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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# BRIDG

Bi- Monthly Records and Information Discussion Group

To Ask Questions

Chat via YouTube

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August 24, 2021



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# Welcome

Laurence Brewer

Chief Records Officer for the U.S. Government

AGENCY SERVICES



- **Welcome and Announcements**
- **NARA's Draft Strategic Plan FY 2022 - 2026**
- **Federal Records Center Program Updates**
- **Tribal Consultations**



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**Laurence Brewer**

Chief Records Officer for the U.S. Government  
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**Jay Trainer**

Executive for Agency

# NARA's Draft Strategic Plan

## FY 2022 - 2026



# Strategic Plan Background

All federal agencies are required to develop a new strategic plan every four years, and publish it in the second year of each President's term.

The proposed plan was circulated for external comment and will be delivered to OMB in September and published in February 2022.



# Strategic Plan Background

## The strategic plan serves four important purposes

- supporting NARA's leadership agenda
- enabling our ability to do long - term planning
- managing our work with performance targets
- allowing us to engage with staff and external stakeholders

NARA's four strategic goals remain in place with modified descriptions that emphasize our commitment to equity initiatives, the customer experience, and learning from the pandemic.



# NARA Mission, Vision, and Values

## **NARA Mission Statement:**

We drive openness, cultivate public participation, and strengthen our nation's democracy through public access to high - value government records.

## **NARA Vision Statement:**

We will be known for cutting - edge access to extraordinary volumes of government information and unprecedented engagement to bring greater meaning to the many different American experiences.

**NARA Values:** Collaborate, Innovate, and Learn



# NARA Transformational Outcomes

- **One NARA.** We will work as one NARA, not just as component parts.
- **Out in Front.** We will embrace the primacy of electronic information in all facets of our work and position NARA to lead accordingly.
- **An Agency of Leaders.** We will foster a culture of leadership, not just as a position, but as the way we all conduct our work.
- **A Great Place to Work.** We will transform NARA into a great place to work through trust and empowerment of all of our people, the agency's most vital resource.
- **A Customer - Focused Organization.** We will create structures and processes to allow our staff to more effectively meet the needs of our customers.
- **An Open NARA.** We will open our organizational boundaries to learn from others.





# NARA Strategic Goals

Make Access Happen

Connect with Customers

Maximize NARA's Value to the Nation

Build our Future through our People



# Make Access Happen

**By FY 2026** , NARA will process 85 percent of archival holdings and increase enhanced descriptions to promote equity in discovery and public access to archival records related to underrepresented communities.

**By FY 2026** , NARA will digitize 500 million pages of records and make them available online to the public through the National Archives Catalog.

**By FY 2026** , NARA will collaborate with traditionally underserved communities to correct outdated and anachronistic descriptions in the Catalog and prioritize citizen engagement projects that increase access to records that are important to underserved communities.

**By FY 2026** , 95 percent of customer requests will be ready within the promised time.



# Connect with Customers

**By FY 2026** , NARA will demonstrate enhanced organizational understanding of internal and external customer wants, needs, and expectations to support the design and delivery of world - class services.

**By FY 2026** , NARA will modernize enterprise communication and service channels to amplify the voice of the customer and continuously improve customer experience.

**By FY 2026**, NARA will deliver a national program of museums, education, and public programming that demonstrates leadership in equity, accessibility, and diversity.



# Maximize NARA's Value to the Nation

**By FY 2026** , NARA will provide the policy, requirements, and oversight to support a transparent, inclusive, and fully digital government.

**By FY 2026** , NARA will reduce the time it takes to start complex FOIA requests for unclassified records.

**By FY 2026** , NARA will advance existing physical and intellectual controls for the agency's holdings to enable digital preservation risk planning and risk mitigation, and ongoing access to electronic records.



# Build Our Future Through Our People

**By FY 2026**, NARA will increase the frequency of effective coaching that employees receive by 50 percent to improve performance, retention, and relationships across the organization.

**By FY 2026**, NARA will increase the diversity of employees in mission critical occupations for GS - 12 and above positions to mirror the Civilian Labor Force (CLF).

**By FY 2026**, NARA will increase the number of employees who believe the agency provides career advancement opportunities by 50 percent.

**By FY 2026**, NARA will foster a culture that encourages civil interaction, equity, and inclusiveness that allows employees to feel connected to the agency's mission and contribute to their full potential.



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# FRCP Updates

**Gordon Everett**

Director

Federal Records Centers Program



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# Tribal Consultations

**Margaret Hawkins**

Director

Records Management Operations



# New Requirement

- [AC 27.2021](#) - Beginning August 1, 2021
- All newly certified/submitted schedules require indication of Tribal consultation status
- Consultation Needed?
  - If yes, completed?
  - If not completed, plan?



# New Requirement - Reasons

- [Presidential Memorandum on Tribal Consultation](#)
- January 26, 2021
  - Reinforces [EO 13175](#)– November 2009
  - Mandates regular and robust communication with Tribal governments in the development of Federal policies that have Tribal implications
- [NARA Tribal Consultation Plan](#)
  - Indicates NARA commitment to Tribal consultation, including requirement for records schedules



# Implementation - Current

- Written indication of Tribal consultation status
  - If not needed – simple statement noting not needed
  - If needed and conducted – results
  - If needed and not conducted – plan
- Submit at time of schedule certification
- Email stating status is sufficient



# Implementation - Current

- Schedules with clear connection to Tribal interests
- Consult with your own agency Tribal coordinator
- Consult with agency program offices



# Implementation - Future

- ERA 2.0
  - Requirement will be built into system
  - At schedule (not item) level
- Field: "Tribal Consultation Required"
- Drop down pick list:
  - No
  - Yes
  - Yes and Completed



# Not Required

- Requirement does not apply to schedules submitted before August 1, 2021
- Consultation not required for Capstone forms
- Agency's own internal documentation not required to be submitted, but any submitted documentation will be added to the schedule case file at NARA



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# General Q&A

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# NEXT MEETING

Tuesday  
October 19, 2021

[rm.communications@nara.gov](mailto:rm.communications@nara.gov)

Bi- Monthly Records and Information Discussion Group

<https://www.archives.gov/records-mgmt/meetings/index.html>



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# Technical Difficulties Please Stand by

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