NARA’s Strategic Direction

John Martinez
Records Management Policy and Outreach Program

- Electronic records management
- Policy and guidance
- Statutory context
NARA’s Draft Strategic Plan

https://www.archives.gov/about/plans-reports/strategic-plan/draft-strategic-plan
Strategic Directions

Strategic Goal 1: Make Access Happen

Strategic Goal 2: Connect with Customers

Strategic Goal 3: Maximize NARA’s Value to the Nation

Strategic Goal 4: Build Our Future Through Our People
Strategic Goals for Electronic Records Management

• Goal 2.4 - By FY 2020, NARA will have policies and processes in place to support Federal agencies’ transition to fully-electronic recordkeeping

• Goal 3.2 - By December 31, 2022, NARA will, to the fullest extent possible, accept records only in electronic format and with appropriate metadata
Strategic Goal 2.4

• Transition to fully electronic recordkeeping

• Strategies
  – Improvement of ERA 2.0
  – Digitization guidance
  – Records management requirements
Strategic Goal 3.2

- Transfer of records in electronic formats
- Electronic Records Guidance:
  - File Format Guidance
  - Metadata Guidance
  - Digitization Guidance
Development of Digitization Guidance

• Drivers
  – Strategic Plan
  – FRA Amendments of 2014
  – Managing Government Records Directive (M-12-18)
Digitization - Textual Records

- Scope and approach
- Acceptable file formats (NARA 2014-04) and PDF
- Required metadata (NARA 2015-04)
Timeline for Publication

• External review—March-April 2018

• NARA final draft and publication of bulletin – mid-2018
Questions?
John Martinez
Policy and Standards Team
Records Management Policy and Outreach Program
Office of the Chief Records Officer
National Archives and Records Administration

john.martinez@nara.gov