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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# Bi-Monthly Records and Information Discussion Group

**To Ask Questions**

**Chat via YouTube**

*or*

**Email:**

**[rm.communications@nara.gov](mailto:rm.communications@nara.gov)**



**October 18, 2022**



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

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AGENCY SERVICES



- Welcome
- Opening Remarks
- Federal Records Centers Updates
- AROC Renewal
- ERA Update



# Opening Remarks

- Resubmission of NA-1005 Capstone forms
- Progress on new regulations for digitizing permanent records
- Release of new white paper on Quantum Information Science and Technology (QIST)



# Update on M-19-21

- NARA and OMB are discussing extending the December 2022 deadlines by 18 months through June 2024
- Until issued by OMB, this date is not final
- Key goals in M-19-21 will remain in effect
- Allows more time for planning and accelerating progress towards achieving fully electronic government



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# **FRCP Updates**

**Christopher Pinkney**  
Federal Records Centers Program

**Ron Mitchell**  
Acting Director, Customer Relationship  
Management



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# Records Management Training Program Update

Christopher E. Kline  
Director, Records Management Training

AGENCY SERVICES





- All designated Records Officers that have the Agency Records Officer Credential (AROC) or the Certificate of Federal Records Management (CFRM) equivalent
- Outlined in [NARA Bulletin 2019-02](#) Agency Records Officer Credential Training and Renewal Policy
  - [Frequently Asked Questions \(FAQ\) about NARA Bulletin 2019-02](#)
- 3 year renewal cycle (Example: AROC awarded on January 1, 2020 is valid until December 31, 2022)
- First set of renewals: Jan 2023



- Notifications will be sent in Nov - Dec 2022 timeframe
- Renewal is a question assessment divided into 3 sections
- If 80 % is not achieved in a section, content slides and retesting will follow
- Approx 1 -2 hours to complete
- Questions are based on informational packet that will be sent prior to start of the renewal



Records Management Training Mailbox:  
[rmt1@nara.gov](mailto:rmt1@nara.gov)

Director, Eddie Kline:  
[christopher.kline@nara.gov](mailto:christopher.kline@nara.gov)

Supervisor, Michelle Bradley:  
[michelle.bradley@nara.gov](mailto:michelle.bradley@nara.gov)

Records Management Training Program Website:  
[archives.gov/records-mgmt/training](https://archives.gov/records-mgmt/training)



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# Update on ERA 2.0

**David Lake**

Program Manager, ERA

**Sam McClure**

Electronic Records Program Director

**Christopher E Kline**

Director, Records Management Training



- Agency Use of ERA 2.0
- Key ERA 2.0 Enhancements
- Preview of ERA 2.0 Dashboard Screens
- ERA 2.0 Training



# Agency Use of ERA 2.0

ERA 2.0 will replace the current ERA as the system used for:

- Records Scheduling process (i.e., Records Schedule forms & workflows)
- Transfer process for all permanent Federal records, analog and digital (i.e, Transfer Request forms & workflows)

ERA 2.0 is already in use by NARA accessioning staff as the repository for digital accessions

Prerequisites to enable Agency Use of ERA 2.0

- NARA's successful migration of Records Schedules and Transfer Requests from ERA Base to ERA 2.0
- Availability of online training and job aids
- User accounts set up



# Agency Use of ERA 2.0

## Migration of Records Schedules & Transfer Requests to ERA 2.0

- Project underway to analyze form data from the current ERA and map it to the revised forms in ERA 2.0
- Forms will be migrated to their equivalent statuses in ERA 2.0
- General cleanup of draft schedules from before FY 2020 ([AC 22.2022 Draft Schedules in ERA](#) and [AC 30.2022 Locating Draft Records Schedules in ERA](#))
- Specific Records Schedule and Transfer Request issues being addressed by NARA appraisal and accessioning staff with their agency counterparts
- Final migration of data early in calendar year 2023 will require a pause in the use of ERA for a period estimated to be no more than four weeks





## User Accounts

- ERA 2.0 Agency user roles same as current ERA roles (Records Scheduler, Certifying Official, Transferring Official, Approving Official)
- NARA will create accounts in ERA 2.0 for all current agency users of ERA based on current ERA user profiles
- Authentication with PIV/CAC
  - Requires active ERA 2.0 account and an active OMB MAX profile
  - For users who do not have a PIV/CAC we can support with alternate authentication means
  - User guide to set up OMB Max profile coming soon



# Agency Use of ERA 2.0

## Timeframe for Agency Use

- If data migration and the related efforts remain on schedule, we are set to release ERA 2.0 for agency use around the beginning of March 2023
- We will refine and update the schedule for the shutdown of ERA Base and the release of ERA 2.0 for Agency use as we closer to the end of this year
- Many more details regarding user accounts, training, and the use of the system to come

## Agency Use of Direct Upload to ERA 2.0

- NARA looking to Pilot Agency use of the Upload feature of ERA 2.0 after release



# Key ERA 2.0 Enhancements

## Revisions to Records Schedule and Transfer Request forms

- Examples
  - In the Records Schedule, adding the field to support the scheduling requirement for Tribal consultation
  - Agencies will be able to use Permanent GRS Items as Disposition Authorities in Transfer Requests

## Updated Dashboard

- Better visibility into the status of forms throughout their approval lifecycle

## ERA 2.0 removes confusion of multiple versions of forms

- System manages one version of a form, always up to date, and with a history log showing all past changes to that form
- Search Results only display that one latest version of a form



# Key ERA 2.0 Enhancements

User access to forms now based on organization rather than Record Group (RG)

- Goal of maintaining user access in a more straightforward manner
- More flexibility in using RGs in forms

Agency users will now be able to access attachments to forms

Compatible with Google Chrome and Microsoft Edge

Regular future releases of enhancements and fixes

- Updated job aids and other documentation



# ERA 2.0 Dashboard – My Tasks

ERA 2.0 **Dashboard** Upload Process Discover Test-a30

RS-All Fields

Search Schedule & Transfer



Advanced Search

Records Schedule DAA-0059-2022-0162 has been successfully reassigned to FN-test-a30 LN-test-a30

## Dashboard

List of Forms assigned to you

Create New Form

Records Schedule (69)

Transfer Request (21)

My Tasks

Task Updates

Unassigned Tasks

My Team's Tasks

<input type="checkbox"/>	Records Schedule Number	Schedule Subject	Type	Agency or Establishment	Last Action	Last Action Date	Action Required By?		
<input type="checkbox"/>	DAA-0059-2022-0162	Removed Long String of Text	Records Schedule	Department of State	Submitted for Certification	03/09/2022	Agency		
<input type="checkbox"/>	DAA-0059-2022-0163	Action/Per State Practice.	Records Schedule	Department of State	Submitted for Certification	02/23/2022	Agency		
<input type="checkbox"/>	DAA-0059-2022-0158	test	Records Schedule	Department of State	Draft	02/17/2022	Agency		



# ERA 2.0 Dashboard – My Tasks

Notice of a Just-Completed Action

ERA 2.0 Dashboard Upload Process Discover Test-a30

RS-All Fields Search Schedule & Transfer Advanced Search

Records Schedule DAA-0059-2022-0162 has been successfully reassigned to FN-test-a30 LN-test-a30

Selected Tab

## Dashboard

Records Schedule (69)

Transfer Request (21)

My Tasks Task Updates Unassigned Tasks My Team's Tasks

<input type="checkbox"/> Records Schedule Number	Schedule Subject	Type	Agency or Establishment	Last Action	Last Action Date	Action Required By?	
<input type="checkbox"/> DAA-0059-2022-0162	Removed Long String of Text	Records Schedule	Department of State	Submitted for Certification	03/09/2022	Agency	
<input type="checkbox"/> DAA-0059-2022-0163	Action/Per State Practice.	Records Schedule	Department of State	Submitted for Certification	02/23/2022	Agency	
<input type="checkbox"/> DAA-0059-2022-0158	test	Records Schedule	Department of State	Draft	02/17/2022	Agency	

List of Forms Sortable by Values in Each Column

Actions Available for Each Form



# ERA 2.0 Dashboard – Task Updates

ERA 2.0 Dashboard Upload Process Discover Test-a30

RS-All Fields Search Schedule & Transfer Advanced Search

## Dashboard

Updates for the Forms  
You Took Actions On

Values Update Automatically  
Throughout Workflow

Create New Form

### Records Schedule (69)

### Transfer Request (21)

My Tasks **Task Updates** Unassigned Tasks My Team's Tasks

Records Schedule Number	Schedule Subject	Type	Agency or Establishment	Last Action	Last Action Date	Action Required By?	
DAA-0059-2022-0179	29652	Records Schedule	Department of State	Revised schedule received	03/07/2022	NARA	👁️ ⋮
DAA-0059-2022-0176	RS created by A_S for Practice for 03/04	Records Schedule	Department of State	Schedule submitted for NARA concurrences and approval	03/04/2022	NARA	👁️ ⋮
DAA-0059-2022-0154	test	Records Schedule	Department of State	Received	02/14/2022	NARA	👁️ ⋮
DAA-0059-2022-0152	2nd additional reviewer schedule	Records Schedule	Department of State	Received	02/14/2022	NARA	👁️ ⋮



# ERA 2.0 Dashboard – My Team’s Tasks

ERA 2.0 **Dashboard** Upload Process Discover Test-a30

RS-All Fields

Search Schedule & Transfer



Advanced Search

## Dashboard

Create New Form

Records Schedule (69)

Transfer Request (21)

My Tasks | Task Updates | Unassigned Tasks | **My Team's Tasks**

<input type="checkbox"/>	Records Schedule Number	Schedule Subject	Type	Agency or Establishment	Last Action	Last Action Date	Action Required By?	Assigned To	
<input type="checkbox"/>	DAA-0383-2022-0006	test	Records Schedule	Department of State	Draft	03/08/2022	Agency	FN-test-a11 LN-test-a11	
<input type="checkbox"/>	DAA-0059-2022-0178	Testing validation	Records Schedule	Department of State	Draft	03/04/2022	Agency	FN-test-a11 LN-test-a11	
<input type="checkbox"/>	DAA-0059-2022-0175	29652-01	Records Schedule	Department of State	Draft	03/04/2022	Agency	FN-test-a10 LN-test-a10	
<input type="checkbox"/>	DAA-0059-2022-0174	N/A	Records Schedule	Department of State	Draft	03/03/2022	Agency	FN-test-a11 LN-test-a11	





# ERA 2.0 Dashboard – My Team’s Tasks

ERA 2.0 **Dashboard** Upload Process Discover Test-a30

RS-All Fields

Search Schedule & Transfer



Advanced Search

## Dashboard

**Tasks Not Yet Assigned to Other Staff in Your Organization**

**Can Reassign To Other Staff in Your Organization At Any Time**

Create New Form

Records Schedule (69)

Transfer Request (21)

My Tasks | Task Updates | **Unassigned Tasks** | My Team's Tasks

<input type="checkbox"/>	Records Schedule Number	Schedule Subject	Type	Agency or Establishment	Last Action	Last Action Date	Action Required By?	Assigned To		
<input type="checkbox"/>	DAA-0383-2022-0006	test	Records Schedule	Department of State	Draft	03/08/2022	Agency	FN-test-a11 LN-test-a11		
<input type="checkbox"/>	DAA-0059-2022-0178	Testing validation	Records Schedule	Department of State	Draft	03/04/2022	Agency	FN-test-a11 LN-test-a11		
<input type="checkbox"/>	DAA-0059-2022-0175	29652-01	Records Schedule	Department of State	Draft	03/04/2022	Agency	FN-test-a10 LN-test-a10		
<input type="checkbox"/>	DAA-0059-2022-0174	N/A	Records Schedule	Department of State	Draft	03/03/2022	Agency	FN-test-a11 LN-test-a11		



# ERA 2.0 Dashboard – Transfer Request



ERA 2.0

Dashboard

Upload

Process

Discover



Test-a30

RS-All Fields

Search Schedule & Transfer



Advanced Search

## Dashboard

Create New Form

Records Schedule (69)

Transfer Request (21)

My Tasks | Unassigned Tasks | My Team's Tasks

<input type="checkbox"/>	Transfer Request Number	Type of Legal Transfer	Status	Status Date	Accession Title	Tracking Number	
<input type="checkbox"/>	TR-0059-2022-0088	Direct Offer	Submitted for Agency Approval	03/03/2022	Accession Title 3/03		
<input type="checkbox"/>	TR-0059-2022-0081	Direct Offer	Submitted for Agency Approval	03/01/2022	Accession Title 3/1		
<input type="checkbox"/>	TR-0059-2022-0064	Direct Offer	Returned	02/01/2022	Test		
<input type="checkbox"/>	TR-0059-2022-0059	Direct Offer	Draft	01/21/2022	Friday01212022-01-Farooq		
<input type="checkbox"/>	TR-0059-2022-0034	Direct Offer	Draft	12/22/2021	12-22-21		



# ERA 2.0 Search Results Screen

ERA 2.0 **Dashboard** Upload Process Discover Test-a30

RS-All Fields

Search Schedule & Transfer



Advanced Search

## Search Results

Select Saved Search

Select Action

**The only time this Schedule  
Appears in a Set of Search Results**

### Record Schedule(s) (55)

Showing 11 - 20 of 55 matching results of the Records Schedule advanced search.

Schedule ID	Schedule Subject	Type	Agency or Establishment	Record/Scheduling Group	Schedule Status	
DAA-0059-2022-0140	shouldn't deactivate	Records Schedule	Department of State	0059 - General Records of the Department of State	Approved	
DAA-0059-2022-0139	4:47 PM	Records Schedule	Department of State	0059 - General Records of the Department of State	Approved	
DAA-0059-2022-0138	4:40 pm	Records Schedule	Department of State	0059 - General Records of the Department of State	Inactive	
DAA-0059-2022-0130	Inactive test	Records Schedule	Department of State	0059 - General Records of the Department of State	Inactive	



# History and Activity Log – Milestone View



Close

Records Schedule Summary

**History & Activity Log**

## Records Schedule (ID: DAA-0059-2022-0140)

Records Schedule Number <b>DAA-0059-2022-0140</b>	Agency or Establishment <b>Department of State</b>	Status <b>Approved</b>
--	---	---------------------------

### History & Activity Log

To view changes that occurred between statuses, select the eye icon on the desired action.

Action	User	Date	
Create	FN-test-a10 LN-test-a10	02/01/2022 10:19:21 AM	
Submit for Certification	FN-test-a10 LN-test-a10	02/01/2022 10:22:21 AM	
Certify	FN-test-a30 LN-test-a30	02/01/2022 10:23:04 AM	
Accept	FN-test-ao21 LN-test-ao21	02/01/2022 10:23:50 AM	
Appraiser Concur	FN-test-ao21 LN-test-ao21	02/01/2022 10:24:10 AM	



# History and Activity Log – Detailed History View



ERA 2.0

Close

Activity Log

## Records Schedule (ID: DAA-0059-2022-0140)

Records Schedule Number	Agency or Establishment	Status
DAA-0059-2022-0140	Department of State	Approved

### Submit for Certification

**Activity:** Updates prior to Submit for Certification  
**User:** FN-test-a10 LN-test-a10  
**Date:** 02/01/2022 10:22:21 AM

### Activity Log

FN-test-a10 LN-test-a10 02/01/2022 10:22:11 AM

UPDATED

**From:** Items ▶ Item ID ▶ DAA-0059-2022-0140-0001 ▶ Item Status ▶ Draft  
**To:** Items ▶ Item ID ▶ DAA-0059-2022-0140-0001 ▶ Item Status ▶ Added

FN-test-a10 LN-test-a10 02/01/2022 10:21:56 AM

UPDATED

**From:** Items ▶ Item ID ▶ DAA-0059-2022-0140-0001 ▶ Superseded Agency Disposition Authorities and GRS Deviations ▶ Superseded List ▶ DAA-0059-2022-0139-0001 ▶ Explanation ▶



- **Our Approach**
  - Phase 1: At start 20 plus training resources
  - Phase 2: After system is deployed feedback will be used to base new training materials (Q4)
- Training materials will be available as ERA 2.0 goes live
- Materials will be centrally located on a webpage dedicated specifically to ERA 2.0 training resources
  - Access anytime
  - Downloadable documents
  - Shareable links



# Training Materials

- NARA super users vetting materials for clarity of instructions and accuracy
- All materials created at the novice level user experience
- Materials will cover:
  - Schedules & Transfers
  - System Access and Log-in
  - System navigation and logic
- Formats
  - Job Aid
  - Demos



## ERA 2.0 Training Support Materials

### About The Materials On This Page

The materials below are designed for users who enter and manage records schedules and transfer requests in ERA 2.0. Users with the following roles will find this training particularly useful: Records Schedulers, Transferring Officials, Certifying Officials and Approving Officials.

The materials are categorized as follows:

- Full-task guidance offering step-by-step instructions for completing a full task (e.g., Create a Records Schedule)
- Sub-task guidance providing step-by-step instructions for a discrete task within a full task (e.g. Create and Edit Items)
- System demos, i.e., video presentations available on our YouTube site to walk through more complex tasks
- Additional Resources to assist users in becoming familiar with the interface and workflow

### Scheduling Records in ERA 2.0

The ERA Scheduling training materials are designed for users who enter and manage records schedules in ERA.

Code	Title	Description	Item Type	Date Updated
ERA JA.	<a href="#">Create A Records Schedule</a>	Full-task job aid for creating, completing, and submitting a Records Schedule in ERA 2.0.	Full Task Job Aid	9/27/2022
ERA JA.	<a href="#">Create a New Form</a>	This document will provide step-by-step guidance on how to create a new form in NARA's Electronic Records Archives (ERA) 2.0 System	Sub-task Job Aid	
ERA JA	<a href="#">Complete the General Information Tab</a>	This document will provide step-by-step guidance on how to complete the General Information Tab in NARA's Electronic Records Archives (ERA) 2.0 System.	Sub-task Job Aid	
ERA JA	<a href="#">Review and Update Contact Information/Add a Primary Contact</a>	This document is to provide step-by-step guidance on how to review and update contact information in NARA's Electronic Records Archives (ERA) 2.0 System.	Sub-task Job Aid	
ERA JA	<a href="#">Create and Edit Items</a>	This document is to provide step-by-step guidance on how to create and edit items in NARA's Electronic Records Archives (ERA) 2.0 System	Sub-task Job Aid	





## Purpose

The purpose of this document is to provide step-by-step guidance on how to create a new form in NARA's Electronic Records Archives (ERA) 2.0 System. ERA 2.0 is a web-based application that provides Federal agency personnel with the tools to perform essential records management activities, such as scheduling records and transferring permanent records to NARA.

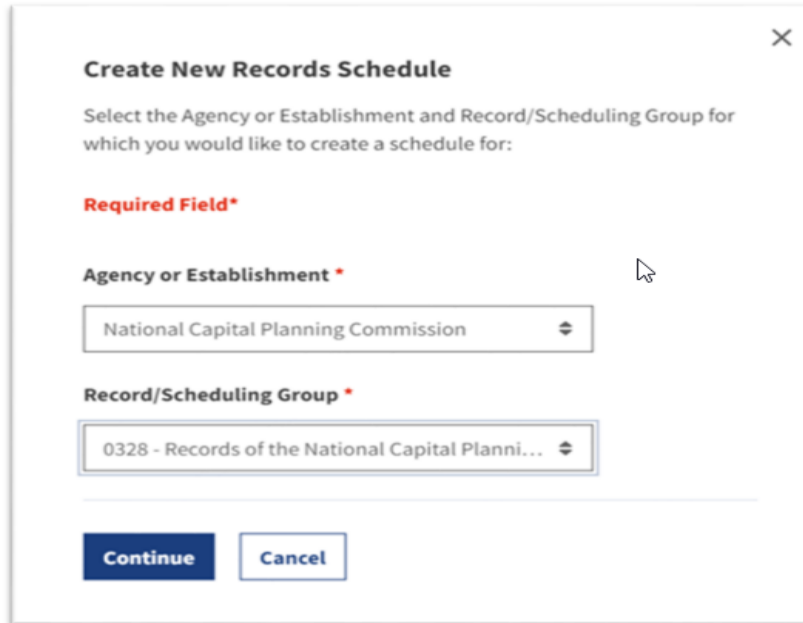
Agency partners have a critical role in helping to safeguard and preserve the records of our government; this job aid helps to enable Agencies to be able to perform these activities in the upgraded ERA 2.0 system.

## Who Should Use This Job Aid?

This job aid is intended for federal agency users with the following ERA 2.0 user roles:

- Records Scheduler
- Certifying Official

1. Select **Create Records Schedule** from the *Create New Form* drop-down menu located above the Dashboard on your ERA 2.0 Homepage. The Create New Records Schedule dialog window displays.



*Figure 1: Create New Records Schedule Dialog Window*

2. Select your **Agency or Establishment** from the corresponding menu option.
3. Select your **Record/Scheduling Group** from the corresponding menu option.



You will create  
your forms here!

## Dashboard

Create New Form

Create Records Schedule

Create Transfer Request

Create Transfer Reque

### Records Schedule (6)

### Transfer Request (5)

My Tasks | Task Updates | Unassigned Tasks | My Team's Tasks

<input type="checkbox"/>	Records Schedule Number	Schedule Subject	Type	Agency or Establishment	Last Action	Last Action Date	Action Required By?	
<input type="checkbox"/>	DAA-0297-2022-0023	2-23-2022 workflow	Records Schedule	Library of Congress	Submitted for Certification	02/23/2022	Agency	
<input type="checkbox"/>	DAA-0297-2022-0022	Copyright	Records Schedule	Library of Congress	Submitted for Certification	02/17/2022	Agency	



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# General Q&A

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# **NEXT MEETING**

**Tuesday**

**December 13, 2022**

**1:30 pm EST/10:30 am PST**

**Bi-Monthly Records and Information Discussion Group**

**[archives.gov/records-mgmt/meetings/index.html](https://archives.gov/records-mgmt/meetings/index.html)**



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# Technical Difficulties Please Stand by

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Bi-Monthly Records and Information Discussion Group  
[archives.gov/records-mgmt/meetings/index.html](https://archives.gov/records-mgmt/meetings/index.html)