



NARA's Strategic Direction

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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?





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