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Bi-Monthly Records and Information Discussion Group

To Ask Questions

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Email:

rm.communications@nara.gov



February 21, 2024



- Opening Remarks, Jay Trainer, Executive for Agency Services
- Welcoming New Federal Records Centers Director, Tasha Ford
- FRCP Updates
- ARCIS NextGen Project
- Semi-Annual Records Management Oversight Report, July 1 – Dec 30, 2023
- M-23-07, Transition to Electronic Records Discussion



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Opening Remarks

Jay Trainer

Acting Chief Operating Officer
Executive for Agency Services



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Federal Records Centers Program (FRCP) Updates



Tasha Ford

Director

Federal Records Centers Program



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ARCIS NextGen Development Project

Joseph Stewart

Director

Policy Projects and Management Controls

Federal Records Centers Program



ARCIS NextGen Development Project

- **ARCIS NextGen Project**
 - Transition from legacy system to a new cloud-based application
 - Migration to a new software platform (from Oracle to Salesforce)
 - Lift and shift migration of both data and functions for all ARCIS Submodules (40+)

- **Intended Outcomes**
 - Cloud based environment with increased system reliability/stability
 - Increased system security
 - More dynamic platform which is easier to both update and enhance



ARCIS NextGen Development Project

- **Project Timeline**

- Contract awarded and vendor onboarded (CapGemini)
- Project kickoff – October 2023
- 4 Month Discovery Period (Oct 2023 – Jan 2024)
 - Demos of all ARCIS functions
 - Site visits to Lenexa, Lee Summit, Kansas City, and NPRC

- **Agile Development Approach**

- 3 Week sprint cycles
- First development Sprint (0) began February 5th
- Target development completion – Late 2025
- Initial Deployment will be Minimal Viable Product (MVP)
 - Basic “No Frills” functions at launch
 - Additional features added after initial deployment



ARCIS NextGen Development Project

- **Prior to Deployment**
 - Early Adopter demos of customer functions/processes during development process
 - Provide familiarity with new system's look, feel, and features
 - Elicit customer feedback during development process

- **Deployment**
 - Phased transition approach for FRCs and Agency Customers
 - Planning for dual system use during migration period



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Semi-Annual Records Management Oversight Report, July 1 - Dec 30, 2023

Laurence Brewer
Chief Records Officer for
the U.S. Government



Semi-Annual Report of Oversight

- Report covers oversight from July-December 2023
- Focus areas: M-23-07 deadline, managing social media records, and system controls for email and calendaring systems
- Recommendations:
 - Promoting policies and procedures to ensure social media records are managed appropriately
 - Establishing RIM strategic plans and ensuring alignment with agency IRM plans
 - Reviewing and refining procedures to ensure RM controls are incorporated into agency email systems
- Upcoming oversight will focus on M-23-07 reporting data, database controls, and unauthorized disposition safeguards.

<https://www.archives.gov/records-mgmt/resources/oversight>



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M-23-07, Transition to Electronic Records Discussion

Laurence Brewer
Chief Records Officer for
the U.S. Government



Recent Communications and Discussion

- [AC Memo 14.2024](#) Federal Records Centers and the M-23-07 deadline
- [AC Memo 17.2024](#) Transfer Requests, Direct Offers, and the M-23-07 deadline
- [AC Memo 18.2024](#) Open Office Hours on M-23-07, Transition to Electronic Records
- SAORM Meeting planned for April (tentative)



General Q&A

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NEXT MEETING

Tuesday

April 9, 2024

1:30 pm EST/10:30 am PST

All upcoming BRIDG meeting dates
and previous recordings/slides are at:
[archives.gov/records-mgmt/meetings/index.html](https://www.archives.gov/records-mgmt/meetings/index.html)



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