

Bi Monthly BRIDG
NARA
June 14, 2022

Test test test National Archives, NARA, Byrnes, Loiselle, airian, Arian, Ravanbakhsh, Haralampus.

>> Good afternoon, everyone.

Welcome to our meeting for June.

My name is Arian Ravanbakhsh and I will be serving as the moderator for today's meeting.

The office of agency services at the national archives and records administration posts these bimonthly records and information discussion group BRIDG meetings.

It's live streamed to the audience over our YouTube channel.

Generally BRIDG consists of a scheduled program of presentations with an open forum at the end of each meeting to ask questions of the presenters or of any related federal records management topic of interest.

Viewers are encouraged to post questions in the chat or by sending an email.

Our staff will be monitoring this email box during the meeting.

You are also welcome to make comments during this meeting in the YouTube chat.

However, keep in mind that all comments are subject to moderation so we ask that you keep the comments relevant to the topics being discussed.

Copies of the presentation slides will be posted on the BRIDG page of the archives website.

That web page you will find links to the transcript of today's meeting when it is available as well as links and information about previous and upcoming BRIDG meetings.

If you have general comments about BRIDG or suggestions for future topics, you can use that same email address RM.communications@NARA.gov.

With that I would like to start by introducing Lawrence Brewer to get us under way.

Good afternoon.

>> Thanks, Arian and thank you for the excellent introduction.

Good afternoon.

Good morning wherever you are.

I'm coming to you from the Maryland suburbs where the skies are dark and threatening.

Hopefully we'll escape any electrical storms which might cause some technical problems for us.

I also want to add my welcome to all of you to this June BRIDG meeting.

It's been a while since we met, but I wanted to talk about a couple of quick things before we get into the agenda.

First on two longstanding items I want to say I do not have anything new to report on the status of the M1921 deadlines or where we are with the digitization regulations for permanent records.

We're making progress on both fronts and I'm looking forward to sharing updates on both of those items as soon as I have them.

In the meantime, I encourage you to continue all your work and your planning to make progress on being compliant with those deadlines and planning out digitization projects for permanent records and temporary records and if you have any questions, especially if they are of the

agency specific or unique variety, please reach out to our staff at the email addresses that are there for either M1921 or digitization.

There are a couple things I do want to highlight in addition to what we're going to be talking about later today on the agenda.

First I wanted to cover a couple of things, products that we have released since our last BRIDG meeting.

First, actually it came out in March but we released an assessment of coordination of chief data officers with records management programs that assessment report was released in March.

And then in April we released another assessment on the interagent collaboration and the applications we all use to connect with each other in doing our regular work.

And we looked in both of those assessments at records management implications not only for CDO coordination but for how these applications and new tools and emerging technologies are affecting what we need to do as records managers in our agencies.

I encourage you to take a look at those new reports and then hit us up if you have any questions or if anything is unclear or you just would like to have further discussion between my office and your office into the issues that we tried to surface with those two assessments.

The last thing I wanted to mention, as you know, we have been working on preparing our consolidated annual report of records management and compliance and activities in all agencies.

We are on target to release our annual report this fiscal year hopefully sometimes towards the end of the summer.

I just wanted to throw out there that we will probably be able to come back at the next BRIDG meeting in August and give you a deeper dive into some of the trends and themes that we found from all the data that we've gathered through the annual for calendar year 2021.

Stay tuned for that.

So that is really just a couple things I wanted to share before we get started.

As always, if you have any general questions that don't relate to the presentations that will follow, please hold them until we get to the end of the meeting.

We should have some time for discussion to cover your questions when we do get to that last segment following the scheduled presentations.

With that, if we could flip the slide and take a look at the agenda.

As always, we have the representatives from our federal records center's program to provide some updates on where things are with the FRCP.

But we're particularly pleased this month to have with us our colleagues from research services to talk about some of the things that are going on, some of the updates that you should be aware of when it comes to sectioning and transferring permanent records.

I'm really looking forward to that and seeing what questions you have and hearing from the team over in research services about what they are working on and getting out to you in terms of guidance for agencies.

So with that, let's flip the slide and I will turn it over to Russell Loiselle, national transfer and dispositional coordinator for his briefing from the federal records center's program.

Russell.

>> Hi.

Thank you.

So it has been seven years since we did a brief overview and in the pandemic we were going to do something a couple years ago and it just kind of fell off the radar, but with everyone reentering the workforce there has been several questions, communications, meetings with agencies, now that everyone is ramping back up, taking a look at their holdings again, working again with their counsel's office and trying to scope out some of these phrases, so we thought it was a good time to have another overview, especially if there are new people in the audience who didn't get a chance to learn about our program and the free function.

So with that, let's go to the next slide, please.

Okay.

So what is a freeze?

A freeze is different in terms of it's what NARA calls applying at an agency's request a moratorium on destruction or a litigation hold.

You have received communications from DOJ or from your counsel's office saying we have this lawsuit, this issue or a business need and we need to retain the records.

The issue is that you have records on site.

Normally your most recent records, but then you also have them stored in other places including the federal records center program.

How you ensure that those records don't get accidentally destroyed since they're not in your physical custody is to send a request in.

And ask that we freeze the records.

Next slide, please.

Okay.

So as I mentioned, you're ensuring by creating a freeze that the records won't be destroyed and when we create a freeze it suspends the disposition and all the notices so they won't show up on your quarterly disposal list even if the disposition date has passed and they're, quote, eligible for destruction and that is the safest way to ensure, especially in a large organization with multiple field offices, those individuals who may not be as familiar with litigation matters, this ensures they get a notice and don't accidentally click the yes box or give us permission to destroy something you may need at the headquarters level.

And then when a freeze is lifted, when you notify that the litigation is settled, everything is done that it's okay for the records to return to the life cycle, depending on the length of the freeze, many records would become immediately eligible for disposal and so we will work with that agency to get them in the next available disposal cycle.

Most of you know NARA does large disposal cycles four times a year so depending how large the freeze was, the volume that we're having to inject into the disposal stream, which a lot of you know is already backlogged, it may not be the very next cycle.

We may make an replacement with you to bump it out of cycle, but do be assured that once you have concurred with the disposal on those that you will not be charged billing.

It's the 90-day rule applies and we're the ones who are pushing stuff down the road a little bit.

Next slide, please.

Freeze versus hold.

As you'll see in a minute when we go over some quick stats, the number of freezes is significantly smaller than the number of active holds and moratoriums.

Once again, the reason for that is a lot of litigation is on something that just happened that's recent.

It tends to be in your active records which are on site at your agency.

And so therefore, you may be managing locally 200 litigations and discovery requests and stuff like that, but you only would submit a freeze if we have the physical custody of the records.

Once again, that's the big different.

The freeze is on NARA's side where we have physical custody of your records.

Next slide, please.

Okay.

So we have fewer than you and we may or may not.

As you can see, we're currently managing 246 active freezes for our agency customers.

That's across 449 record groups.

Okay?

Freezes do, believe it or not get lifted once in a while.

Our oldest freeze, people want to know what's the oldest, what's the biggest, stuff like that.

The GAO claims freeze related to Native American litigation, and that goes all the way back to 1962.

So everyone thought when it was 10 years, they thought that was kind of a big deal, but we have many freezes that are a lot older that are still active.

The newest freeze maybe submitted just last month, so we are getting new freezes in.

The largest freeze was TIL.

You probably tried to forget about the tobacco litigation freeze, but it was the largest and it affected just under 12 million boxes.

So 12 million cubic feet of records.

It was very large and very expensive.

Life cycle related freeze.

In addition to litigation freezes, we can also create what we call life cycle related freezes.

You may have heard the term "V" freeze.

That's to distinguish from other freezes because they're life cycle based.

What that means is you are doing a reappraisal with your archivist and you're doing a review project, DOJ has a large civil review project and so you can request that one of these freezes gets put on so that the records aren't approved by others and disappear.

We have a lot fewer of those.

Currently we have 21.

At one time we had 34.

As usual, just like a freeze, when the processor the need for the freeze is gone, you simply notify us and we lift it and the records continue down their merry way with their retention time already in progress and some become immediately eligible.

Lifted freezes, and we really only started tracking this since I came on in 2008, but we've been able to lift 133 freezes.

Some of them are big.

Can we get to the next slide, please.

So how do you create a freeze?

As I mentioned, you have to tell us that you need the records to not be destroyed and so you can create a letter.

You can send an email.

Email is acceptable.

It really depends on your internal process.

Some people like nice digitally signed PDFs.

Some like hard copies.

It really doesn't matter.

The key is you want to direct it to the FRCP director and right now with Gordon's passing we are in a lull, but Chris is the acting director at least on the freeze side, so you can send it to him.

Most importantly, make sure that you copy me on the email or the hard copy to ensure that I get it because I am the one who actually goes in and ensures the rules get created and get the freeze in place and stuff like that.

That way if it goes in my scam box and Chris has it, he can let me know or vice versa.

Make sure that both of us are on that communication.

And it's as simple as just putting in there a brief description or a justification of why you need the records frozen.

A lot will say this litigation and they will actually site the northern district of blah, blah, blab and put the number and stuff.

That's great.

But even if you just want to describe the freeze, it's misfire torpedo propulsion or something like, just so we know what the subject is so when we create the freeze down the line, if you're gone or someone looks at the records and they say oh, there's this freeze on it, what does this mean, they can then request documentation and maintain a full freeze history file for every freeze that's created so you can see who requested it, who lifted it, any changes in scope, stuff like that.

So that really is the big reason why you need it.

And then what you need frozen.

It could be specific transfer numbers.

If you have a very good records management program and you have box list and you know what transfers, what boxes need to be frozen, you can do it that way.

You can freeze by the record group.

You can freeze by record series or items levels.

You can also freeze by date span.

So if you have any questions, definitely contact me and I can help walk you through.

Some agencies here in the last year said do you have any samples of other agencies, letters so they didn't have to reinvent the wheel.

They wanted to make sure they submitted everything that they needed.

Once I get that request, I create the 3-letter code.

A lot of you hear them flying around.

We're the government so we have to have 3-letter codes for everything like COB, CAT, and so on.

We'll create a fancy little code for you and let you know what the code is and what the long formal name of it is.

Next slide, please.

Okay.

When you create freezes, you do need to remember that there are impacts.

Okay?

That's one of the reasons that we have to have you formally request a freeze because it affects things like storage cost.

If you put a freeze and we never get a notice until we either reach out to the agency and say hey, has there been any action on this, it's been a while, there's been to updates, I try and reach out to all agencies at least once a year, but as you saw there's tons and tons of customers.

So if you have any questions, especially if you're new, do I have any freezes?

Reach out to me and I'll let you know and as I've said, I can provide you with those master freeze files in case your predecessor didn't leave a nice tidy file cabinet with all that information for you.

Storage cost is the big -- because you're keeping things past their legal retention time and you're paying that at least 28 cents a month per box.

TIL, for example, applied to all records.

Some of those that were frozen under TIL are still on the shelf because they had long-term retention.

For just those records that were kept past their retention time, the bill for the U.S. government was over \$12 million just to store those things.

So cost is a big impact.

The other thing is risk.

As records manager, you want to mitigate the risk.

By freezing something, you're keeping it and a lot of cases you're keeping it way past its disposition date.

That can incur, you know, extra discovery costs.

It can be the smoking tobacco gun memo that was found.

This should have been destroyed 20 years ago.

So you really have to keep your records manager head on.

And revisit freeze and make sure we're not only costing the taxpayers extra money to store them, but that we're not incurring more risk than is necessary by keeping stuff longer than we legally should.

Next slide, please.

So counsel's office settled a big case.

Your lawsuit is over.

What am I supposed to do with this?

You let us know.

If you have the link at the FRC, chances are that somebody in the past requested a freeze.

So you can reach out.

Send me a copy of the list request or the settlement request that you get from the lawyers in your organization.

We can try and match it with an existing freeze.

Once we have a match, you will simply send another request asking us to lift the freeze.

Once again, we have to have that in the file because those -- you're basically --
>> General accounting officer files and we sent a letter and said please go through and anything under this item, she needs to reappraise.

All they have to do is go in and verify whether or not their records do have Native Americans holdings or not and let us know if they don't and then we can look through.

We talked about Katrina.

There was a wonderful article in the post.

NARA thought it was an idea to group all related artifacts together and so NARA created a freeze on records for special collections and it's been working several years with our internal organizations to see if the freeze could be lifted.

Next slide, please.

More information.

We have the tool kit which explains our services and how to transfer records, how to request freezes.

We have a whole FAQ that discusses what we just talked about, how to create a freeze, how to get a freeze lifted, what has to be in it.

There is the -- then again, your best person to reach out to is your rep.

This is me and my contact info.

Feel free to reach out for any questions.

I'm fairly easy to get along with.

Usually very reachable and can steer you in the rye direction if I don't know the answer.

Thank you.

The next slide is for questions.

>> Now if anyone has any questions, please post them in the YouTube chat.

We did get one for I guess -- can we share the email address for the director?

I believe that's Christopher's email address.

>> Yeah.

>> We'll drop that in the chat at some point.

Are there any other questions?

We're not seeing any at the moment, Russ, so why don't you stick around and if any come in, we'll get you at the end of the program.

Sort of the general block.

Now I'd like to introduce Christopher Naylor for his presentation this afternoon.

Good afternoon, Chris.

>> Thanks.

Good afternoon, everyone.

I'd also like to thank Lawrence for the invitation and opportunity to speak with you all today.

I hope that we can provide you with useful information and answer any questions you may have.

After prolonged closures, we have a backlog.

Following our agency re-entry on March 28, 2022, we were more than ready to resume fiscal operations and work with our federal agency partners to start tackling this backlog.

I know you all have accumulated back logs.

I'd like to take a moment to thank you for your commitment to working with us toward our common goal.

Detail about our backlog plan, I'll turn it over to dawn.

>> Can you please unmute your mic?

>> Yes.

Thank you for that.

I was just testing you.

Making sure you were on top of it.

Let me find my document we were looking at.

Can we go to the next slide.

Can we go to the next slide.

Thank you.

Thanks, Chris, for the introduction.

I also echo Chris' thanks to Laurence for providing this opportunity.

As Chris mentioned, I'm going to provide more detail about our backlog and our initial reduction plan.

We're looking at a two-year accumulation and it may take that long to get through it, but we're hopeful that we'll be able to get through it in less time.

Our first slide provides a breakdown of the 41,000 cubic foot backlog that Chris mentioned and that's across all of our custodial units, including our field operations and within the national region.

Next slide, please.

I'd like to start off by talking about our 11 field custodial units across the country and those include locations at Boston, Chicago, Denver, fort worth, Kansas city, New York, Philadelphia, Riverside, Seattle.

Collectively they accumulated a backlog of approximately 12,480 cubic feet of records.

They're completing accessioning tasks for those records and anticipate accepting physical custody for direct offers or in place transfers that are located at federal records centers this fiscal year.

So that's really great news.

I wish my colleagues across the country luck with accomplishing that.

Here in the national capital region, custodial units have slightly larger backlogs.

Our special media units, which include still pictures and sound and motion branches accumulated a backlog of approximately 8,500 cubic feet.

They have been focused on reducing their direct offer backlog and processing new direct offer transfers submitted by agencies ahead of the 1921 deadline.

Excuse me.

I have a bit of a cough.

Little bit of a frog in my throat today.

My branch which is responsible for accessioning the records into the college park facility and archives one in Washington, D.C. has a backlog of approximately 20,000 cubic feet of records.

Like our social media colleagues, we're focused on directing our offer backlog.

However, we plan to conduct a summer move from WNRC of approximately 5,400 cubic feet of backlog FRC transfers.

Backlog activities should be complete by late 2023.

That is our hope.

That's our goal.

Too could be optimistic.

I will say don't hold me to that.

It may slide a little bit as we know priorities are ever changing.

Next slide, please.

Thank you.

If you are preparing records to send to us, here are some important points to keep in mind.

First, do not send records without an approved transfer request.

A transfer request must be approved by NARA before records can be sent and accepted by the custodial units.

For backlog direct offers, which basically mean we've already approved those over the last couple of years, we are actively reaching out to federal agency records management staff to coordinate the records to approve transfer requests.

Please let us know if you are unable to accommodate a delivery so we can plan accordingly.

Some emails went into oblivion and that may or may not be because there's been a change in staffing.

If you have an opportunity to respond to us even if it's to say hey, not now, we're busy, we appreciate that.

If you have approved transfer requests and are eager to send those records, please reach out to us through social media exceptioning or email the appropriate office via the email links found on our requirements web page and we have a link in the presentation for you.

Please know that we need at least one week lead time to coordinate the delivery as we have to reserve this shared loading dock schedule with our motor pool if necessary, if we're picking up the records from you, from your agency, and work around already confirmed deliveries.

Our accessioning POC will be reaching out to coordinate delivery for those.

Next slide, please.

As you are preparing to submit your new direct offer transfer requests or work on annual mood generated transfer requests, please be cognizant of the required documentation.

A finding is required for each individual records series submitted to NARA for accessioning and that's for direct offers.

Please review our finding aids requirement web page for more details and we have that link again.

That's sort of the juiciest web page we have.

It has all the information you really do need.

And if you are transferring classified or declassified records to us, please include the NA 14130 classified records transfer checklist and a KYL-LOTT statement.

That can be included on your 14130 or as a separate memo.

Both are required for each individual record series submitted to NARA for accessioning, again, for classified or declassified records.

Next slide, please.

Next slide.

Sorry.

I think we're a slide behind.

The erroneous shipment records.

Thank you.

Strangely, in recent months custodial units have received numerous erroneous deliveries for records that should have been sent to the federal records center.

So please if you can work with your internal records management network to ensure that policies and procedures for retiring records are widely promulgated and be followed, we'd really appreciate that.

Coordinating the return of the erroneous shipments does take time away from reviewing your transfer requests and being able to coordinate and receive shipments for our permanent records.

I don't know what's going on or what's in the water, but it's across the custodial units and it's multiple agencies.

We appreciate your attention to that.

Next slide, please.

There should be a slide preparing for the M1921 deadline.

Things got shaken up.

Preparing for the M1921 deadline.

Please review AC 33.2022, records management contacts regarding physical transfers to NARA after calendar year 2022.

That was issued on April 28, 2018.

That should answer a lot of questions that agencies have been having about visible transfer of records after the deadline.

And if you have additional questions after that, I encourage you to go to the finding requirements web page and look up the contact and we can further assist you with other questions if you have any.

In addition, don't wait until the last minute to submit your transfer requests for eligible permanent records.

Start reaching out to the effective custodial units now to create a transfer plan for your eligible records.

My unit has certainly been working with a couple of agencies currently who have a lot of transfers and a lot of footage to get to us to submit the transfer requests by the end of the year and we agreed on a transfer plan, transfer request plan to get us through to December 1st for last submission and we're working with other agencies to create those plans, so if you are one of those agencies who has a lot of records that you need to transfer, please start reaching out. We're happy to talk with you and work through a process that works for us.

We have, of course, in addition to the backlog work, the new work that's coming up and so we're just trying to balance that and manage expectations and if we can start working on a plan together, I think we'll be in a good position to meet the requirements for both agencies.

Just think about that if you would.

Next -- I guess go to the next slide.

I will turn it over to Ted who is the director for electronic records who experienced absolutely no backlog, accessioning backlog due to COVID-19, so the future really is electronic records, folks.

With that I'll turn it over to you.

>> If we could go to the next slide, please.

So as dawn suggested, the NARA's electronic records division continuing to receive transfers of permanent electronic records from federal agencies throughout the pandemic.

One agency alone transferred over 50 terabytes of permanent electronic record.

That in perspective nearly doubled the noncensus questionnaire image volume that we've accessioned into the national archives since the early 1970s.

Many agencies also have limited access to their physical offices shifted from transferring records on physical media to transfer via secure file transfer protocol or SFTP.

In response NARA expanded the bandwidth to vote into SFTP services to allow for expanded if still limited transfer capabilities using this method.

Currently most routine transfers of born digital records are being handled by SFTP and we've seen a dramatic decrease in the number of transfers on media.

We anticipate receiving about 300 transfers.

Most of them will be received via SFTP and we've received a number of positive comments from agencies about using this method.

So we're very happy to see the transition.

It does improve our workflow.

It decreases the amount of media management that we have to do and it ensures greater integrity and authenticity of the records down the line.

NARA established a dedicated accessioning branch in the electronic records division with four staff and a supervisor.

The focus of that branch is to support agency transfers of born digital records in a variety of ways.

One way is to develop information products in support of electronic records accessioning and the first product issued by the branch was an FAQ web page addressing common questions about transferring electronic records.

So in response to agency questions about supplying meta data with transfers of E records, during the second quarter of FY2022 we added a tool to NARA's existing GitHub site.

This was -- this tool referred to as file lister is a tool that we developed in house to gather technical meta data and Shaw 256 hash and we use it in the course of our work and accessioning and processing electronic records.

So we ought agencies could benefit -- also benefit from its use.

And so we chose to make it available through Git Hub where there's supporting documentation and there is a way we can transmit this to agencies in an easy manner.

I thought I'd use this opportunity, we received questions about this often.

CSR requires to keep a copy of electronic records that they transfer to NARA until we take legal custody of them.

There are a number of reasons for this.

Mostly in the event that there's some issue we discovered during the course of processing like corrupted files or password protected files or any number of reasons that we may discover on our side that we may need the agency to address.

So thank you for your cooperation on that matter.

And if you are not familiar with who your electronic records contact is, please feel free to email Etransfers@NARA.gov and we'll be happy to help you out with any questions you may have. So with that I will turn it back to Arian.

>> Thanks, Ted.

And thanks, dawn and Chris as well for participating.

It was great to hear from our colleagues in research services this afternoon.

Ted, we do have a question from you -- for you.

What is the status of NARA's supporting cloud to cloud transfers for permanent electronic records?

>> Thank you, Arian, and thank you to whoever asked that question.

So I will -- this is something that we frequently get asked and it is addressed in our FAQ page that I referenced just a moment ago.

But just so everyone is aware, at the present time NARA does not have an operational capability for cloud-based transfers from agencies.

And we do not get -- have a time frame for when we will implement such a capability.

We are in the process of conducting the first pilot transfer of permanent federal records to NARA within the AWS gov cloud environment and we anticipate completing that pilot in mid-2022.

So we will continue to test cloud-based transfers to ERA 2.0 which is our preservation environment using our own digital content as well.

To make this cloud-based transfer operation requires updates to our technical infrastructure, our system and our policies and procedures.

So as we have news to share, we'll share those via the records expressed blog.

We thank you for your patience.

It's a large typical operation and we want to make sure that everything is working properly before we do a broader rollout to agencies.

Thank you for your patience and your cooperation.

>> I'm not going to hold you to a records express post.

We'll bring you back to BRIDG and have you present as well.

>> Is Russell back from his presentation on freezes?

>> Hello.

>> Hi, Russell.

>> This came in after we moved to the research services portion.

The question about FOIA, does this mean FOIA is still applied as it relates to records?

>> Yes.

Yes.

FOIA can still occur.

Reference activity can still occur.

It's just all in anything that is disposition related, it's suspended.

So yes.

>> Looking for any other questions that have come in.

Again, if you're watching, please feel free to email RM.communications@NARA.gov.

We had a couple questions come in during the course of the meeting for Lawrence and whatnot.

Can you address funding issues or lack of funding to support M1921 deadline?

>> Thanks, Arian.

That's a question we hear quite a bit.

I know there are a lot of requirements.

We all have requirements.

And you're looking for ways to build business cases, so support funds for the important work that we need to do.

And one thing that I think we all know in every department, every agency has its own internal processes for how to submit, review, and approve budget initiatives.

We do the same thing here in NARA.

The management team gets together and we review each program's needs against requirements and available funding and try and develop a list that reflects the priorities that are important to the agency.

So the advice that I typically give when it comes to this question about funding and prioritization of that funding is really you've got to have good relationships with your senior leaders and in particular your senior agency official for records management.

They're the ones who are going to help you advocate for the funding that you need to support these government wide requirements where there's M1921 or anything else that's in the CFR related to records management.

So what we have learned through the questions that we asked in our reports is that in many cases agencies are able to leverage existing tools and technologies to meet those requirements without getting dedicated funding.

A lot of times it's simply a matter of developing policies, directives, and issuing them with appropriate procedures, but there are and certainly are examples of instances where there is an opportunity for an agency to invest in a particular tool or technology that will help the agency come into compliance with M1921 or any other requirements.

So I think that's the analysis that every agency needs to do and records officers and records programs are encouraged to work with their same arms, with their senior agency officials and other leaders within their agency.

And really start thinking ahead one, two, three years in advance of what is going to be needed, if anything, to meet those requirements in these directives.

>> Thank you, Lawrence.

Russell, do you want to clarify your response there?

That you gave earlier?

>> Sure.

So it doesn't stop accessioning of permanent records because, of course, a freeze can be on temporary or permanent records.

The agency can request to go ahead with the accessioning.

Some do and some don't.

But yes, you can accession, which is the transfer legal custody to NARA of permanent records that are still under a freeze.

>> Thank you.

We know that OMB has not weighed in on the extension of the M1921 deadline.

However, given that NARA set the date in the strategic plan, our agency NARA determined whether we will extend the December, 2022, deadline for no longer accepting analogue records? Another question about the deadline.

>> No.

It's a good question.

And thank you, Patty, for sharing.

As you know, we have a new strategic plan for FY22 through '26.

It still reflects the same commitment to going fully electronic.

However, we acknowledge and hopefully everybody understands that the deadlines are M1921 were not established by NARA.

They were coordinated jointly with OMD and NARA can't independently change those deadlines or those targets, so we are going to continue working through what our strategic plan requires of the National Archives which is essentially looking at where we need to develop guidance, looking at how we can improve our processes for supporting agencies, but the requirements that are in M1921 for either agencies to go fully electronic are still in M1921 until there is further discussion about what those need to be, if they need to change, what they need to change and where they will end up.

As I've said before, those discussions are happening and we are coordinating with OMB and until anything happens to alter the status of where things are with M1921, December, 2022, is still what we are all striving towards.

>> Thank you.

I'm just searching through for other questions that may have come in.

Will there be any disciplinary action for agencies that won't be able to meet the 2022 deadline?

>> So that's an odd question.

I think whether we're talking about M1921 or 36CFR, NARA is an oversight agency and we are interested and certainly take seriously our role in providing oversight of all federal agencies.

With respect to the requirements that are out there are all records management programs, whether 36 CFR, we will continue to monitor where all agencies are and we do that initially through the data that we receive through annual reporting, but we also do inspections.

We do assessments.

We do other oversight, meetings with agencies to ensure that agencies are compliant.

One of the things they think is really important is that we want agencies to be successful, so we need to know from all of you if you're having issues or challenges that may be shared by other agencies, if there's anything that we can do to help mitigate some of those risks, whether it's additional guidance, clarification of existing guidance, or maybe just, you know, directing agencies to resources through our initiative or other avenues.

We do, of course, you know, take this not only seriously within NARA, but we also want to be able to share with OMB our co-author on M19-21 to let them know where we think things are as far as agencies progress.

And we do share that information.

So in terms of disciplinary, I don't think that's the right word.

It's more our commitment to oversight and ensuring that every agency is successful in making this transition to fully electronic government.

To the extent we see agencies who are not further along, we are going to want to engage and find out why.

What are the reasons?

What are the challenges that agencies are facing and if there's anything that we can do to help, then we want to be able to do that.

>> Thank you.

Here's another question that came in on YouTube.

Do you have any numbers of the agencies that have submitted exceptions to M19-21 and how long it typically takes for NARA to provide a decision?

So around the exceptions process.

>> Okay.

So we haven't made any final decisions yet on exceptions.

We are working along with OMB and reviewing them internally.

We haven't gotten to a point where we've reached a final decision and communicated that back to an agency.

We have reviewed all of the exceptions we've received.

But we -- to be honest, we have not received all that many formal exceptions from agencies.

I think we have somewhere between 10 to 12 requests from agencies for specific exceptions that we are currently reviewing.

I expect as we get closer to December, 2022, those numbers will rise and the guidance that we have issued in NARA bulletin 2020-01 does provide further information about how to submit exceptions, what to include in your exceptions package, so that we can review it and get answers back to agencies before we get into December of this year.

>> Thank you.

Just to clarify, the question about disciplinary action came from the leadership of the agency directly.

That's why it was passed on to us in that form.

It may not have been the words we chose to use.

>> Yes.

>> Will there be a NARA presence at the conference next month?

>> Wes, there will.

Arian, I think you probably know as well as I do, I know I plan to be there.

Our colleague Mac Phillips who is our coordinator of external affairs is also slated to present and I'm not sure.

Did I miss anybody else?

The answer to the question is a resounding yes.

>> Yeah.

We will be there hopefully all things staying the way they are, we should all -- not all.

Some of us will be in Salt Lake City next month.

>> It is an interesting time in that the conference I believe is in-person only with no virtual or hybrid offering which is a first of such things that I've seen in a couple of years now.

>> Fingers crossed.

What is -- calls for you to accession certain records to NARA after the records are scanned.

Would we have the option of sending to NARA without scanning?

>> Can you repeat that question, Arian.

>> What if your records schedule calls for you to accession certain records to NARA after the records are scanned?

Would we have the option of sending to NARA without scanning?

>> I feel like I need to read that question, but I think it's dependent on what the format is in this schedule.

>> I think if I can parse the question a little bit more, I think it's getting at -- the record schedule is calling for the records to be accessioned after they are scanned.

Could she send -- could they be sent to NARA without being scanned?

It does more speak to the format in the record series perhaps.

>> Yeah.

Dawn is probably struggling with the same thing I am.

We would have to see the schedule because it's unclear for me from the way the question is written what the schedule would be requiring there.

Certainly we can take one.

We can take both.

>> So reach out directly to us and we'll be happy to have a further conversation around that topic.

Here's a comment that came in through the email.

I'm listening to the BRIDG discussion as NARA has no capacity for cloud to cloud transfers.

This should delay implementation of M19-21 since most agencies such as us have all our info on the cloud.

I think that's just a --

>> Yeah.

This is Ted Hull.

I can take that question.

If you have records that are eligible for transfer that are scheduled for permanent retention, it sounds like we need to have a conversation.

There are other options besides cloud to cloud transfer available for the transfer of permanent electronic records including on media such as external hard drives.

We accept thumb drives and good old CDs and DVDs and then SFTP option that I mentioned earlier.

So there are a lot of other options available besides cloud to cloud.

We're thinking, of course, for the future, large volume transfers that may be more efficiently handled in a cloud to cloud environment.

>> Thank you.

Here is another question we may want to chime in on.

Is ERA 2.0 operational yet?

>> I can start with that.

ERA 2.0 is operational.

The current focus is on what we call process and discover.

They're internally used features by the electronic primarily by the electronic records division.

And other units who are preserving scanned digital content created by arcable units, so ERA 2.0 has been primarily used internally as our official digital repository to replace ERA base.

I know most agencies are familiar with what we refer to as ER A base or ERA, and that is where you create records schedules and transfer requests.

The current plan is, and I know my colleagues who are in charge of that project have spoken at BRIDG in recent meetings is for the business object repository features of ERA where you would be creating transfer requests and record schedules to roll out to agencies sometime in 2023.

That's the correct timeline.

So yes.

The answer to your question is yes, ERA 2.0 is operational.

>> Thank you.

I'll put out a last call for questions.

I'm searching through the sources we have.

I'm not seeing any, so I guess we can close the meeting.

Do you want to close and announce the next date?

>> Yeah.

I'd be happy to.

So thank you all for joining our meeting today.

Special thanks to Russell, to Chris, to Ted and to dawn for joining us to talk about FRCP and updates on accessioning for research services.

We did get a lot of questions and I expect there will still be some remaining questions after we close and I just encourage you to reach out to us.

Use RM communications.

You can see it up on the screen if you have any further questions.

If you have any agency specific questions like the one that we were trying to figure out related to scanning and sending analogue, you can also, especially if it has something to do with records schedule or it's a records scheduling question, you can certainly contact your appraisal - with that, we'll close the meeting with this slide up here to let you know that if you're not on summer vacation in the middle of August we will be having our next meeting August 17th.

Same time.

Same format.

And until we meet again, thank you all for attending.

And we will talk to you in a couple of months.

Have a great summer, everyone!