



ARE YOUR ELECTRONIC RECORDS SCHEDULED YET? THE DEADLINE IS SEPTEMBER 30, 2009

NARA Bulletin 2006-02, issued on December 15, 2005, advised Federal agencies that all electronic records created and received, as a part of agency business operations, are subject to the same existing statutory and regulatory records management requirements as records in other formats and on other media. The bulletin also established timelines by which Federal agencies and NARA must take action regarding records management of both temporary and permanent electronic records.

The bulletin specified that, by September 30, 2009, agencies must have NARA-approved records schedules for all records in existing electronic information systems. The requirement includes any system containing electronic information that meets the definition of a Federal record (see 36 CFR §1222.12 for detailed definitions). The Fed-

eral Records Council, an inter-agency group that advises NARA, suggested that NARA compile and issue recommendations to assist agencies with meeting this deadline. NARA anticipated the following questions to help agencies meet their scheduling deadline:

Q: How are existing electronic information systems determined?

A: Systems that are in steady-state operation or mixed life-cycle stage as of December 17, 2005, and electronic records in legacy systems that were not scheduled before decommissioning of the system are subject to the scheduling deadline as records in "existing electronic information systems."

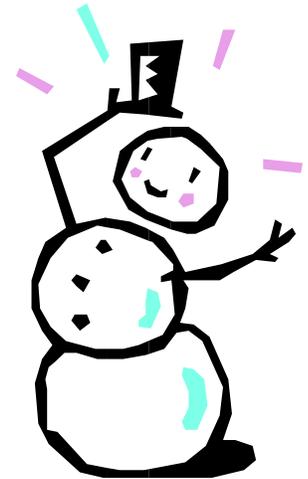
Q: What scheduling approaches should be considered?

A: 36 CFR part 1228 allows agencies to apply a previously

approved schedule to electronic versions of the records when specific conditions are met. Agencies may continue to submit schedules covering series of electronic records, or may continue to submit schedules covering specific systems. Guidance for flexible schedules may be found at www.archives.gov on the web page for "Records Managers."

Q: Is there a NARA contact for assistance and advice?

A: Yes. The Rocky Mountain Region Records Management Division is available to answer questions and provide assistance. NARA analysts can provide the agency records officer with a questionnaire that both the records officer and the agency IT department may use in creating new system schedules. For more information, contact us at (303) 407-5720, workshop.denver@nara.gov.



8 Steps to Scheduling E-Systems:

1. Read the NARA Bulletin.
2. Work with your Records Officer and CIO to determine if there are existing electronic systems located in your field office that need to be scheduled.
3. Review the agency retention schedule for previously scheduled systems and identify possible existing disposition authorities.
4. Inventory any unscheduled e-systems in your field office.
5. Have IT staff complete a NARA system appraisal questionnaire for each system.
6. Refer to General Records Schedules 20 and 24 for scheduling certain systems components such as non-unique inputs, outputs, backups, and documentation, and IT operational records.
7. Consider multiple scheduling approaches.
8. Contact NARA for assistance.

(see www.archives.gov/records-mgmt)

Success Story—U.S. Bureau of Reclamation

In 2008, thanks to the efforts of its headquarters records officer and staff, and IT systems owners throughout the Bureau, USBR successfully submitted 13 retention schedules covering most of the agency's major electronic systems. Nine of these schedules were approved within a few months of submission to NARA. The agency worked closely with NARA-Rocky Mountain Region to prepare detailed systems descriptions that were turned into SF-115s. The SF-115s were validated by the systems owners who cooperated to provide retention recommendations, and the final schedules were ushered through the NARA review and approval process in an expedited fashion. The Bureau will easily satisfy the scheduling requirement of Bulletin 2006-02 well before this year's deadline!





FY 2009 Workshops

Register for workshops and briefings through:

<http://nara.learn.com/recordsmanagement-training>

or request a registration form by e-mailing us at: workshop.denver@nara.gov

Call: (303) 407-5720 or Fax: (303) 407-5731

Date	Course Title	Location
January 14, 2009	Basic Records Operations (BRO)	Denver, CO
January 21-22, 2009	Creating and Maintaining Agency Business Information (KA-2)	Albuquerque, NM
January 28-29, 2009	Electronic Records Management (ERM)	Denver, CO
February 10-11, 2009	Records Scheduling (KA-3)	Albuquerque, NM
February 12-13, 2009	Records Schedule Implementation (KA-4)	Albuquerque, NM
March 17-18, 2009	Asset and Risk Management (KA-5)	Albuquerque, NM
March 19, 2009	Records Management Program Development (KA-6)	Albuquerque, NM
March 24-25, 2009	Emergency Planning and Response for Vital Records and Essential Information (EVE)	Santa Fe, NM
April 21-22, 2009	Creating and Maintaining Agency Business Information (KA-2)	Denver, CO
April 23-24, 2009	Records Scheduling (KA-3)	Denver, CO
April 28, 2009	Basic Records Operations (BRO)	Albuquerque, NM
April 29-30, 2009	Electronic Records Management (ERM)	Albuquerque, NM
May 4-5, 2009	Records Schedule Implementation (KA-4)	Denver, CO
May 6-7, 2009	Asset and Risk Management (KA-5)	Denver, CO
May 8, 2009	Records Management Program Development (KA-6)	Denver, CO
June 9, 2009	Basic Records Operations (BRO)	Jackson, WY
June 10-11, 2009	Electronic Records Management (ERM)	Jackson, WY
June 23, 2009	Basic Records Operations (BRO)	Pojoaque, NM
June 24-25, 2009	Electronic Records Management (ERM)	Pojoaque, NM
July 7, 2009	Vital Records (VR)	Albuquerque, NM
July 8, 2009	Recordkeeping: A Program Manager's Survival Guide (PMP)	Albuquerque, NM
July 9, 2009	Survival Guide for IT Professionals: Information Assurance and Records Management (ITP)	Albuquerque, NM

