NATIONAL ARCHIVES

Agency Services

Bi-Monthly Records and Information Discussion Group

To Ask Questions

Chat via YouTube

or

Email:
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

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Agency Services

Opening Remarks

Jay Trainer
Acting Chief Operating Officer
Executive for Agency Services

Federal Records Centers Program (FRCP) Updates

Tāsha Ford

Director

Federal Records Centers Program

ARCIS NextGen Development Project

Joseph Stewart

Director

Policy Projects and Management Controls

Federal Records Centers Program

- **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

- **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

- **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

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

Laurence Brewer

Chief Records Officer for
the U.S. Government

- 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

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National Archives
Agency Services

M-23-07, Transition to Electronic Records Discussion

Laurence Brewer

Chief Records Officer for
the U.S. Government

- **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

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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

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