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Bi-Monthly Records and Information Discussion Group

To Ask Questions

Chat via YouTube

or

Email: rm.communications@nara.gov

February 14, 2023

- Chief Records Officer for the U.S. Government update

- Discussion of OMB/NARA Memo, Update to Transition to Electronic Records, (M-23-07)

- NARA Guidance Overview

- Federal Records Centers Program update

- NARA's Electronic Records Archive (ERA) system migration update

Agency Records Officer Credential (AROC) Renewal	January 3, 2023 and ongoing Six months to complete
Federal Records Management Annual Reporting	January 9, 2023 to March 10, 2023
Capstone NA–1005 Resubmission	January 31, 2023 to April 30, 2023
Preparing for ERA Shutdown	ongoing to mid–March
Meeting M–19–21 and M–23–07 Requirements	ongoing

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- New date is June 30, 2024

- Goals are the same: manage records electronically and use commercial records storage facilities

- OMB and NARA are reviewing and approving exceptions

- Will issue another NARA Bulletin to support new memo

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Guidance Updates

Lisa Haralampus

Director, Federal Records

Management Policy and Outreach

AC 22.2023	02/10/2023	Date for ERA Shutdown Delayed
AC 20.2023	01/20/2023	New Regulations on Electronic Messages
AC 18.2023	01/11/2023	General Records Schedule Transmittal 33 and Updates to GRS FAQs
AC 15.2023	01/06/2023	Preparing for ERA 2.0
AC 14.2023	01/05/2023	New NARA Bulletin Expanding Capstone for Electronic Messages
AC 13.2023	01/04/2023	Rescinding FAQ About Changes to Previously Approved Schedule Items
AC 12.2023	12/23/2022	OMB/NARA Memorandum Updating M-19-21 Due Dates
AC 11.2023	12/21/2022	Release of NARA Bulletin 2023-01, Guidance on Storing Radiographic Film Records
AC 10.2023	12/20/2022	Notification of ERA Shutdown and the ERA 2.0 Launch
AC 09.2023	12/16/2022	Announcing the Capstone Resubmission Cycle

https://www.archives.gov/records-mgmt/policy/memos-to-agency-records-officers.html

- Regulations with Digitization Standards for Permanent Records

- Digitization Supporting Guidance Products

- NARA Bulletin on Records Created on Collaboration Platforms

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Federal Records Centers Program Updates

Christopher Pinkney
Acting Director
Federal Records Centers Program

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Updates on ERA 2.0

David Lake
Program Manager, ERA

Sam McClure
Electronic Records Program Director

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Timeline to Agency Use of ERA 2.0

- Project to migrate Records Schedule and Transfer Request forms data from the current ERA Base system to the revised versions of these forms in ERA 2.0 is nearing completion

- Final migration of data will require a pause in the use of ERA for a period estimated to be up to four weeks

  - If the migration project remains on schedule, we will stop use of the current ERA Base system in late March and launch ERA 2.0 in mid April

- As in our earlier updates – these are earliest possible timelines

  - Specific dates to be announced shortly

  - Any subsequent changes to dates will be communicated

User Accounts

- ERA 2.0 Agency user roles are same as current ERA roles (Records Scheduler, Certifying Official, Transferring Official, Approving Official)

- NARA will create accounts in ERA 2.0 for all current agency users of ERA based on current ERA user profiles

- PIV/CAC Authentication Requirements:
  - Active ERA 2.0 account and active OMB MAX.gov profile for PIV/CAC authentication
    - For users who do not have a PIV/CAC we can support with alternate authentication means
    - For assistance with MAX.gov profile issues – MAXSupport@max.gov
    - The ERA Help Desk (ERAhelp@nara.gov) is always a good point of contact

Communication

- AC 15. 2023 – Preparing for ERA 2.0
  https://www.archives.gov/records-mgmt/memos/ac-15-2023

- More specific information coming in AC Memos

- System Notices (Emails to every ERA user from the ERA Help Desk)
  - Redirect from URL of original ERA

- Updated ERA information on archive.gov
  - job aids, training content, account request forms, etc.

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Support

- "Office Hours" – an open session for any issues related to ERA
  - First session will be held on the Friday of the first week of system use
  - More details to be shared soon
- Close monitoring of trouble tickets reported to the ERA Help Desk

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We will continue to refine and update the timeline for the shutdown of ERA Base and the release of ERA 2.0 for Agency use

We will continue to communicate whether we remain on the current schedule or have to postpone

General Q&A

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NEXT MEETING
Tuesday
April 18, 2023
1:30 pm EST/10:30 am PST

All upcoming BRIDG meeting dates
and previous recordings/slides are at:
archives.gov/records-mgmt/meetings/index.html

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Technical Difficulties
Please Stand by

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