The Transition Continues:
M-23-07 & Other Strategic Initiatives

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To accelerate progress on these goals across the federal RM community….

- Regulations with digitization standards for permanent records (M-23-07, 1.5)

- NARA Bulletin 2023-02 on expanding the Capstone approach for email to other electronic messages. Agencies may use GRS 6.1 for implementation.

- NARA Bulletin on records created on collaboration platforms (Expected FY 2023)

- ERM requirements and standards to help agencies procure solutions and services under FERMI initiative (M-23-07, 1.6)

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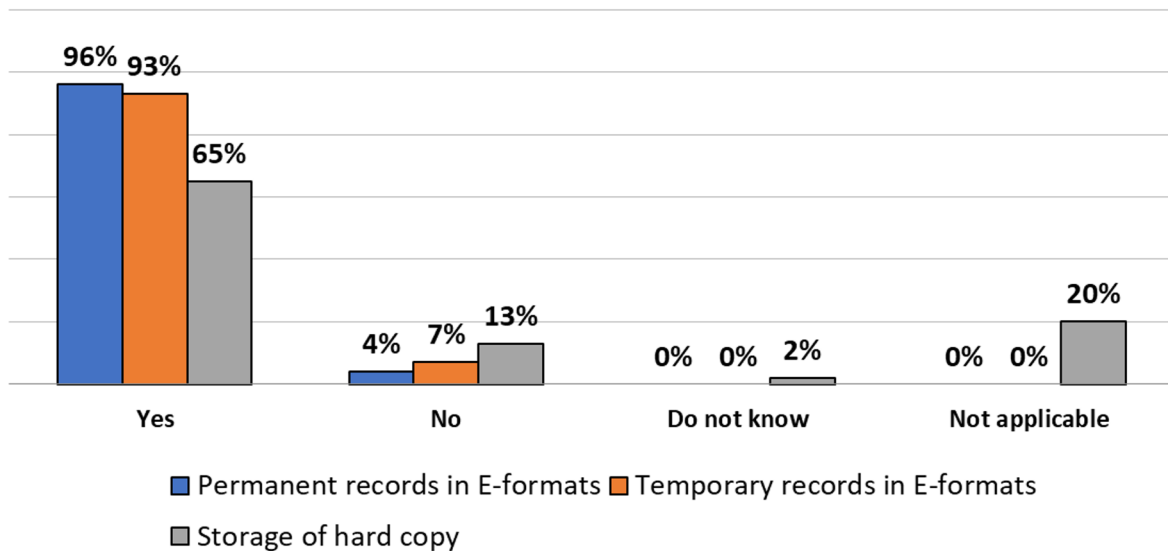NATIONAL
ARCHIVES

NARA Strategies

Strategic Plan Goals for Records Management:

- NARA will issue guidance on the digitization of permanent analog records by December 31, 2024.

- NARA will issue guidance to agencies for managing, retaining, and transferring federal records in collaborative working environments, websites, and social media.

- NARA will better account for the interests of underserved communities in our appraisal and scheduling policies.

- NARA will develop a public dashboard to share information about federal agencies' records management programs.
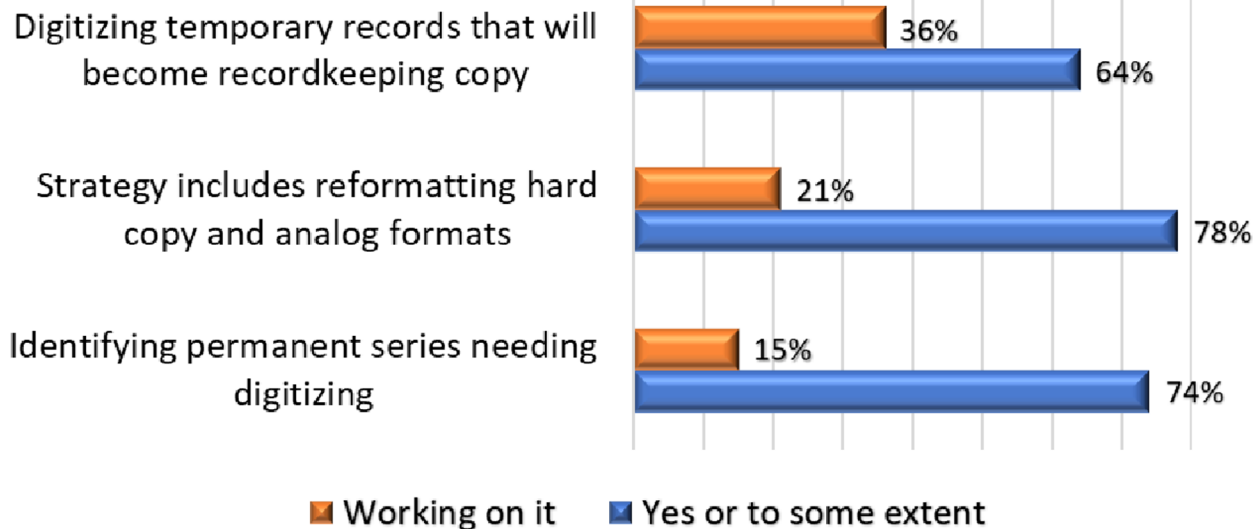
Senior Agency Official for Records Management Reports 2022 M-19-21 and M-23-07

Transition Efforts to Watch

Digitization Strategies
RMSA 2022

Digitizing temporary records that will become recordkeeping copy — 36% (Working on it), 64% (Yes or to some extent)

Strategy includes reformatting hard copy and analog formats — 21% (Working on it), 78% (Yes or to some extent)

Identifying permanent series needing digitizing — 15% (Working on it), 74% (Yes or to some extent)

Legend: ■ Working on it   ■ Yes or to some extent

36 CFR Subpart E -- Digitizing Permanent Federal Records

- 1236.40 Scope of this subpart

- 1236.41 Definitions for this subpart

- 1236.42 Records management requirements

- 1236.44 Documenting digitization projects

- 1236.46 Quality management requirements

- 1236.48 File format requirements

- 1236.50 Digitization requirements for permanent paper and photographic prints

- 1236.52 Digitization requirements for permanent mixed-media files

- 1236.54 Metadata requirements

- 1236.56 Validating digitized records and disposition authorities

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GRS 4.5 covers source records and documentation, both permanent and temporary

GRS 4.5 authorized if agencies validate that the digitized records meet NARA's digitization standards

Disposition: Destroy after validating the digitization process. Longer retention is authorized for business use.

Exclusions:

- Source records whose digitized versions **do not meet** NARA's digitization standards

- Permanent source records in formats **not yet covered** by NARA's digitization standards

- Permanent source records dated **before January 1, 1950**

- Permanent source records with **intrinsic value**

- Final **digitized versions** of records

- Input/source records for non-digitized records (**GRS 5.2**)

Digitization of Federal Records

Federal agencies are moving toward an electronic government. A digitization program will be part of many agencies' efforts to transition towards fully electronic government. This webpage is a resource for agencies that provides quick access to digitization resources.

Contact rmstandards@nara.gov with any questions about this page and NARA's digitization guidance.

Digitizing Temporary Records

36 CFR 1236 Subpart D, Regulations on Digitizing Temporary Records

Digitizing Permanent Records

36 CFR 1236 Subpart E, Regulations for Digitizing Permanent Records

Digitization Guidance

General Records Schedule 4.5: Digitizing Records

General Records Schedule 4.5 FAQ

Digitization Resources

FADGI 2022 Guidelines

OpenDICE

Transfer of Electronic Records

36 CFR 1236 Subpart F, Transfer Metadata Format Table

Accessioning Guidance and Policy

Finding Aid Requirements

NARA File Analyzer and Metadata Harvester

Digitization Services

NARA's Federal Records Centers Digitization Services

GSA's Document Conversion Services Special Item Number (SIN)

Federal Records Management Council Resources

Digitization Cost Estimate Tools (2019):

- FRMC Digitization Cost Benefit Analysis White Paper
- FRMC Sample Digitization Pricing
- FRMC Sample Digitization Formula
- FRMC Digitization Services Sample Pricing Table

NARA Communications on Digitization

June 7, 2023 Webinar on Digitizing Permanent Records:

- Recording
- Transcription
- Presentation Slides

Records Express Posts on Digitization Regulations

https://www.archives.gov/records-mgmt/policy/digitization