



Make Access Happen!

Help the National Archives Rethink
Electronic Recordkeeping

Meg Phillips

Meg.phillips@nara.gov

BPE Salt Lake City, #BPE2013

November 14, 2013

Agenda

- Part 1: Background: (30 minutes)
 - The Managing Government Records Directive
 - The Electronic Records Management Automation Project
- Questions?
- Part 2: Your Feedback (45 minutes)
 - ERM Automation
 - Long term Vision
 - Plan

Background



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

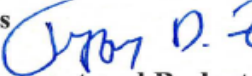
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
WASHINGTON, D.C. 20408

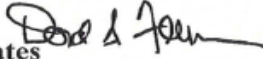


August 24, 2012

M-12-18

**MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND
AGENCIES AND INDEPENDENT AGENCIES**

FROM: Jeffrey D. Zients 
Acting Director
Office of Management and Budget

David S. Ferriero 
Archivist of the United States
National Archives and Records Administration

SUBJECT: Managing Government Records Directive

On November 28, 2011, President Obama signed the [Presidential Memorandum – Managing Government Records](#). This memorandum marked the beginning of an Executive Branch-wide effort to reform records management policies and practices and to develop a 21st-century framework for the management of Government records. The expected benefits of this effort include:

Automating Electronic Records Management

- Short term goals
 - Agencies manage email electronically by 2016
 - Agencies manage permanent records electronically by 2019
- Long term goals
 - Streamline ERM to support easy management, access, and use
 - Make Access Happen: Help the National Archives Rethink Electronic Recordkeeping!

[http://www2.archivists.org/sites/all/files/2013-4-AO\(2\)_0.pdf](http://www2.archivists.org/sites/all/files/2013-4-AO(2)_0.pdf)

make ACCESS happen



Help NARA Rethink Electronic Recordkeeping

National Archives and Records Administration

Can you imagine a future in which valuable federal government information in electronic format is easy to find and automatically available to anyone with the right to see it? Agency staffers, the public, journalists, historians, lawyers, students, scientists—anyone, present or future.

Can you imagine providing this kind of access in a timely way while also protecting individual privacy, confidential business information, national security, and other legally protected interests, for as long as required but no longer?

How can we build that future?

The National Archives and Records Administration (NARA) wants to **make access happen**, and this is the kind of world we'd like to help build. We're asking you to help us identify the steps we can take to get there.

Challenges to Overcome

Meeting the goal of efficient and effective access means overcoming significant obstacles. One of the challenges is the sheer number of electronic records that

and agencies or at the National Archives. Without radical change in federal information and records management, these backlogs will increase exponentially. On a practical level, users will not have access to ever-increasing quantities of potentially releasable information.

NARA believes this is unacceptable. In the words of Paul Wester, the chief records officer for the U.S. government, "The processes we developed for paper records just aren't working in the current digital environment. We have a new mandate from the Administration to really open up government information—using both the growing number of existing tools and creative new thinking. It's time to take this opportunity and develop a strategy that gets better results."

Some examples illustrate the problems we face when traditional processes can no longer effectively make access happen, no matter how hard people work to manage information and make it available.

- **Declassification:** The Public Interest Declassification Board estimated in 2012 that under the current human process, one intelligence agency would require two

responding to FOIA requests and as part of proactive processing and release of government records in normal archival processing.

- **Application of retention rules:** Traditional records management processes create bottlenecks in categorizing each record for appropriate records retention and disposition, delaying public access to high-value archival records.

Finding Solutions

The government needs new processes and needs to use technology to give everyone—government employee or member of the general public—easy access to the government information he or she has the right to read. NARA believes the processes to capture, retain or destroy, search, categorize, restrict, protect, declassify, and publish information online should all happen as automatically as possible to maximize the consistency and speed of information access for all authorized users.

The Obama Administration kicked off major initiatives that will address many parts of this problem. One is the Executive Order "**Making Open and Machine Readable**

Feedback and Discussion:

What do you think?

1

What is the real challenge of managing
electronic records?

2

What would address the root cause of the problem?

3

In what ways can electronic records management be automated?

4

Long Term Future:

What characteristics would a radically improved future ERM have?

5

What steps could we (NARA, you, other groups) take now to move toward that vision?

Thank you for your input!

Additional ideas welcome at any time:

Meg Phillips

NARA External Affairs Liaison

Meg.phillips@nara.gov

301-837-3111