# BRIDG Meeting

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# Agenda

- 2009 RM Self-Assessment results
- 2010 RM Self-Assessment plans
- E-records final report
- Flexible scheduling bulletin
- RACO 2010

# 2009 RM Self-Assessment

- NWM 16.2010, RM Self-Assessment for FY 2009
- Received 221 out of 245 recipients, 90 percent
- Scored responses to 40 questions in five sections (includes weighting)
  - E-mail management – 30 pts
  - Program management – 26 pts
  - Electronic records – 18 pts
  - Records disposition – 18 pts
  - Vital records – 8 pts
- Analysis based on identified levels of risk to records or programs
  - Low risk – 90-100 pts – 21%
  - Moderate risk – 60-89 pts – 43%
  - High risk – 0-59 pts – 36%

http://www.archives.gov/records-mgmt/resources/self-assesment.html

# 2009 RM Self-Assessment

- Findings
  - E-mail management continues to present challenges for agencies
    - Agency e-mail policies need strengthening; often do not meet criteria in 1236.22
    - Agency training on e-mail not regularly done and is not reaching highest levels
  - E-records scheduling and transfer needs improvement
    - 54% of agencies reported more than 75% of systems scheduled
    - 27% of agencies reported web records as scheduled
    - 23% of agencies reported transferring e-records to NARA in FY 2009
  - Audit and compliance requires more attention
    - 61% of agencies have conducted a recent evaluation of agency RM practices

# 2010 RM Self-Assessments

- FY 2010 Self-assessment due to be released May 17
  - Mandatory exercise for all Federal agencies
  - Agencies will have until midnight on June 11
  - Contains 55 questions, building upon FY 2009 lessons
  - Focus area on agency RM training activities

# 2010 RM Self-Assessments

- The questionnaire <u>will not</u> be distributed in advance (though it will be available as PDF)
- Agencies <u>must</u> enter their responses via the web link only
- <u>No</u> responses will be accepted after midnight, June 11
- For more information, contact Stephanie Fawcett, (781) 663-0124, or by e-mail to stephanie.fawcett@nara.gov
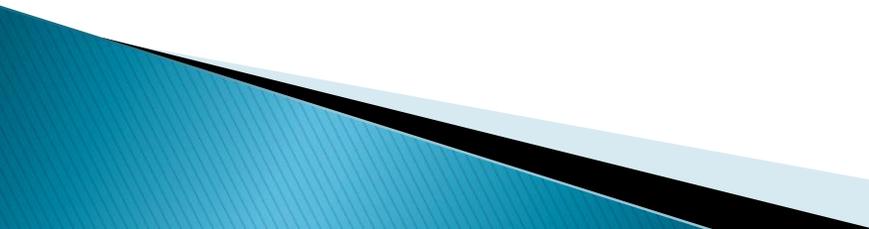
# E-Records Reporting

- September 30, 2009 reporting deadline set in NARA Bulletin 2006-02 (Issued December 15, 2005)
- Agency response was fair, peaking in September 2009
  - Reports received from 142 of 256 agencies – 55 percent
  - As of October 1, 2009, only 34% of all agencies are at 80% compliance level
- E-records reporting continues as ongoing agency responsibility (NARA Bulletin 2010-02)

# E-Records Reporting

- Report on E-records scheduling and transfer activities from FY 2005 – FY 2010 due May 2010
- NARA Bulletin 2010-02 (Feb 25, 2010) supersedes previous E-Records Bulletins 2006-02 and 2008-03
- Newest requirement will be regular semi-annual reporting on agency E-records activities
  - March 31
  - September 30
- Attachment with guidance and tips to assist agencies in scheduling their e-records and systems

# Flexible scheduling bulletin

- NARA Bulletin soon to be released with updated guidance on:
  - Big bucket schedules
  - Flexible retention periods
- Supersedes Bulletins 2008-04 and 2005-05
- Written in FAQ format

# Flexible scheduling bulletin

- Why a new Bulletin now?
  - Builds upon lessons of Flexible Scheduling Study (2008)
    - http://www.archives.gov/records-mgmt/resources/flexible-studies.html
- Incorporates knowledge within NARA and agencies since idea initially proposed in 2003

# Flexible scheduling bulletin

- New bulletin includes much of the previously issued content
- Adds *expanded* sections on:
  - Steps to develop a big bucket schedule
  - Examples of big bucket schedule items
- Includes *new* sections on:
  - Characteristics of BB schedules
  - Implementing BB schedules
  - Examples of BB schedule crosswalks
  - Implementing flexible retention periods

# RACO 2010

- May 12, Ronald Reagan/ITC building
- Registration on NARA web site, $325
- Program focused on Open Govt elements of collaboration, transparency, accountability
- Keynote Cass R. Sunstein, Administrator, OIRA, OMB
- Panel sessions on:
  - Data.gov
  - NARA guidance on web 2.0 and other web records
  - Oversight activities in agencies

# Questions and Discussion

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