

The President's Directive on Managing Government Records

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Records Management Goals at the National Archives and Records Administration

1. Support Agency Business Needs
2. Protect Rights and Interests
 - Federal Government
 - Citizens
3. Document the National Experience



Presidential Memorandum

- President Barack Obama signed the Memorandum on November 28, 2011 and said:

“The current federal records management system is based on an outdated approach involving paper and filing cabinets. Today’s action will move the process into the digital age so the American public can have access to clear and accurate information about the decisions and actions of the Federal Government”

Source: <http://www.whitehouse.gov/the-press-office/2011/11/28/we-cant-wait-president-signs-memorandum-modernize-management-government->

Presidential Memorandum



Presidential Memorandum

- Good records management is the backbone of open government
- Effort to reform records management policies and practices documenting agency actions and decisions
- Development and issuance of a Records Management Directive by July 31, 2012

Focal Points of the Directive

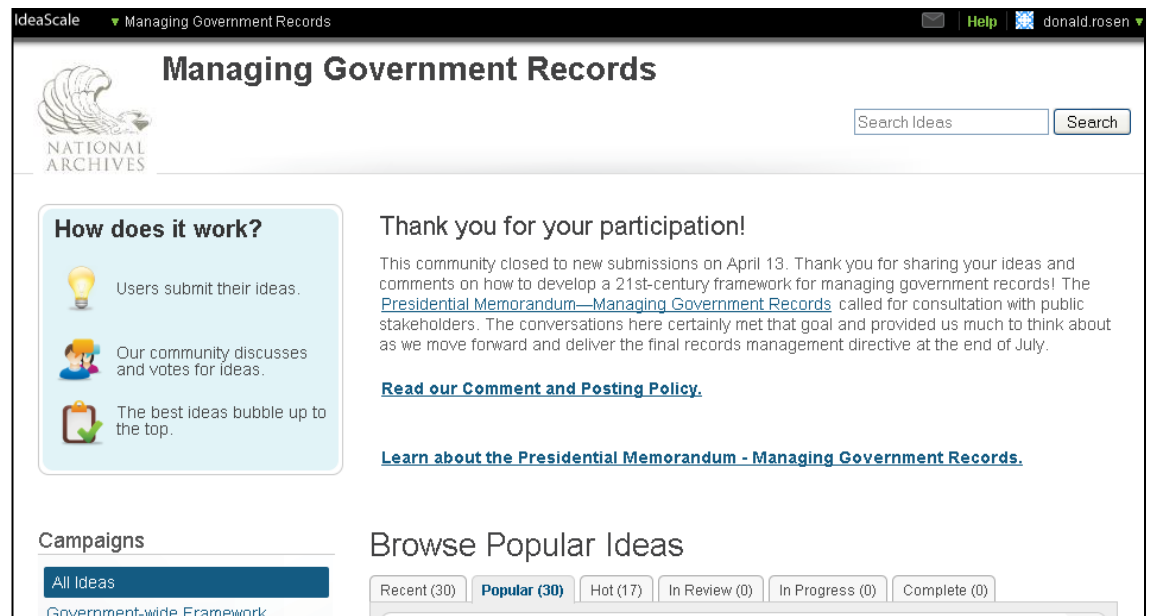
1. creating a Government-wide records management framework that is more efficient and cost-effective
2. promoting records management policies and practices that enhance the capability of agencies to fulfill their statutory missions
3. maintaining accountability through documentation of agency actions
4. increasing open government and appropriate public access to Government records
5. supporting agency compliance with applicable legal requirements related to the preservation of information relevant to litigation
6. transitioning from paper-based records management to electronic records management where feasible

Required Actions

- **Each Federal agency was required to**
 - Designate a senior agency official (December 28, 2011)
 - Submit a report detailing agency RM plans, challenges, and suggested improvements (March 27, 2012)
- **We are required to**
 - Develop a Directive directing agencies to take specific steps to reform and improve RM policies and practices (July 31, 2012)
 - Present to the President a report recommending updates to laws, regulations, and policies governing the management of Federal records (July 31, 2012)

Developed Input From ...

- Agency Senior Officials and Records Officers
- Public interest groups
- Professional organizations
- NARA
staff meetings
- IdeaScale
 - Contractors
 - Public
 - Staff



Records Management Directive

- Drafted Directive that contains two parts
 - Part I – Contains two High-Level Goals for agencies with 7 Action Items/Deadlines
 - ✓ Goal 1 - Require Electronic Recordkeeping to Ensure Transparency, Efficiency, and Accountability
 - ✓ Goal 2 - Demonstrate Compliance with Federal Records Management Statutes and Regulations
 - Part II – Contains three Sections and 14 Actions Items that NARA and Oversight Agencies will take to help agencies reach the two goals High-Level Goals
- Current Draft as of **July 17, 2012 at 2:00pm**

Things could change in the next 12 ½ days!

Report to the President

- Based on the following documents:
 - Tech Stat #6
 - Statutory changes suggested to OMB as part of the ERA TechStat process from December 2010)
 - HR 3071, The Presidential and Federal Records Act Amendments of 2011 (from NARA's Congressional oversight committee)
- Acknowledges the need to update RM regulations to address Presidential Memorandum issues with respect electronic records, AND:
 - Reorganization changes
 - ERA-driven changes (SFs 115 and SFs 258)

What did we learn?

- Agencies
- Other Federal Government Stakeholders
- Public Interest Groups
- Contractors and Vendors
- Other Stakeholders

What's Next?

- **Between now and July 31st (Next 12 ½ DAYS!)**
 - Continue Communications and Outreach
 - Finalize draft Directive and obtain OMB clearance
 - Finalize and deliver Report to the President
 - Prepare post July 31st communication materials
- **Beyond July 31st**
 - Establish a Project Management Team
 - Continue Communications and Outreach
 - Assign NARA related projects to staff
 - Begin developing implementation guidance

Our Discussion Today

- Lessons-learned from the Federal experience (so far) in undertaking this sort of initiative
- Opportunities for state and local governments arising from the Memorandum itself
- Ideas for how this opportunity at the Federal level can strengthen and improve records management at the state and local government level

Thank you

- Updates on our progress can be found on the *Records Express* blog at <http://blogs.archives.gov/records-express/>
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