Spotlight Presentation: NARA’s Federal Electronic Records Modernization Initiative

August 15, 2019
The Road Started Here...

Presidential Memorandum
November 2011

Managing Government Records
Directive M-12-18 August 2012
Transitioning to Electronic Records
M–19–21 June 2019

NARA Strategic Plan 2018 – 2022

The President’s Government Reform Plan – June 2018
Transformational Targets

By 2016, agencies manage all email in an accessible, electronic format

By 2019, agencies manage all permanent electronic records in electronic formats (1.1)

By 2020, NARA will revise RM regulations and guidance to support transition to fully electronic recordkeeping. (2.1)
Transformational Targets

By 2020, OPM will revise position classification standards for archival and RM occupational series to incorporate ERM responsibilities and functions. (2.3)

By 2022, Federal agencies will manage all permanent records in an electronic format with appropriate metadata. (1.2)

By 2022, Federal agencies will manage all temporary records in an electronic format or store them in commercial records storage facilities. (1.3)

By 2022, NARA will no longer accept transfer of permanent or temporary records in analog format and will accept records only in electronic format and with appropriate metadata. (2.4)
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.
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.
Federal Integrated Business Framework
Records Management Solutions

As technology has evolved and federal space has been reduced, the 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) 36.

Records management products and services are now structured under Schedule 36 as follows:

**SIN 51504 — Physical Records Management Solutions**

SIN 51504 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
**Demos**

- Will be hosted publicly on GSA’s Discovery Tool
- Updated as vendors provide demos
### Strategy 3: Increase Use of Existing Services

**Services that Work Today**

Agencies will submit a rolling annual plan to identify which of the following services the agency will prioritize for adoption on an annual basis (beginning in 2020/21). Agencies will be measured on their progress for the areas they select.

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Lead Agency</th>
<th>Goal</th>
<th>Key Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet</td>
<td>GSA</td>
<td>Consolidate Federal fleet management to reduce costs and increase efficiencies through purchasing power and centralized maintenance.</td>
<td># of vehicles studied/# of vehicles consolidated</td>
</tr>
<tr>
<td>Centralized Receivables</td>
<td>Treasury</td>
<td>Centralize Federal Government non-tax, non-loan receivables.</td>
<td># increase in receivables processed through CRS</td>
</tr>
<tr>
<td>Enterprise Infrastructure Solutions</td>
<td>GSA</td>
<td>Centralize voice and data services ordering to reduce operational costs and improve government spending.</td>
<td>Under Development</td>
</tr>
<tr>
<td>GSA SmartPay</td>
<td>GSA</td>
<td>Reduce administrative burden through central access to tools, processes, or other actions related to purchase card management.</td>
<td>$ increase in annual refund to agencies</td>
</tr>
<tr>
<td>Optimize Federal Disbursing</td>
<td>Treasury</td>
<td>Increase electronic payments and Treasury-disbursed payments.</td>
<td>% of Treasury-disbursed payments % electronic payments processed</td>
</tr>
<tr>
<td>Security Operations Center (SOC) as a Service</td>
<td>DOJ</td>
<td>Enhance adoption of SOC as a Service for detection, analysis, and response activities, and contribute to government-wide cyber-situational awareness.</td>
<td>Under Development</td>
</tr>
<tr>
<td>Electronic Records Management</td>
<td>GSA</td>
<td>Increase adoption of Schedule 36 offerings which provides electronic and physical records management solutions and records management services.</td>
<td>Under Development</td>
</tr>
</tbody>
</table>
Contacts for More Information

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