THE NEW GRS:
THE PLAN FOR RESTRUCTURING AND UPDATING THE GENERAL RECORDS SCHEDULES

BRIDG Meeting
October 2012

The "Final" Plan

- Plan contains:
  - Background on the Restructuring Project
  - How we developed our proposal/plan
  - How we plan to develop schedules
  - New organizational structure for the GRS
  - Project timeline
  - FAQs from focus group sessions
  - Issues and suggestions from focus group sessions
  - Summary of changes from draft proposal
- Nothing is final—we expect that the structure will be further refined as we develop new schedules

Organization of the GRS: Administrative Support Functions

- **1. Finance Management**
  - 1.1 Goods & Services Acquisition
  - 1.2 Payments
  - 1.3 Collections
  - 1.4 Accounting
  - 1.5 Grants

- **2. Human Resources Management**
  - 2.1 Human Resource Strategy
  - 2.2 Staff Acquisition
  - 2.3 General Employee Management
  - 2.4 Employee Compensation & Benefits
  - 2.5 Employee Separation Management
  - 2.6 Employee Training
  - 2.7 Employee Health & Safety
  - 2.8 Employee Ethics
  - 2.9 Labor Relations

Organization of the GRS: Administrative Support Functions Continued

- **3. Technology Management**
  - 3.1 System Development
  - 3.2 IT Infrastructures & System Maintenance
  - 3.3 Information Systems Security
- **4. Information Management**
  - 4.1 Records & Information Management
  - 4.2 Records Related to Electronic Systems

- **5. General Operations Support**
  - 5.1 General Administration
  - 5.2 Inventory Control
  - 5.3 Travel & Transportation
  - 5.4 Facilities, Fleet, & Equipment
  - 5.5 Mail & Telecommunication Services
  - 5.6 Security
  - 5.7 Workplace Policy
  - 5.8 Administrative Controls & Oversight
  - 5.9 Internal Help Desk Services

Organization of the GRS: Mission Support Functions

- **6. Executive Leadership**
- **7. Public Affairs**
  - 7.1 Official Information
  - 7.2 External Relations
  - 7.3 Customer Service
- **8. Legal Support**
- **9. Legislative & Congressional Relations**
  - 9.1 Congressional Liaison Operations
  - 9.2 Legislation Development
  - 9.3 Congressional Testimony
- **10. Planning & Budget**
  - 10.1 Agency Planning
  - 10.2 Emergency Planning
  - 10.3 Budgeting

- **11. Policy & Regulation**
  - 11.1 Policy & Guidance Development
  - 11.2 Regulatory Creation & Publication
- **12. Regulatory Compliance & Enforcement**
  - 12.1 Inspections and Auditing
  - 12.2 Standard Setting/Reporting Guideline Development
  - 12.3 Permits and Licensing
- **13. Research & Development**
- **14. Temporary Commissions, Boards, Councils and Committees**

Project Timeline

- **FY 13**
  - 1. Finance Management (5 sub-functions)
  - 3. Technology Management (3 sub-functions)
  - 4. Information Management (2 sub-functions)
- **FY 14**
  - 2. Human Resources Management (9 sub-functions)
  - 14. Temporary Commissions, Boards, Councils and Committees
- **FY 15**
  - 5. General Operations Support (9 sub-functions)
  - 6. Executive Leadership

- **FY 16**
  - 7. Public Affairs (3 sub-functions)
  - 10. Planning & Budget (3 sub-functions)
  - 11. Policy & Regulation (2 sub-functions)
- **FY 17**
  - 8. Legal Support
  - 9. Legislative & Congressional Relations (3 sub-functions)
  - 12. Regulatory Compliance & Enforcement (3 sub-functions)
  - 13. Research & Development

Our process for revising the GRS

- **Collection & Analysis phase**
  - Documentation review
  - Identify schedule requirements with agency assistance (Working Groups)
- **Schedule Drafting phase**
  - Develop schedules and crosswalks
  - Enter schedule into ERA

- **Approval/Closeout Phase**
  - Draft appraisal memo
  - SHU/Stakeholder review
  - FR process
  - Approval
  - Closeout
- **Implementation Phase**
  - Publication
  - Briefings
  - FAQs/guidance

Schedule Working Groups

- We are looking for agencies that would be interested in helping us develop the new GRS schedules
- We are planning on 6 informal working groups this year:
  - Finance Management - Goods & Services Acquisition, Payments, and Accounting
  - Finance Management - Collections
  - Finance Management - Grants
  - Technology Management
  - Information Management - Records & Info Management
  - Information Management - Records Related to Electronic Systems
- If you are interested in participating in one of these working groups, please contact Andrea Riley at Andrea.Riley@nara.gov

What new schedules will look like

- Each sub-function (e.g. 1.1 Goods & Services Acquisition) is a schedule
- Schedules will be created in ERA
  - Cutoff instructions will be used when possible
- Online published "manual" version similar to what is currently available
- Cross-walks that describe the types of records included in a disposition item
- Cross-walks to superseded GRS items

Schedule Project Leads

Overall project coordination: Andrea Riley

- 1.1 Goods & Services Acquisition: Galen Wilson
- 1.2 Payments: Galen Wilson
- 1.3 Collections: Leslie Watson
- 1.4 Accounting: Leslie Watson
- 1.5 Grants: Susan Means
- 3.1 System Development: Laura McHale
- 3.2 IT Infrastructures & System Maintenance: Laura McHale
- 3.3 Information Systems Security: Laura McHale
- 4.1 Records & Information Management (will be divided into schedules: Jennie Guilbaud, Laura McHale
- 4.2 Records Related to Electronic Systems: Andrea Riley

GRS Training & Guidance

Training & Guidance coordinator is Susan Means
- Agency briefings after publication
- Also planning to provide schedule specific FAQs and/or other guidance as needed
- General GRS training/guidance for next FY:
  - Incorporating GRS Items into Bucket Schedules
  - FAQs about the GRS (based on CFR)
  - Using New GRS Crosswalks to Update Your Agency's Records Manual
  - How to Request an Exception to the GRS

Questions or Comments?

- General GRS questions or comments:
  - Contact the GRS Team: GRS_Team@nara.gov
- Questions, comments or suggestions about the New GRS Plan:
  - Contact Andrea Riley: Andrea.Riley@nara.gov or 301-310-7770
- Questions, comments or suggestions about GRS Training & Guidance:
  - Contact Susan Means: Susan.Means@nara.gov or 907-261-7803