



Agency  
Services

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# Bi-Monthly Records and Information Discussion Group

**To Ask Questions**

Chat via YouTube

*or*

Email:

[rm.communications@nara.gov](mailto:rm.communications@nara.gov)



**February 21, 2024**



- Opening Remarks, Jay Trainer, Executive for Agency Services
- Welcoming New Federal Records Centers Director, Tasha Ford
- FRCP Updates
- ARCIS NextGen Project
- Semi-Annual Records Management Oversight Report, July 1 – Dec 30, 2023
- M-23-07, Transition to Electronic Records Discussion



Agency  
Services

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION



# Opening Remarks

**Jay Trainer**

Acting Chief Operating Officer  
Executive for Agency Services



Agency  
Services

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# Federal Records Centers Program (FRCP) Updates



**T sha Ford**

Director

Federal Records Centers Program



NATIONAL  
ARCHIVES

Agency  
Services

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# ARCIS NextGen Development Project

**Joseph Stewart**

Director

Policy Projects and Management Controls

Federal Records Centers Program



# ARCIS NextGen Development Project

- **ARCIS NextGen Project**
  - Transition from legacy system to a new cloud-based application
  - Migration to a new software platform (from Oracle to Salesforce)
  - Lift and shift migration of both data and functions for all ARCIS Submodules (40+)
  
- **Intended Outcomes**
  - Cloud based environment with increased system reliability/stability
  - Increased system security
  - More dynamic platform which is easier to both update and enhance



# ARCIS NextGen Development Project

- **Project Timeline**

- Contract awarded and vendor onboarded (CapGemini)
- Project kickoff – October 2023
- 4 Month Discovery Period (Oct 2023 – Jan 2024)
  - Demos of all ARCIS functions
  - Site visits to Lenexa, Lee Summit, Kansas City, and NPRC

- **Agile Development Approach**

- 3 Week sprint cycles
- First development Sprint (0) began February 5th
- Target development completion – Late 2025
- Initial Deployment will be Minimal Viable Product (MVP)
  - Basic “No Frills” functions at launch
  - Additional features added after initial deployment



# ARCIS NextGen Development Project

- **Prior to Deployment**
  - Early Adopter demos of customer functions/processes during development process
    - Provide familiarity with new system's look, feel, and features
    - Elicit customer feedback during development process
  
- **Deployment**
  - Phased transition approach for FRCs and Agency Customers
    - Planning for dual system use during migration period





# Questions

**To Ask Questions**

**Chat via YouTube**

*or*

**Email:**

**[rm.communications@nara.gov](mailto:rm.communications@nara.gov)**



NATIONAL  
ARCHIVES

Agency  
Services

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# **Semi-Annual Records Management Oversight Report, July 1 - Dec 30, 2023**

**Laurence Brewer**  
Chief Records Officer for  
the U.S. Government



# Semi-Annual Report of Oversight

- Report covers oversight from July-December 2023
- Focus areas: M-23-07 deadline, managing social media records, and system controls for email and calendaring systems
- Recommendations:
  - Promoting policies and procedures to ensure social media records are managed appropriately
  - Establishing RIM strategic plans and ensuring alignment with agency IRM plans
  - Reviewing and refining procedures to ensure RM controls are incorporated into agency email systems
- Upcoming oversight will focus on M-23-07 reporting data, database controls, and unauthorized disposition safeguards.

<https://www.archives.gov/records-mgmt/resources/oversight>



# Questions

**To Ask Questions**

**Chat via YouTube**

*or*

**Email:**

**[rm.communications@nara.gov](mailto:rm.communications@nara.gov)**



NATIONAL  
ARCHIVES

Agency  
Services

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# **M-23-07, Transition to Electronic Records Discussion**

**Laurence Brewer**  
Chief Records Officer for  
the U.S. Government



# Recent Communications and Discussion

- [AC Memo 14.2024](#) Federal Records Centers and the M-23-07 deadline
- [AC Memo 17.2024](#) Transfer Requests, Direct Offers, and the M-23-07 deadline
- [AC Memo 18.2024](#) Open Office Hours on M-23-07, Transition to Electronic Records
- SAORM Meeting planned for April (tentative)



# General Q&A

**To Ask Questions**

**Chat via YouTube**

*or*

**Email:**

**[rm.communications@nara.gov](mailto:rm.communications@nara.gov)**



# **NEXT MEETING**

Tuesday

April 9, 2024

**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](https://www.archives.gov/records-mgmt/meetings/index.html)





NATIONAL  
ARCHIVES

Agency  
Services

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# Technical Difficulties Please Stand by

[rm.communications@nara.gov](mailto:rm.communications@nara.gov)

Bi-Monthly Records and Information Discussion Group  
[archives.gov/records-mgmt/meetings/index.html](https://archives.gov/records-mgmt/meetings/index.html)