies is a big concern especially with trying to meet the challenging digitization requirements. Have you come across this scenario with smaller or larger agencies?	Yes, we've heard the concerns from many agencies about the cost of digitization. In 2019, the Federal Records Management Council (a group of agency records officers sponsored by NARA) created a few products to help agencies estimate the costs of scanning. The link to those products is https://www.archives.gov/records-mgmt/policy/frmc In addition, GSA has a list of vendors that provide document conversion services available at https://www.gsaelibrary.gsa.gov/ElibMain/sinDetails.do?scheduleNumber=MAS&specialItemNumber=518210DC&executeQuery=YES This resource can also help in estimating the costs of scanning when determining how expensive the work will be. For the past 12 years, the vision of the OMB/NARA memos on records management has been "go electronic". Going digital and creating electronic processes makes agencies more efficient and effective; but not necessarily cheaper in the short term. Deciding to move to fully digital government and to scan paper records to support that move is a strategic decision made by agency leadership. The Senior Agency Official for Records Management (SAORM) has responsibility for the strategic direction of records management in agencies, and would be the advocate for digitization projects that support the agency mission. A list of SAORMs is at https://www.archives.gov/records-mgmt/agency/sao-list
2. Will there be standards/guidelines for special media like transparencies, audio-visual etc. that currently don't apply under these guidelines?	Yes, we are working on digitization standards for film-based records. Again, we are using the FADGI guidance as a basis. If you have some specific technical questions, you can email rmstandards@nara.gov Our RM policy and standards group, the team that's drafting these standards, can give you some more information.

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<tr><th>Question</th><th>Update</th></tr>
<tr><td></td><td>Keep in mind that we're writing these much more detailed and complex digitization standards for permanent records. If you are scanning temporary records, the standards are very high-level to allow agencies flexibility to implement digitization projects that meet their business needs. The regulations with the temporary standards is at https://www.ecfr.gov/cgi-bin/text-idx?SID=2cb32d56fb6af59e4b4ee022f092b321&mc=true&node=pt36.3.1236&rgn=div5#sp36.3.1236.d</td></tr>
<tr><td>3.

Are agencies required to also create an archival copy when digitizing paper? For example, the pdf as a record copy and tiff as an archival copy in case the pdf is corrupted?</td><td>When scanning permanent paper records, the acceptable file formats we proposed in the draft regulations were:

<table>
<tr><td>Format name and version</td><td>Acceptable lossless compression codecs</td></tr>
<tr><td>TIFF 6.0</td><td>Uncompressed, LZW compression.</td></tr>
<tr><td>JPEG2000 part 1</td><td>JPEG 2000 part 1 core coding system lossless compression.</td></tr>
<tr><td>Portable network graphics 1.2 (PNG)</td><td>DEFLATE (ZIP).</td></tr>
<tr><td>PDF/A-1</td><td>DEFLATE (ZIP).</td></tr>
<tr><td>PDF/A-2</td><td>DEFLATE, JPEG 2000 part 1 core coding system lossless compression.</td></tr>
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We are making some updates to the PDF/A description, based on public comments we received. Those updates will be available as NARA works through the regulation process.

Any of these formats would be acceptable for transfer to the National Archives.

The question about scanned images becoming corrupted over time and having a back-up set of images is part of a larger conversation about IT security and storing multiple copies in different environments. Backups should be in the same format as the records that will be transferred to NARA. Or else, they</td></tr>
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Question	Update
	aren't backups for the purpose of replacing the digital scans in case of damage or loss.
4. On the digitization side, from 36 CFR 1236.32/34 will NARA provide additional guidance in addition to the FADGI guidance on this?	No, we're not adding guidance to the regulations with temporary records digitization standards on validating and disposing. We expect that agencies and vendors will look at the validation and disposition guidance for permanent records digitization standards and decide if those standards should also be applied to temporary records. For example, the permanent digitization standards may make sense to use for temporary records with long-term retentions (decades) and for temporary records likely to be used as evidence in court cases
5. Assuming for the most recent transition, that the volume of "Records" was 99% digital, ever fewer were physical records?	Believe it or not, the best answer I have is from an article in GovEx news at https://www.govexec.com/management/2021/02/records-transfer-trump-white-house-underway/171770/ The article says - The agency said it received approximately 4,700 cubic feet of textual records (roughly 11.8 million pages) and expects to take in up to 500 terabytes of electronic records for documents that fall under the Presidential Records Act. For comparison, the George W. Bush White House had about 29,000 cubic feet of textual records and about 80 terabytes of electronic records and Obama had about 15,000 cubic feet of textual records and about 250 terabytes of electronic ones. So yes, the volume of paper records NARA has received from administrations is going down and electronic is going up (even if we do wild estimates and double the numbers for Trump to compare 4 year to 8 year collections)
6. Dare we ask about Twitter and tweets?	Ask away. I'm assuming this is also about Presidential Tweets because federal agency tweets don't usually come up in a general way. If you are really hinting that you'd like to know more about how NARA is preserving and making available the Trump Administration tweets, I'd recommend going to https://www.trumplibrary.gov/research/archived-social-media
7.	Unclear question sorry - I don't know what acquisition training for DAWIA certification means.

Question	Update
How do you deal with training records? – acquisition training for DAWIA certification?	If you're asking how does NARA deal with training records as a federal agency that conducts training for staff? That's a question for NARA's records officer. How does NARA provide guidance to agencies on training records? GRS 2.6 Employee Training Records provides a schedule authority for non-mission specific training records. If I'm missing the mark and the question is how can I get training on managing records, you can try looking at https://www.archives.gov/records-mgmt/training