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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Bi-Monthly Records and Information Discussion Group

To Ask Questions

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Email:

rm.communications@nara.gov



June 13, 2023



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Welcome

Laurence Brewer

Chief Records Officer for the U.S. Government



- Chief Records Officer for the U.S. Government update
- Federal Records Centers Program (FRCP) update
- Briefing from the Federal Records Officer Network (FRON)
- ERA 2.0 status updates



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Digitization Updates

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



Regulations with digitization standards for permanent records are published!

- Regulations available at: <https://www.ecfr.gov/current/title-36/chapter-XII/subchapter-B/part-1236/subpart-E>
- Records Express blogs posts on digitization available at: <https://records-express.blogs.archives.gov/category/36-cfr-1236-subpart-e/>
- Digitization resources website available at: <https://www.archives.gov/records-mgmt/policy/digitization>
- June 7, 2023 webinar slides available on the website.

Records Management Policy and Standards Team can be contacted at:
rmstandards@nara.gov



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Federal Records Centers Program Updates

Christopher Pinkney
Acting Director
Federal Records Centers Program



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Briefing from the Federal Records Officer Network (FRON)



Overview of the Federal Records Officer Network (FRON)

**BRIDG Meeting
June 13, 2023**

Agenda

- Intro to FRON Leadership Team
- Background
- Purpose of the FRON
- FRON Membership
- Collaboration Opportunities
- Monthly Meetings
- Topics and Discussions
- MAX Collaboration Site
- FRON Accomplishments

FRON Leadership Team

- Ron Swecker, SweckerR@sec.gov, Securities and Exchange Commission
- Laura Besong, Laura.Besong@usdoj.gov, Executive Office for United States Attorneys
- Matthew Hebert, Matthew.Hebert@usdoj.gov, Department of Justice
- Christopher Magee, CMagee@WAPA.gov, Western Area Power Administration
- Susan Little, Susan.Little@cms.hhs.gov, Centers for Medicare & Medicaid Services



Background

- **Fall 2012** - Small meeting around interest in coordinating training
- **Early 2013** - Idea of FRON developed
- **March 2013** - FRON goes virtual with MAX collaboration site
- **June 2013** - FRON goes face-to-face with first formal meeting
- **Present** - FRON serves approx. 300 members representing Federal agencies and the military



Purpose of the FRON

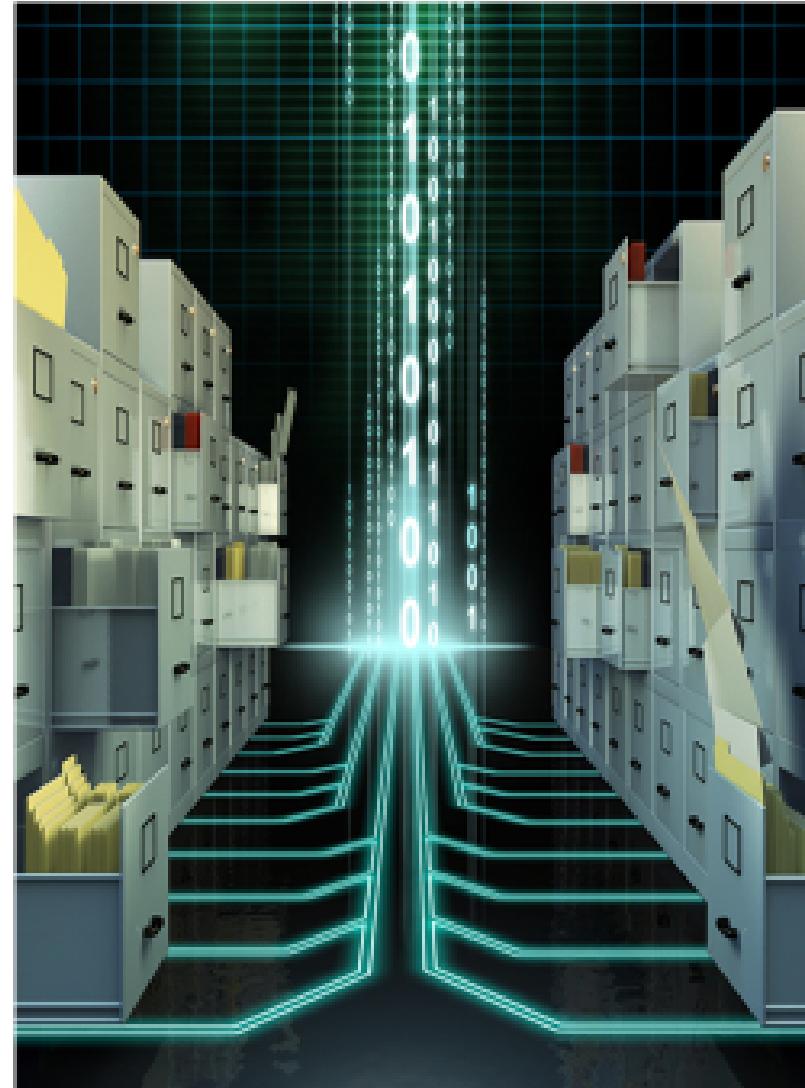
We are a network of Records and Information Management professionals that address programmatic issues that exist across Federal agencies. The main goals are to:

- Share experiences
- Leverage best practices, tools, and templates
- Leverage the collective efforts to address common issues
- Collaborate and help each other find success

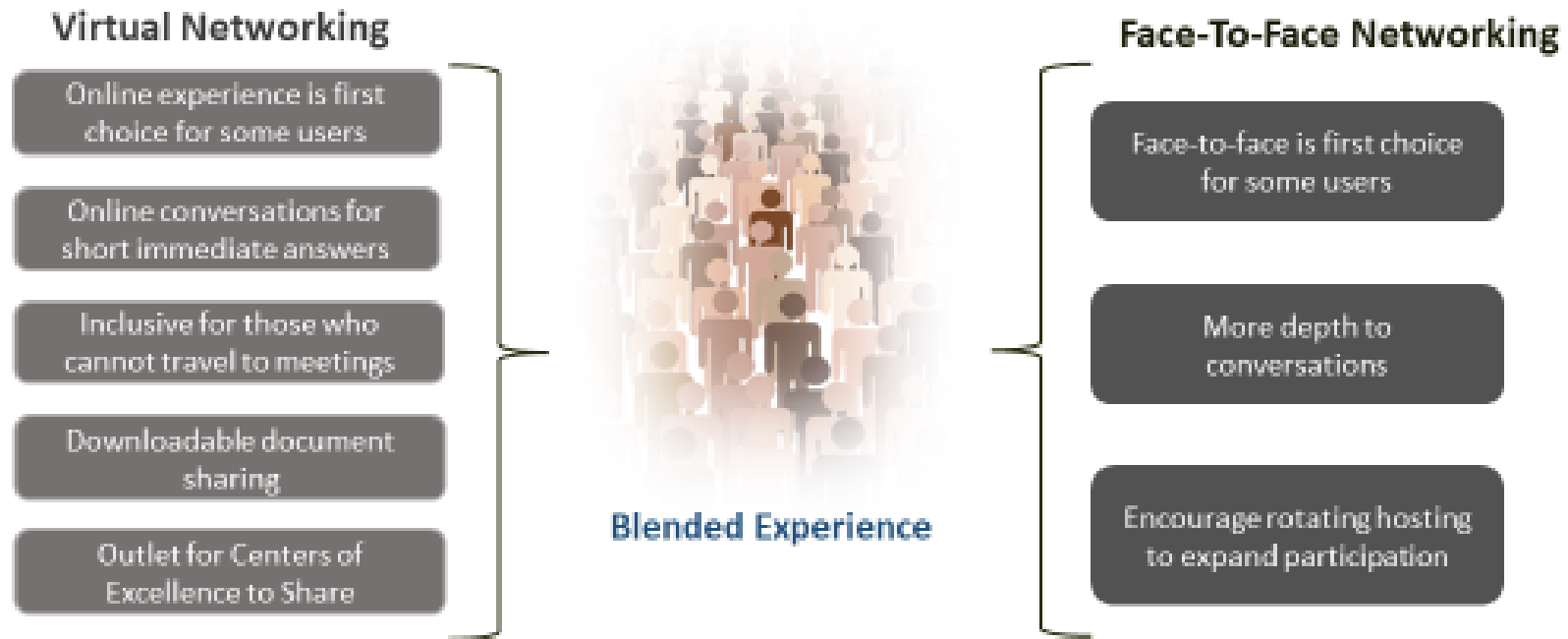


FRON Membership

- Open to all Federal Records Officers and those actively involved in the advancement of records and information management
- Not limited by size or type of agency or branch of the Federal government
- For those who would like to join the FRON, please contact the FRON Leadership Team



Collaboration Opportunities



Note: The FRON has not met in-person since before the pandemic. We are considering in-person events soon.

FRON Monthly Meetings

- Hosted and facilitated by the FRON Leadership Team
- In-depth discussions of hot topics
- Ongoing efforts are discussed
- New topics are introduced
- Ability to utilize breakout rooms for brainstorming
- Post-covid we have transitioned to an online meeting



Join us for our monthly meetings the second Tuesday of the month.

Topics and Discussions

- All members have input on scheduling and priority of the topics:
 - Electronic records management
 - Email management, electronic messaging and implementing Capstone
 - Core competencies for records and information personnel
 - Common records and information management training
 - Federal RIM Maturity Model
 - RIM requirements for electronic systems
 - Policies, tools and templates
 - Impact and best practices leveraging M365



MAX Collaboration Site

- Hosted by OMB
- Online Discussions
- Repository of policies, tools, and templates for sharing
- Listing of RIM-related events
- Meeting materials
- Network with the Federal RIM community



FRON Accomplishments

- Developed online RM 101 Training that can be used by any Federal agency
- FRON members developed comments for OPM's draft RIM job series flysheet that resulted in OPM withdrawing the flysheet and completely revising the content.
- Conducted meetings with similar communities like the Chief Data Officer Council, FOIA Advisory Committee, Council of Inspector Generals for Integrity & Efficiency, and the Federal Knowledge Management Community
- FRON meets the requirements of OMB Circular M-12-18 (B2) for a Community of Interest to solve records management challenges





Thank you!



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Updates on ERA 2.0

David Lake

Program Manager, ERA

Sam McClure

Electronic Records Program Director

- **Authentication testing/account verification**
 - Underway
- **Use of ERA 2.0 for Records Schedules and Transfer Requests**
 - About to begin – today we’ll provide the timelines for when you can start your work in ERA 2.0
- **First uses of upload by a small number of select agencies**
 - Starting with a very limited number of agencies who have electronic records eligible for transfer
 - If you have electronic records ready for transfer, contact the accessioning archivist associated with your transfer to determine if direct upload via ERA 2.0 is the appropriate means of transfer



Status of Data Migration from ERA Base

- 99% of the more than 104,000 forms have been migrated to ERA 2.0
 - Records Schedule data and Transfer Requests from ERA Base
 - (Last Cycle's) NA-1005/Capstone Forms from non-ERA sources
 - For reference only - workflow for new Capstone forms not yet available
 - Remaining forms require additional effort and will be migrated over the summer
 - Some migrated forms arrived in ERA 2.0 in incorrect statuses and will be corrected over the summer as well



Use of ERA 2.0 for Records Schedules and Transfer Requests - Timelines

Transfer Request Process

- Work on Transfer Requests in ERA 2.0 can resume starting on Tuesday, June 20th

Records Schedule Process

- NARA will also resume work on Records Schedules in ERA 2.0 with a select number of agencies next week
- We will announce when all agencies can resume work on Records Schedules as soon as possible (targeting July)

- Intermittent problems generating PDF and CSV exports of forms
- Additional intermittent problems that affect individual forms and/or individual users
 - Some forms “blocked” from use
 - Some account setups needing correction
- Frequent system updates coming this summer to correct issues and to provide for continuous enhancement and improvement of the system



- Access to ERA 2.0 requires both an active ERA account and a MAX.gov profile
 - ERA Service Desk: erahelp@nara.gov or at 877-ERA-9594
 - MAX.gov account assistance: MAXSupport@max.gov or 202-395-6860
 - Authenticator app option
- Access via PIV/CAC
 - If you do not have access to a PIV/CAC, contact the ERA Help Desk



Support for Transition to ERA 2.0

- Training Materials - <https://www.archives.gov/era/training>
- User Manuals - <https://www.archives.gov/era/records-mgmt/records-mgmt/era/agency-manual>
- Account Support - <https://www.archives.gov/era/records-mgmt/account-request.html>



Next “Office Hours” Session

- Friday, June 23 at 2:00pm ET
 - Meeting information will be shared by ERA System Notice email
 - Email sam.mcclure@nara.gov if you want the meeting information



General Q&A

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NEXT MEETING

Tuesday

August 15, 2023

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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