Implement local recordkeeping systems

Instructions for Using This Job Aid

Use this job aid when you are assigned to implement local recordkeeping systems. Check off each step when you have completed the step.

Procedure	Actions/Decisions	
1. Create or update an inventory of electronic records.	1. Locate the electronic files that are records.	☐
	2. Organize the files according to the file plan.	☐
	3. Create a “review” folder and move files that are duplicates and files that may be past their retention period into the review folder.	☐
	4. Move copies of the organized folders and files to the designated staging area so that they may be transferred into the new system.	☐
2. Obtain training on the new system.	1. Prior to its implementation, attend online or face-to-face (F2F) instructional sessions on using the new recordkeeping system.	☐
	2. Ensure that records custodians you are responsible for also attend the training, if they are required to do so.	☐
3. Determine the folder structure for the new record keeping system.	1. Set up the top-level folders to align with the file plan.	☐
	2. Decide the next level folder structure that will work best for the office (e.g. draft, review, final).	☐

	3. Setup up the second level (and additional levels) as necessary.	☐
	4. Ensure any revisions to records nomenclature or metadata necessitated by the system change are accounted for when setting up the new folder structure. Audit the folder titles and/or file codes after creation.	☐
	5. If not already provided, create a crosswalk linking folder titles/file codes in the legacy recordkeeping system to equivalents in the new system. Take screen shots of both folder structures and identify matches between the old and new systems. Concept: Crosswalk - A table created to show original records series file codes or folder titles and where each links with new ones.	☐
4. Determine how records disposition will be handled	1. If the new system is a DoD 5015.2 compliant records management application (RMA), then follow system protocol regarding application of disposition functions to records stored within the recordkeeping system.	☐
	2. If the new system is not a DoD 5015.2 compliant RMA, then follow records disposition guidance as provided by either agency records management policies and procedures, or the agency records officer.	☐
5. Create training for office employees	1. If offering training in-person, then procure conference room space with projection and internet capabilities and send out information about the date and location of the training.	☐
	2. If offering training via web conference, then set up web conference and send out information about the date of the training and how to access the web conference.	☐
	3. Demonstrate the new recordkeeping system to staff in real time by navigating through directories and folders and going step-by-step over functional capabilities.	☐

	4. Provide follow-up instruction to records custodians via local online or F2F seminars, as necessary. Use tools such as PowerPoint slides, Q&A chat sessions, instructional handouts, and specially created job aids.	
	5. Prepare to answer additional questions from users on an ad hoc basis as the transition to the new recordkeeping system rolls out.	☐
6. Collect feedback from users on the new system's implementation and operation and share with system owners.	1. Create a spreadsheet and track user observations, questions, and complaints about implementation of the new recordkeeping system, including your own.	☐
	2. Forward spreadsheet to system owners for their review and action.	☐