[Captions test]

>> ARIAN RAVANBAKHSH: Good afternoon, everyone, and welcome to our BRIDG meeting for February 2023. My name is Arian Ravanbakhsh and I will be serving as the moderator for today's meeting. As a reminder, the Office of Agency Services at the National Archives and Records Administration hosts these Bimonthly Records and Information Discussion Group, or BRIDG, meetings to present information relating to Federal Records Management. BRIDG is a coproduction by the Office of the Chief Records Officer for the United States and the Federal Records Center Program. And is live-streamed to the audience over our YouTube channel. Generally, BRIDG consists of a scheduled program of presentations about 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 to rm.communications@nara.gov. Our staff is monitoring this email box during the meeting. You are welcome to make comments and ask questions during the meeting in the YouTube chat. However, please 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 is also where you will find the transcription 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 to pass these along to us. We welcome your feedback. With that, I would like to start today's meeting by introducing Laurence Brewer, the Chief Records Officer for the U.S. Government good afternoon, Laurence.

>> LAURENCE BREWER: Hey. Good afternoon and thanks, Arian. So, let me add my welcome to this BRIDG meeting to everyone here for this Valentine's Day edition to our meeting. It's also the first meeting we've had this calendar year. And a lot has happened since the holidays. Thank you for the flipping the slide. And we're going to try and run through some of the big developments, some of the policies, the memos that have come out since last we met. And maybe look forward a little bit on the kinds of things that we'll be working on. Not only in terms of guidance, but we're also going to continue the ongoing discussions at these BRIDG meetings related to ERA, Electronic Records Archive and what is ahead this spring.

With that, why don't we go to the next slide? And I will use this as really just another reminder for where we are and some of

the activities that you are currently working on. And hopefully are on your radar. Starting in January, the beginning of the year, we had a number of things kick off, including the renewal for the Agency Records Officer Credential process. Just wanted to note that since we have kicked off the renewal in the beginning of January, we have 29 records officers already completing their renewal. So, congratulations to those 29 individuals. And encourage the rest of you who are currently within the process to keep at it, so we can get everyone renewed and complete for this first cycle.

Also at the same time, annual reporting is ongoing. The deadline is March 10th. Hopefully, you are all busily working on your reports, your maturity models and, of course, the records management office assessment. Also in January, we kicked off the resubmission process for Capstone verification form NA-1005. For those of you using the general record schedule 6.1 for email and other messages. That started January 31st. It goes until April 30th. And if you want to know a little bit more detail about the process and what you need to do, we held a webinar on January 24th. That now has been recorded and captured on our web page under the email management tab. So, I encourage you to go back and review that. Or if you weren't able to participate in the webinar, it is up there for those of you who are working on your Capstone resubmission forms.

The last two, I'm not going to speak about here in detail. Because we are going to cover ERA in a few minutes. And we will just flip the slide and get to the memos. So, this one is a pretty big deal that happened right before the holidays. In December, we have a new memo, M-23-07, which I'm sure all of you are very familiar with by now. The key thing, obviously, that the memo does is extend the dates. So, what was the December 2022 date has now been extended to June 30th, 2024. The other important points to note about the memo is that M-19-21 is still in place. And this new memo reinforces the goals of the memo that was released in 2019. So, the goals at a high level are still the same. We are still focused on making that transition to fully electronic recordkeeping. And using commercial storage and not leveraging and using our resources to house in-agency record centers.

We are also continuing to review and approve exceptions where agencies feel that they need some relief from the requirements in each of these memos. So, with proper justification and following the guidance that we've issued in our bulletin, we have been reviewing and working with agencies. And at this point, we have approved six agency exceptions and are continuing to work on other remaining exceptions, and ones that are more recently have come in

for our review. One thing I do want to note also for this last bullet is that similar to what we did when M-19-21 came out, we issued in our bulletin, sort of following up on that, to clarify some of the questions we received when that first memo came out. We are planning on updating that memo and including some other questions, which have come up after we issued the first bulletin. Making sure that we have as much information and clarifying guidance in a new NARA bulletin that would address any outstanding questions related to either M-19-21 or M-23-07.

So, we have been spending a lot of time talking with agencies at a number of agency meetings, this one included. In trying to gather feedback, concerns, questions from agencies related to the memos. So that we can incorporate that feedback and address it in a revision of the NARA bulletin, NARA 2020-01. That is ongoing. That is something that we expect to deliver on this fiscal year. The other thing I will note in M-23-07, there is some new content in there, some requirements that we felt were important to add. And one of them relates to the ongoing work that we've been doing under FERMI, Federal Electronic Records Modernization Initiative. Many of you are familiar with it. Because we believe in the importance of that initiative, we wanted to make sure it had a place in M-23-07, so we could point to the standards that we developed working with other agencies and with GSA to allow agencies a way to procure electronic management records solutions and services that align to the work that we're doing under that initiative.

So I encourage you to take a look at what we're doing with FERMI. And there is work for NARA to do. We're working on another revision of the ERM requirements. There is still work we're doing and will continue to do as part of the FERMI initiative. I encourage you to take a look at that. And if you have any questions at this point, I will pause to see if there are any chat questions related to either the memos or any of the ongoing work that we're all working on right now.

>> ARIAN RAVANBAKHSH: Thank you, Laurence. One question did come in over YouTube. It is, when do you expect the new bulletin to come out?

>> LAURENCE BREWER: That is under development. We haven't set a date or timeline for the bulletin. We want to do it this year. Our focus right now is really trying to capture feedback questions. And if there is a question that you have related to the memos, please, send it to us. We want to know what agencies are concerned about. We haven't set a timeline for when the bulletin is going to be done this year. We really want to spend the time listening and learning where we can provide the most value as we develop this new bulletin.

>> ARIAN RAVANBAKHSH: Here's another one that's come in. How many exception request from federal agencies has NARA approved to date?

>> LAURENCE BREWER: Yes. I mentioned that earlier in my remarks. We approved six agency exception requests. And we are continuing to review the next batch in coordination with OMB.

>> ARIAN RAVANBAKHSH: And we've got another question. Until NARA finally approves the draft FERMI standard, can agencies still move forward with this guidance? Some agencies don't want to scan until NARA approves it. I think that's meant for the digitization standards and not the FERMI standards.

>> LAURENCE BREWER: Yes. We will get to that. I'm going to defer that until Lisa comes up to talk about what we're working on in terms of digitization.

>> ARIAN RAVANBAKHSH: Is there going to be a review of the RM profession against data managers and knowledge managers?

>> LAURENCE BREWER: I'm not sure what review means in that sense. We are certainly monitoring the space. We've done some oversight work. We had recommendations for agencies as part of that records management assessment. And we continue to engage and are represented on the CDO council so that we can be more aware of the kinds of issues that are coming up with CDOs. So, it certainly is within the context of information governance. Something that we have always advocated for. And supported other agencies as they develop and establish those frameworks. To make sure that records management and data management, and other information management professions are coordinating the work and accounting for the requirements for each of those disciplines. So if review means modernizing and trying to move the conversation forward from our perspective, that is what we are doing. And we're certainly open to ideas on how to engage further. Or other areas that we might be able to address and look into from NARA's perspective.

>> ARIAN RAVANBAKHSH: So, here's another one. Will NARA approve an agency exception to the M-23-07 memo with caveats? If so, what would those caveats be?

>> LAURENCE BREWER: So, whenever we review the exceptions, there are certain things that we're looking for. And those are laid out in the NARA bulletin 2020-01. As a starting point, we are looking at those requirement. Caveats, contingencies, disclaimers, whatever you want to call them, are things that we certainly are keeping in mind when we are approving exceptions. One of the things that we want to make sure that agencies are continuing to mature and work towards fully electronic government. So, it's a question of needing more time for a specific reason. Then we might grant that exception. We would want to see progress reports as

agencies proceed down that path. So, part of it is making sure that both NARA and OMB are able to stay engaged with agencies who are requesting exceptions. And, if they are approved, have some way to monitor and ensure that the agencies are continuing to do what they need to do to accelerate and achieve success against the goals in the memos.

>> ARIAN RAVANBAKHSH: Thank you. Here's another one. Aside from the general RMSA annual report, can agency records officers or SAORMs contact appraisal archivists for more information such as why scores increase or decrease, or areas of improvement?

>> LAURENCE BREWER: We are certainly open to have conversations with any agencies, you know. And we can have that discussion with the program that manages oversight and reporting. We're certainly willing to have those kinds of conversations and learn what's going on at agencies and share information that we're learning. I think it's a good way to get a good sense of where agencies are and where we might be able to help, as we do our oversight and reporting work. Always just reach out to us through the records management and emails we communicate with you on.

>> ARIAN RAVANBAKHSH: I think those are all the questions that have come in for now, Laurence. As a reminder to the audience, feel free to email rm.communications@nara.gov or comment on the YouTube feed. We'll address questions as they come up or later at the end of the meeting.

>> LAURENCE BREWER: All right. Thanks, Arian. I will turn it back over to you to move us through the agenda. So we can talk about guidance and the Federal Records Center Program and close with an update on ERA 2.0.

>> ARIAN RAVANBAKHSH: Certainly. Next on agenda is updates on NARA guidance from Lisa. Lisa Haralampus, you're up.

>> LISA HARALAMPUS: Thank you, Arian. Thank you, Laurence. Thank you, everyone, for coming today. It is remarkable to think how much has changed and how much work has happened in these past two months. First, from a guidance perspective, I would like to make sure it's clear, did you miss anything? If you could, grab the next slide, please, Patty. So this slide that you're about to see is a slide on recent NARA guidance. Everything from mid-December forward. I'm going to let this sit here a bit. One of the things we have on the slide is a link to our web page where we post all our AC memos. That's a primary way we communicate with the federal records management community. If you subscribe to federal records management emails, you will receive AC memos. We not only push them out to your email boxes using our email management tool, we also post them online. If you ever wondered if

you missed an AC memo, did you miss some guidance, that is a place you can check.

Yes, during BRIDG meetings we always get questions, how can I get invited to BRIDG meeting? Subscribing to that will get you on our mailing list. And we generally use it to send out AC memos. That was a recap on how you find guidance. I wanted to point out here, yes, the memo is on here. We issued M-23-07 on December 23rd. And maybe you might have missed that we also put a NARA bulletin on radiographic film records. That is not an issue that impacts everyone. But if it is something that your agency has, radiographic film records, we have guidance on that. We pushed out guidance on Capstone, guidance on GRS updates, guidance on changes to schedules.

So, this is a resource for you to use. To get caught up on all the pieces of guidance we talked about. You will find we discuss many of these products in upcoming BRIDG meetings or previous BRIDG meetings. BRIDG is a great way to hear us talk about the guidance. And the AC memos is a great way to make sure you're seeing our communications and what we're producing. One of the questions we always get at BRIDG is can I get a copy of these slides? Yes, you can. On our BRIDG page at archives.gov. If you find the records management page, you'll find the BRIDG page. We post the link to the YouTube meetings. You can always go back and look at this recording we're making right now. And you'll find a link to the slides. You can find the slide and click on each of those AC numbers and it will take you to the memo. That is a recap for you of recent NARA guidance.

A lot of times, people are like, okay, I got what you issued, NARA. Can you tell us what's coming next? So, on the next slide, I wanted to highlight a few of the products we're currently working on. And let you see what's coming. So, one of the things that -- I'm sorry, it's not on this slide, as Laurence just mentioned. We are working on a NARA bulletin to supplement or replace the NARA bulletin 2020-01. We want to create a bulletin to support M-23-07. So, we're working on that. We're in the brainstorming phase. These other guidance products, we are in the renew phase. And are working on providing this guidance. And hopefully will be out soon. So, the first guidance product we're working on, we get asked at every BRIDG meeting, where are the digitization standards for scanning and digitizing permanent paper records or analog records? We are continuing to work on those guidance. The status update is that they are in NARA internal review. The good news is that they are no longer in internal review. They are making it through the normal regulations process. And they're back with OMB for their review. I will come back next BRIDG and tell you we are

completed reviews and they are finally finished, or I will come back and give you another status update on where those digitization guidances are.

We recognize how important it is to get those digitization standards out and to get them final. Because as part of meeting M-23-07, agencies will be digitizing their records. And that standard is key piece of guidance in that work. We received a lot of questions lately about can you tell me, NARA, if my standards work is -- meets the standards? Can you tell me if I'm doing things the rye way? I'm afraid NARA cannot do that for a few reasons. One, they are not final. Once the regs are final, we can start answering. The second reason we're not able to answer that question is what we really need to give you are supporting guidance products. People ask, hey, I want to know, am I doing the right thing? Well, we need to develop success criterias. We need to develop FAQs to answer questions that people have had. We need to develop training products.

So, while we're on review -- and we hope we're very close to final -- I want to remind everybody that we are working on supplementary supporting guidance products that are going to help understand how to implement those regulations. Regulations, as you saw in the 2020 version that was posted on the federal register, are detailed and complex. And we want to give support to agencies as they work to implement those standards. Which will still be detailed and complex. So, that is our quick update on digitization standards.

The other guidance product we're working on is guidance through a NARA bulletin on records that are created in collaboration platforms. We know the way agencies have conducted business changed. There's a lot of pivots during the pandemic to using more virtual tools, collaboration tools. GSA is running programs to try to help agencies do interagency collaboration better. I think for those of you who live the kind of life we do, we play meeting bingo, use Zoom, WebEx, or what other tools are out there for collaboration? We receive a lot of emails with questions on collaboration and agency use. So, we expect some time in the next quarter, definitely fiscal year 23, that we're trying to get it out of internal review and out for agency review. Please be on the lookout. Eventually you'll see an AC memo and records express blog post where we ask for your comments and feedback on that draft guidance.

That is what's up and coming in the guidance sphere. Hopefully I've answered the questions that were asked earlier. Arian, let me know if there are any more questions I can answer about guidance.

>> ARIAN RAVANBAKHSH: Thank you, Lisa. You did cover all the questions we had previously. So, thank you. There are no further questions. But I would suggest don't go far. We will have -- probably will have questions for you at some point.

>> LISA HARALAMPUS: Well, as always, I'll be here for the general Q&A at the end. So if you have anything, let me know. Thank you, Ari.

>> ARIAN RAVANBAKHSH: Thank you, Lisa. Up next is the Federal Records Center Program. We have Chris Pinkney up next.

>> CHRISTOPHER PINKNEY: Thank you, Arian. All of our centers are fully open. We do have several sites where the CDC community level is now medium. But all of our staff are on site at all centers. And all of our activities continue unabated. Our focus across the FRCP remains on backlog reduction as we continue to dig out. We are working to fully restore all of our pre-pandemic service levels. We are finally to the point we're very close on reference at most of our centers. And we're continuing to work at the last few that need to improve turnaround a bit.

Really, the big news for us is that Christmas came early this year. The publication of M-23-07 on the 23rd allows us to continue to accept records in analog form from all customers for 18 months. This is great. We were very excited to see that. And we're very excited about the opportunity to continue to work with folks. In response to that, our national D & D staff have been working to produce updated capacity planning worksheets as we digest the implications of both the extension so we can see what it looks like at all the FRCs. We're in the process of generating the 2030. It looks like we've got pretty good space in most locations.

We do continue to receive large numbers of new transfers. And we really appreciate everyone's patience as we work with them to coordinate delivers and get all the transfers shelved. Just in '23, we now received and shelved, what was it, more than 364,000 boxes. I looked this morning. We have an additional 20,024 transfers, which are covering almost 275,000 cubic feet. Which are currently in approved status. So, we'll work with our agencies to get those into centers and get them off shelves. Interesting, the transfers in submitted status has dropped down to 816. Which I suspect is almost certainly related to M-23-07 and the ability for all of us to kind of take a deep breath and let our shipping folks have a short break.

Another area we remain focused on is catching up with any of our backlog disposal. I would like to thank anyone who has blocked time and returned disposal notifications. We continue to put a lot of our staffing resources on disposal operations. And the FRCP has destroyed almost 185,000 cubic feet so far in FY 23. The total

disposal back log, which includes -- whose destruction would have occurred during the pandemic and more recently approved transfers is down to about 1.46 million cubic feet. Still a lot. But it's down from almost 2 million back in the middle of last year. So, continuing to reduce that number remains a top priority for us. And we'll stay on it until the backlog gets eliminated.

I wanted to briefly address -- or anticipate a question. It comes up almost every BRIDG. I checked in with our Director to see if I could get an update on the metro courier and truck service operations. The metro courier is in service right now. It continues to operate at reduced capacity until he can finalize the hire of several new drivers. But the truck service remains problematic. That's the vehicle by which we only bring in new transfers to the (unintelligible). The update I got from Mr. Harris is that he is actively engaged with NARA's HR contractor, working to recruit new drivers. They are reviewing postings and hopefully will have them live on USA jobs soon. These require a TS clearance. We hope to have the vacancies posted in a few weeks. Assuming we could find interested candidates, I would like to come back in a few weeks and tell you our truck service is back in operation. I will stay on top of this one. Hopefully I'll have something definitive to say at the next BRIDG meeting. And that is pretty much the news that's fit to print in February. I guess I can either try to answer questions that might have come in. Or I can wait till the general Q&A at the end.

>> ARIAN RAVANBAKHSH: Thank you, Chris. At this time, I think you're off the hook. We have no questions in the queue. So, we'll have you wait till the end.

>> CHRISTOPHER PINKNEY: It's a deal. Thank you, Arian.

>> ARIAN RAVANBAKHSH: You're welcome. Next on the agenda, updates on ERA 2.0. I'll refer to David Lake and Sam McClure to take it over. Gentlemen?

>> DAVID LAKE: I'm going to go ahead first. This is David Lake, Program Manager for ERA. Hello, everyone. Sam and I are back to give you an update on ERA 2.0. Some of what you will hear are similar to some of our previous briefings. One important exception is the updates to the timeline for launching of ERA 2.0. And shutting down ERA base system in use today. Next slide, please.

All right. So, in terms of the timeline for agency use. As we talked about before, we are nearing completion of the project that we've been undertaking to migrate all the records schedule and transfer request forms and related data from the current ERA base system to their new form in ERA 2.0. As we talked about before, that final migration of the data will require a pause in use of ERA

estimated to be up to four weeks. So, based on where we are, if
the current project remains on schedule, we will plan to stop use
of the current system in late March. And then launch ERA 2.0 in
mid-April. That is a change that basically, in short, we shifted
those timelines to the right about a month. I know you've got
preview and the latest AC memo in the shift in the targeted
timelines. In the next few weeks, we'll have a much better idea
about where we are with this project. If we are still on target
with those timelines, we can then provide specific dates. The
specific dates for when we will cut off access to the ERA base
system as well as the date on which we plan to launch ERA 2.0.
It's currently scheduled for mid-April.

So, we do expect specific dates to be announced shortly.
Especially if we are on target with those timelines. And, as
always, any subsequent changes to these dates will be communicated.
These are the earliest possible timelines we're looking at right
now. But as we get towards the end of this project, the migration
project, we can start to hone in on specific dates at that point.
With that, I'm going to pass it over to Sam, who is going to talk
about user accounts as well as communications. Sam?

>> SAM McCLURE: Thank you, David. As David said, we're
providing some of the same information from BRIDG to BRIDG. One,
to keep a consistent level of information out there for all of you.
But also then to build on that, more specifics coming in. The main
thing for user accounts is the roles you'll have available in the
new ERA are going to be very similar and identical to the roles you
have in the current system. We'll move accounts into the new ERA
system. And we'll be using PIV authentication, OMB MAX. And for
those of you who don't have a PIV/CAC, we have alternate means of
identification available. We can work with those on an as-needed
basis. With the AC checklist that was indicated in one of the
memos that Lisa referred to earlier, folks who don't have OMB MAX
profiles have begun to set those up. Thank you for that. Issues
that you may have in establishing profiles in MAX.gov,
MAXSupport@max.gov is a great point of contact and the
ERAhelp@nara.gov is always great, too. Outside of our direct
control and, obviously, user accounts in the ERA that will be in
our control. As best we can manage user support across those two
environments, we'll work with you to make sure that your profiles
support your business needs and you get into ERA with the account
you need to conduct your business. Next slide, please.

So, in terms of communication, I want to reiterate the point
that the AC memos are a great resource, as posted on.gov. There
was the memo that came out last week discussing the timelines we
are giving here today. More specifications will be coming through

those memos. I want to echo everything Lisa said about the usefulness of those memos. Going to sign up for the RM email list that you can have the latest information that's coming out. Beyond that, we'll be working with our help desk in ERA to send specific system notices to all users. Particularly when it's time to cut off. When we move from the URL of our current system to the URL of the new system, there will be lots of places where we can inform users. We'll have emails go out for system notices. A redirect if you try to go to the original ERA URL will send you to a website that tells you, no, you need to go to the new URL. So you can update your bookmarks and get to the right system at the right time. As was previewed in the October BRIDG, we'll have a complete refresh of the information available for ERA in Archives.gov. New job aids, training content, new account request form. Everything relevant to ERA 2.0 will take place of everything that's currently there for this original ERA system. As mentioned in that earlier BRIDG, we'll be looking to post that training content a couple weeks before system launch, so folks have a chance to see it. But not so long to forget it was there in the first place when you go to use the system for the first time.

Next slide, please. And one of the things we're going to do after launch, as David said, we're currently targeting late April. Near the end of that first week, hopefully on that Friday, we want to set up an open session for our agency users to come in with questions, concerns, any issues that have arisen in that first week. We don't want to leave you stuck. If there's gaps in the job aids, issues with your authentication, just basic questions about the use of a new forum. We want a forum to take in those questions and provide on-the-spot help for those issues. We can provide resolution. Take back any issues we need to take back that may require more thought, potential fix or enhancement from a system perspective. We'll have National Archives folks who can deal with scheduling questions. And also our training people will be there. Who can start to fibbing out what new products we need to develop in response to the questions we're getting. More details on this session will be shared soon. We want to hold these on a monthly basis for some period of time after launch as long as they're going to be useful. So folks have a chance to get help with a question besides opening a trouble ticket. And have some place to go to avoid being stuck to try to fulfill your business in the new system.

We will be close monitoring the trouble tickets reported to the Help Desk, laterally David and I will be monitoring the tickets reported to the help desk. Anyone who comes in to use this system, particularly at launch, we don't want left at a dead end. Some

issue with use of the system that's not been expected. We want to deal with those reports coming in through the Help Desk system or they come up in those office hours. Or they come up in any other way. So, we're going to be standing by to assist in any way that we can. We recognize any change brings us difficulties. We do think the new system, frankly, is going to be worth the wait in terms of the better interface and functions that will be available to you. Meantime, we want to make sure when you go in to use this system, you have all the information you need to be successful at first log in. And not have a big learning curve to overcome in order to do the business you need to do in this system. With that, we can advance the slide. And I will turn it back over to David.

>> DAVID LAKE: Thank you, Sam. So, if you can, go back one, I think. Thank you. So, this is really just to reiterate what we've already talked about and hammer home the idea that we're going to continue to refine and update the timelines related to the shutdown of the ERA base and then the release of ERA 2.0 for agency use, including getting to the point where we can provide those specific dates soon. And, as communication seems to be the word of the day, we want to hammer home the idea that we plan to communicate throughout this process about the timelines, about the dates, and anything else that is germane to launching ERA 2.0.

So, again, if there's any changes in the project schedule and timelines for the projects we're doing now that lead up to the shutdown and the launch of ERA 2.0, we will be in touch. With that, that kind of ends our briefing. And I'll pass it on to Arian for questions.

>> ARIAN RAVANBAKHSH: Thank you, Sam and David. We do have two -- we have a couple of questions that have come in since you guys started. First one is appropriate for Valentine's Day. I got married and have a new email address at the FAA. Do I need to do anything special for my log in/PIV account in ERA 2.0?

>> SAM McCLURE: Couple of things. Ensure you contact the ERA Help Desk to make any updates to current user profile that are necessary, even in the current ERA, including your email account. If your profile OMB MAX, update that as well through MAXSupport@max.gov. We want to make sure that the email is the same. That's the key that associates your authentication profile in the one system with our account in the he ERA 2.0. Hope you enjoy the new email address. Make sure it's in both our systems and you should be able to link up without any issues.

>> ARIAN RAVANBAKHSH: Thank you. Here is the second one. I've been attempting to delete old TR and RS jobs in ERA that are inactive. But do not see how to delete those jobs. How do we do that? And I'm in RG441.

>> DAVID LAKE: I don't know, Sam, if that's something we would have to take offline and individually deal with that.

>> SAM McCLURE: We can get a point of -- I see the screen has popped on the screen. I'll reach out and we can talk about next steps.

>> Richard: Hi. Yeah. It may be something to talk with your appraisal archivists about. If it's active in the sense that it was previously approved and now it's inactive, it wouldn't be something we would probably delete from the system. It would just kind of migrate accordingly. I don't know that I can speak to the TRs. It might be something similar. The only thing that would be deleted would be like old drafts that were never submitted to the National Archives at all. Talk with your appraisal t archivist. We can assess it on a case-by-case basis.

>> ARIAN RAVANBAKHSH: Thank you, Rich. Here is another question. Will draft record schedules move from ERA 1.0 to 2.0?

>> SAM McCLURE: The answer is yes and no. As communicated for the past year, any record schedules in draft status from before October 1st of -- Rich, 2019 or 2020? Anything drafted from those years before will not be migrated. Anything draft starting with fiscal year 20 will move forward and be available in the new system. Two AC memos were about that in the past. One announcing the change that anything from the end of September 2019 back and the later AC memo saying how to find those schedules that are in draft system.

>> DAVID LAKE: Draft schedules created in ERA prior to October 1st, 2020, will not be migrated.

>> LISA HARALAMPUS: 2019. Sorry, it's Lisa Haralampus. We sent out a memo talking about this. I believe I had the incorrect information. I'm only popping in to say another AC memo is in the can ready to go out. And we'll make sure we have that right. It's either four years or three years worth of draft schedules will get forwarded. So, for those who are listening, asking these questions and getting ready, thank you so much. Yeah. If you have a draft schedule that's more than three years old, take a look at it. And hopefully, you will see it again when you do the migration. And if not, you will have to re-create it. Which I think is the general answer for any draft schedule that doesn't get transferred over. You will have to re-create. Yes, I will find the correct -- make sure I have the correct information. Rich, you and I will double-check the AC memos.

>> Richard: Yes. FY 2020 will get migrated. Anything before October 1st, 2019, will not get migrated. So, hopefully, 2020 will come over. We will send out the correct information.

>> ARIAN RAVANBAKHSH: Thank you. I'm continuing to look for questions. Lisa, since you're here, is there a date by which we need to meet a digitization standard for permanent records? We've been digitizing permanent records for years. Will they be grandfathered in?

>> LISA HARALAMPUS: Great question. Thank you for asking that. There's more information coming on how to manage permanent records and permanent records that have been digitized. Once we get the standards out in the regs and once we have supporting products. One of the supporting products is to answer this exact question. Of course, agencies have been digitizing permanent records. They've been doing it for years, and for decades. What's new is that it will be the first time that NARA says this is the standard we need. Because this is what you're going to digitize. And we are not going to get the paper. All digitization projects before that, there was an assumption that I'm either sending two versions or have done some sort of notification or transformation process to let NARA know it's coming. But in the regulation, we digitize these standards, you send us this validated version. And that's the version NARA is going to take.

So, the first part of your question is by what date do we need to meet the standards? So, the date would be once we issue them, that day forward. So, we will now have told agencies, here is the standard. And it's going to take agencies time to absorb the information that we issued in guidance. Determine if they need to make adjustments to their activities. How am I going to implement this? So we don't have an implementation date. But rather we're saying, this is now the new standard. And from day forward, we expect agencies to move into compliance with that standard. I hope that answers the first question. And is as clear as I can be at this point.

The second part of your question is, what am I going to do with the permanent records I've already digitized? We are working on that to give you clear answers to that question. So, I can't say for sure right now. Because I don't have all the detail. And I want to give you NARA-approved answers. I can say, in general, we have to manage our records. So, we're trying to give you options on what you can do. For example, one option could be I could ask for an exception to NARA. And I'm going to say I'm just going to send you these paper records. The scanning wasn't adequate at the time. But would you take this in paper as an exception? That is an option. I don't know if that is the preferred option. It may meet some situations but may not meet many situations.

A second option could be we're going to use the scheduling process. We're going to look and reschedule -- the records were

already permanent. Can we take them and scan them? It allows us to get all the stakeholder, public input and understand what we're doing when we accept records. That could be an option. Other options might be -- I hate to say it. Rescanning. That may be the most cost-effective option. If the standards show I need to do this for business reasons. Other options -- we've tried to think of other options as well. We want to get really clear guidance on how to handle records that have been digitized already. So, stay tuned. Keep asking us these questions. The questions we're getting now, they help us form our guidance. And you can send those questions to RMstandards, all one word. RMstandards@NARA.gov. We're taking that input as we get it. And we're using it to help create these drafts of these supporting products. So, I hope that answers your question. Ari, I'm not sure if you have any follow up to that.

>> ARIAN RAVANBAKHSH: Right now, there are no follow ups to that question. So, I think we've got it covered. We have an ERA one. What happens when a transfer is rejected due to not having a finding date? We have legacy records from a previous agency moved to our agency. However, we don't have any insight other than what was provided at the time it was originally transferred.

>> SAM McCLURE: So that is ERA adjacent. But we're adjacent on the wrong side of that particular question. That's a question to raise in archivist or the custodial unit with whom you've been interacting. From our standpoint we're policy neutral when it comes to requests in ERA or ERA 2.0. That's really a question for the archivist you're working with.

>> ARIAN RAVANBAKHSH: Thank you. Chris, are you on? Are you here? We've got a couple of FRC-related questions.

>> CHRISTOPHER PINKNEY: I am still here.

>> ARIAN RAVANBAKHSH: I'm just going to read this. I don't understand it. Is there anything that can be done to expedite NARA processing of interagency agreement funding requirements for non-G invoicing agency in order to make agency funds available to cover IPAC charges? This is a problem for us.

>> CHRISTOPHER PINKNEY: So, that's a good one. It's definitely been an interesting year when it comes to the invoicing or out of G invoicing or partially in G invoicing. I'll see if I can follow up and find out what agency that question came in from. I will try to follow up pretty aggressively and see if we can resolve that issue for the individual. We definitely want to get things billed out, finalized as quickly as possible. I can divulge that I was looking at accounts receivable this morning. So, it's definitely been a challenge for everybody in the 23 cycle.

>> ARIAN RAVANBAKHSH: And we know where that question came from, Chris. So, if you don't have that, we can give that to you. The next question is absent the metro courier service, what are other options for getting transfers to the FRC?

>> CHRISTOPHER PINKNEY: So, what I would recommend somebody do if they're in that position and they have something that they need to get it in quick, I would recommend they reach out to their assigned account manager or Pam Northern, acting director for CRM. There's a variety of freight lines. There's commercial companies. And depending on the volume and the distance, we may be able to recognize something that can be worked out. So, I would definitely tag the account manager. See what he or she can figure out. And potentially get a range of possibilities. If it's not something that could potentially wait for several months until we're restaffed.

>> ARIAN RAVANBAKHSH: Thank you, Chris. ERA. For the migration from ERA 1.0 to 2.0, what is considered a draft? IE, if we have a schedule signed by our agency records officer and is being worked by the appraiser, but hasn't yet been finalized and signed by the archivist, is that considered a draft still and won't be migrated if it was created prior to October 1st, 2019?

>> DAVID LAKE: Well, that's beyond draft, for sure.

>> SAM McCLURE: I'll let Rich answer before I misquote the AC memo.

>> Richard Green: Yeah. A draft would be anything that has not been submitted to the National Archives. Once you hit the button that says certification, then it comes to National Archives. Then it comes over in a different status. In which case it is no longer a draft. But it's a good question. Draft for our purposes of ERA migration would be something that has never been submitted, has never been certified to the National Archives.

>> ARIAN RAVANBAKHSH: Thank you, Rich, for that clarification. We have a couple of sort of Capstone-related questions in the queue which I think we can tackle. Can you discuss why Microsoft Teams chats and other collaboration platforms are not included in the revised GRS 6.1? I saw Lisa put her hand up for that one.

>> LISA HARALAMPUS: I did. I said I would take that one. Thank you for asking. We're going to go back to that piece of guidance that was issued in early January where we expanded the Capstone approach for electronic messages. So, in the bulletin, we sort of laid out the guidance, the principles that are standard record management principles that we use and used for email, and now have been expanded to electronic messages. So, the bulletin would say when looking to E-messages are defined as recorded information conducted between individuals for whatever the rest of

that definition is. So, we look at e-messages whose tool is primary use of communicating between individuals. Team chat, which did you mean? The chat in Teams that's happening because we're having a video conference or online meeting and we're using the chat feature in that meeting? That is a secondary purpose of chat, right? It's chat to support the main purpose of meeting. Or do you mean Teams chats where people are talking directly to each other and are using that as communication? I hope I've defined that clearly. There's a difference between how Teams are used.

So, for the general records success, the GRS 6.1, which is implementing that policy, the GRS said if you want to use this GRS at this time, it was limited to messages used specifically for communication. So if you had a Capstone official in the past who was sending an email and now is using that same chat message or instant message to communicate with other people, we're like, sure. The vehicle has changed. The tool has changed. But we still have collections of information where Capstone officials are communicating electronically to each other. If a Capstone official is doing a chat in a Zoom meeting -- I'll take it out of Teams to something else. The question would be, how are you immortalizing the fact that you had that meeting? Are you taking meeting notes? Was there a meeting summary? Was it sort of a meeting we don't have to document? It was a working meeting? So we are not applying the guidance to chats in those types of tools. And I hope that helps a little bit answer that question. And you can certainly send them to the GRS team, who is sort of helping with that verification form. And I think we have people over there with GRS and Capstone, who can get into the details of how you're using that Teams chat. And whether or not it would be appropriate to check that box. And say, yep, I'm going to manage this Teams chat the same way I'm managing electronic messages. But not this Teams chat over here. Life is complex. I'm going to wait in case there's a follow-up maybe.

>> ARIAN RAVANBAKHSH: We can put that on the back burner. We do have a question from an individual. If we have any questions on our resubmission of the Capstone NA-1005 implementation verification forms, should we query our appraisal archivist?

>> LAURENCE BREWER: I can take that one. First, watch the webinar that's recorded on our website. It's really good. And there is a lot of resources in there that hopefully will answer most of your questions. If you have any questions that don't get answered, our suggestion is if it's sort of like a broader policy process thing related to resubmission, GRS_team@nara.gov. Which is the GRS teams mailbox would be where to go. If you have specific

questions about your form, those are better to probably go to your appraisal archivist.

>> ARIAN RAVANBAKHSH: On that same -- in that same vain, Laurence, is there a subject matter expert with whom we may address the Capstone email process?

>> LAURENCE BREWER: We don't have someone who can answer all the questions. We're familiar enough with the issue if that if you have a specific question, send to GRS_team in their GRS mailbox and we'll be happy to help you out.

>> ARIAN RAVANBAKHSH: A question for Lisa, I guess. Will the NPRC or OPM be accepting electronic employee medical folders by June 2024?

>> LISA HARALAMPUS: Employee medical folders and official personnel folders is a great question. Every agency is sort of at a different point in how they're handling the transition to electronic records. And personnel folders is part of that transition. And what we're seeing on NARA's end is there's a lot of various statuses. Will the NPRC be accepting electronic EMFs and OPFs? I feel very confident in saying no. Our Federal Records Center Program is not transforming to become an electronic Federal Records Center Program. So, there is no plans for NARA to build the capacity to take electronic EMFs or OPFs. We'll let that sit. In case people are like, wait. What did she say? No. We're not sending electronic EMFs and OPFs. I'm working to try to make that clear in our guidance and policy. So, thank you for asking that question. I don't think there's a place you can click and see where NARA says that clearly. We're not taking electronic EMFs. Hopefully, I'll have that update for you in the future.

But the question you also asked is will OPM be accepting electronic EMS folders? We're working with OPM to try to come together with clear guidance to agencies. And come up with what is OPM's plan as they're the agency responsible for sort of the shared service, the HR functionality that happens across government. And as we learn information from them about their modernization work and how they're moving to electronic EMFs, we'll certainly communicate it. But that's a little outside of our lane. So, right now, we're the facilitators of communication. But I don't have the answer of when will they? Will they be moving? Yes. What's the plan? How many years is it going to take? I don't know. And so we are going to work on guidance for agencies on what to do in the meantime. So, more to come. And thank you for answering -- asking that.

>> ARIAN RAVANBAKHSH: Thank you, everyone. We do have one more question that's come in on YouTube. Would the social media guidance cover podcasts?

>> LISA HARALAMPUS: Wonderful. Yes. If there's a specific case that maybe we need to consider, please ask us at RM policy. So we can see if we need to update that guidance. Arian, would you take your moderator hat off for a second and confirm that I just gave the correct answer?

>> ARIAN RAVANBAKHSH: You're going to put me on the spot? My day job?

>> LISA HARALAMPUS: I am. Yeah.

>> ARIAN RAVANBAKHSH: My first answer to that question is we can certainly look at the guidance to see if it needs to be updated. We're also talking about digital audio files underneath. That may be what we schedule instead. That's a conversation to be had when it comes to the specific appraisal determinations. That's how I would cast that.

>> LISA HARALAMPUS: Podcasts can fall under the record of federal records. They have to be managed. What's your schedule? And social media guidance help you with that? I think yes, it could. It's not going to say podcast specific in it. Because it's a little older. Maybe the next version, we'll have to update that. Thank you.

>> ARIAN RAVANBAKHSH: So, I'll put my moderator hat back on.

>> LISA HARALAMPUS: Thank you.

>> ARIAN RAVANBAKHSH: I don't see any further questions in the chat or in the -- that we have not answered. So, I'm going to thank all the presenters and turn it back over to Laurence to take a look at the next slide. And we can close.

>> LAURENCE BREWER: Thanks, Arian. This is the easiest part of the meeting. Thank you for joining and participating. We really do work hard to answer every single question that comes in. And make sure you get the best information to the extent we're able to come up with it on the spot. So, again, thank you for all of that. As you can see from the slide, our next meeting is April 18th. Which I had to look at the calendar. May or may not be tax day. Hopefully, that won't affect anybody's attendance in April. Until then, stay in touch. Follow records express. And if you have any questions, feel free to reach out to us at our various email boxes and contacts that we have posted on the website. Thank you again for coming. And enjoy the rest of your winter. See you in the spring.