

ERA 2.0 Job Aid: Certify a Records Schedule



Purpose


The purpose of this document is to provide step-by-step guidance on how to certify a Records Schedule in NARA's Electronic Records Archives (ERA) 2.0 System. ERA 2.0 is a web-based application that provides Federal agency personnel with the tools to perform essential records management activities, such as scheduling records and transferring permanent records to NARA.

Agency partners have a critical role in helping to safeguard and preserve the records of our government; this job aid helps to enable Agencies to be able to perform these activities in the ERA 2.0 system.

Who Should Use This Job Aid?

This job aid is intended for federal agency users with the following ERA 2.0 user roles:

- Records Scheduler
- Certifying Official

 All users of ERA 2.0 will be assigned to the Records Scheduler profile as a baseline, regardless of any additional profiles that may be assigned. Through this use of “stacked permissions,” a Certifying Official can perform all the actions of a Records Scheduler in addition to the actions allowed by the permissions associated with their role. For example, not only can a Certifying Official certify a Records Schedule in “Draft” status that was created by a Records Scheduler, but they can also create and certify a Records Schedule of their own. In instances where the Certifying Official creates a Schedule, on the “Preview and Submit” page they will see the option to *Certify* instead of *Submit for Certification*.

Step-By-Step Instructions for: Certify a Records Schedule

ERA 2.0 provides Federal agency personnel with the tools to perform essential records management activities, such as scheduling records and transferring permanent records to NARA. It also routes the associated forms (i.e., Records Schedules and Transfer Requests) through logical workflows to ensure reviews and approvals occur at appropriate intervals. For example, once a Records Schedule is submitted for certification, it routes to the Certifying Official(s) of the Agency. The Certifying Official(s) will then have an opportunity to review the Records Schedule. As a result of the review, the Certifying Official(s) may: 1) certify the Records Schedule or 2) return the Records Schedule for revision.

The steps for certifying a Records Schedule have been divided into the following sub-tasks:

1. Reassign a Records Schedule (Optional; for organizations that have multiple Certifying Officials)
2. Review a Records Schedule
3. Certify a Records Schedule
4. Confirm a Records Schedule is Received by NARA

Instructions for completing each of the above tasks follows.

Step 1: Reassign a Records Schedule (Optional)

Getting notified of a pending action

The first indicator that a Records Schedule has been submitted for certification may appear in the *Notifications* header (i.e., the “bell” icon) on your [ERA 2.0 Homepage](#) toolbar. A red exclamation point overlaying the icon indicates a new action has been taken on a Records Schedule or Transfer Request.

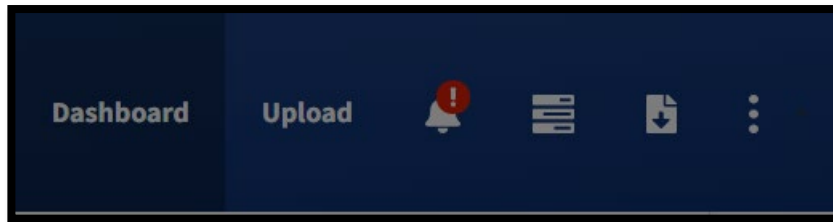



Figure 1: ERA 2.0 Homepage Toolbar

Selecting the **Notifications icon**, loads the [Notifications](#) page. From this page, you can access the link to view the **Records Schedule Summary** page.

 Notice, in the example below, Records Schedule DAA-0029-2023-0001 displays at the top of the Notifications table.

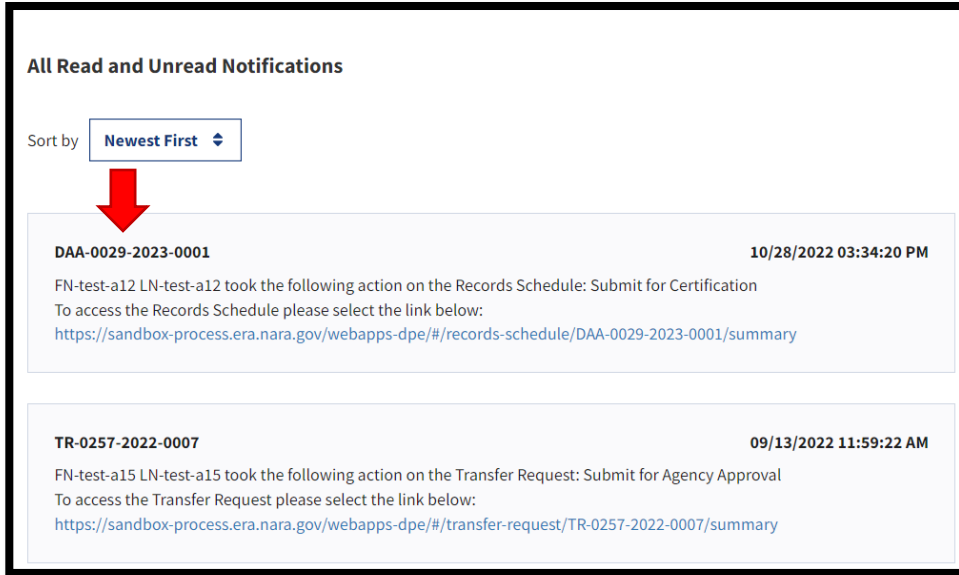


Figure 2: Notifications Page Display

You may also access the Records Schedule directly from your Dashboard.

- *If you are the only Certifying Official for your organization, the Records Schedule will automatically be routed to appear on the My Tasks tab of your dashboard.*
- *If you are at an Agency that has more than one user with the Certifying Official role, the Records Schedule will be automatically routed to appear in the Unassigned Task tab of all Certifying Officials' dashboards.*


 Notice, in the example below, Records Schedule DAA-0029-2023-0001 **does not appear** on the Certifying Official's My Tasks tab; *this suggests more than one user has the Certifying Official role.*



Figure 3: Certifying Official's Dashboard

💡 Notice, in the example below, Records Schedule DAA-0029-2023-0001 appears on the Unassigned Tasks tab.



Figure 4: Certifying Official's Dashboard w/ Records Schedule Highlighted

From the Unassigned Tasks tab, any Certifying Official in the Agency can go in the system and assign (i.e., reassign) a Records Schedule to themselves, or another Certifying Official.

Reassigning the Records Schedule to yourself or another certifying official:

1. Select the Unassigned Tasks tab from your Dashboard.
2. Find the **Records Schedule you want to reassign** and then select the **vertical ellipsis** on the far right to reveal additional functions.
3. Select **Reassign** from the menu that displays.

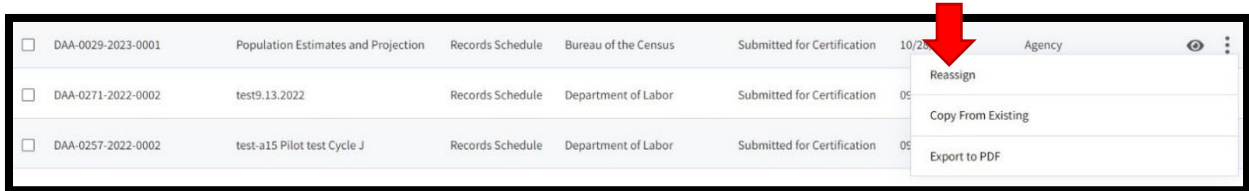


Figure 5: Certifying Official's Dashboard w/ Additional Functions Sub-Menus Visible

4. Select **your name** (or the name of another Certifying Official if you are reassigning the schedule to someone else) from the drop-down menu that appears in the Review Reassignment dialog window that displays.

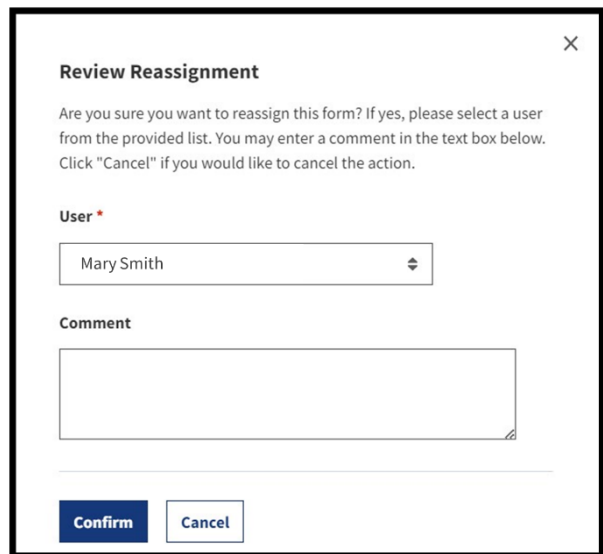



Figure 6: Review Reassignment Dialog Window

5. Enter **comments**, as appropriate in corresponding field.

6. Select **Confirm** to confirm your choice. The Records Schedule should now appear on your **My Tasks** tab.


 Notice, in the example below, Records Schedule DAA-0029-2023-0001 now appears on the Certifying Official's My Tasks tab.



<input type="checkbox"/>	Records Schedule Number	Schedule Subject	Type	Agency or Establishment	Last Action	Last Action Date	Action Required By?	
<input type="checkbox"/>	DAA-0029-2023-0001	Population Estimates and Projection	Records Schedule	Bureau of the Census	Submitted for Certification	10/28/2022	Agency	 
<input type="checkbox"/>	DAA-0271-2022-0002	test9.13.2022	Records Schedule	Department of Labor	Submitted for Certification	09/13/2022	Agency	 
<input type="checkbox"/>	DAA-0257-2022-0002	test-a15 Pilot test Cycle J	Records Schedule	Department of Labor	Submitted for Certification	09/12/2022	Agency	 

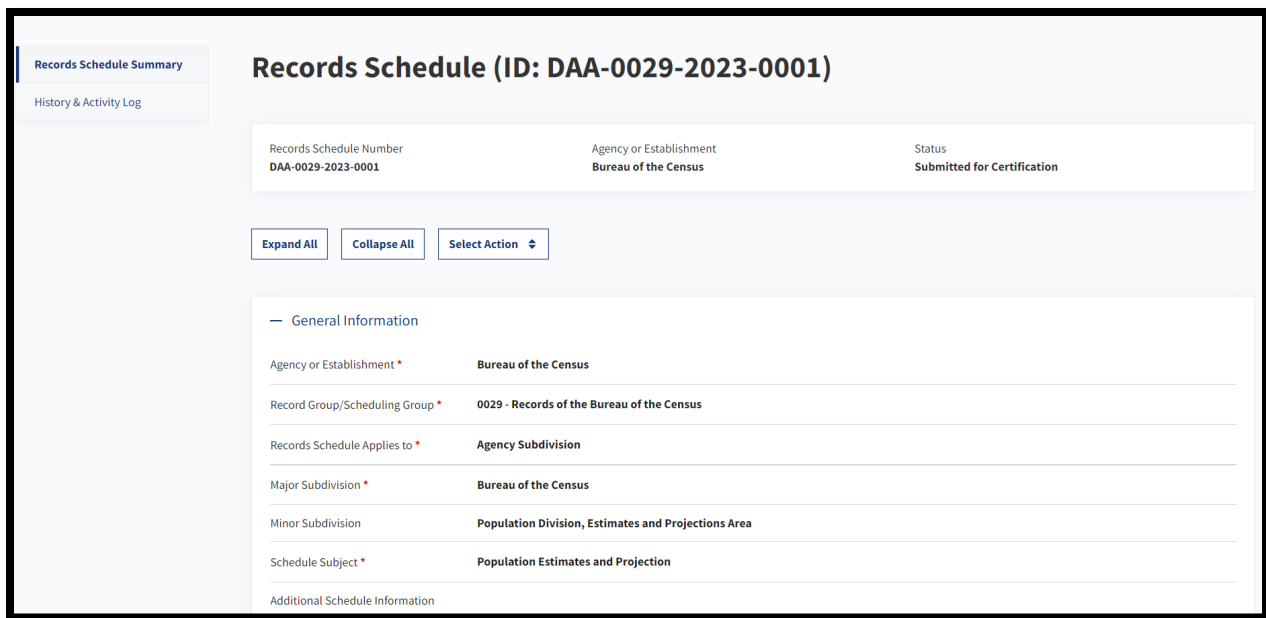
Figure 7: My Tasks Tab

Step 2: Review a Records Schedule

 The View/Open (i.e., “eye” icon) is available throughout ERA 2.0 and is used as your primary access point for viewing additional information when it appears.

To review a Records Schedule:

1. Select the **View/Open icon** to the right of the Records Schedule you would like to review. The Records Schedule Summary page displays.



Records Schedule Summary

History & Activity Log

Records Schedule (ID: DAA-0029-2023-0001)

Records Schedule Number	Agency or Establishment	Status
DAA-0029-2023-0001	Bureau of the Census	Submitted for Certification

Expand All Collapse All Select Action

— General Information

Agency or Establishment *	Bureau of the Census
Record Group/Scheduling Group *	0029 - Records of the Bureau of the Census
Records Schedule Applies to *	Agency Subdivision
Major Subdivision *	Bureau of the Census
Minor Subdivision	Population Division, Estimates and Projections Area
Schedule Subject *	Population Estimates and Projection
Additional Schedule Information	

Figure 8: Records Schedule Summary Page for Records Schedule DAA-0029-2023-0001

2. Expand or collapse each section by selecting the **plus (+)** or **minus (-) symbol** as appropriate. Alternatively, you can expand or collapse all sections by selecting the **Expand All** and **Collapse All** buttons that appear below the page header.
3. Scroll the **Records Schedule** to review all sections.
4. Select the **Edit button**, to edit any section directly.

See **Step 3: Certify a Records Schedule** for the steps to certify the

Records Schedule.

Step 3: Certify a Records Schedule

Upon completion of your review, you will have the option to certify the Records Schedule or return it for revision.

Selecting *Certify* routes the Records Schedule to NARA for review and approval. Selecting *Return for Revision* routes the Records Schedule back to the person who submitted it for certification.

1. Scroll the **Records Schedule Summary** to access the *Certify* and *Return for Revision* buttons at the bottom of the page.

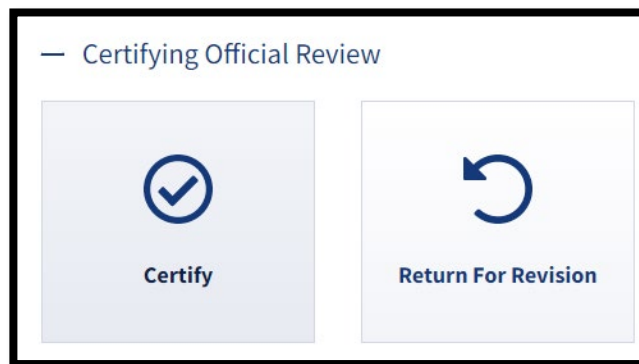


Figure 9: Certify and Return for Revision Buttons

2. Select **Certify** to certify the Records Schedule. A confirmation window displays.

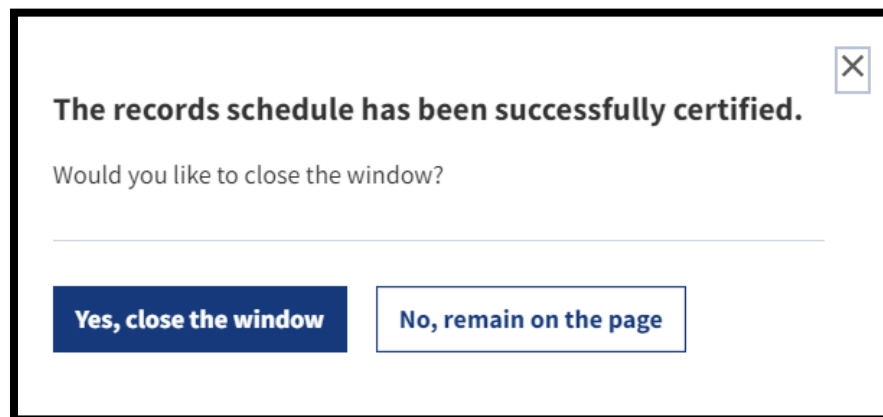


Figure 10: Certification Confirmation Dialog Window

3. Select **Yes**, close the window and exit out of the screen.
From this point, if you navigate to the Records Schedule Summary page, notice the status is updated to “Certified”.

Records Schedule (ID: DAA-0029-2023-0001)		
Records Schedule Number DAA-0029-2023-0001	Agency or Establishment Bureau of the Census	Status Certified

Figure 11: Records Schedule DAA-0029-2023-0001 Summary Page Header

Once the Certifying Official selects *Certify*, the Records Schedule is sent to NARA and is visible on the Tasks Updates tab on their Dashboard.

See **Step 4: Confirm a Records Schedule is Received by NARA** for instructions on how to confirm that NARA is in receipt of the Records Schedule.

Step 4: Confirm a Records Schedule is Received By NARA

To verify that the Records Schedule successfully routed to NARA:

1. Navigate to your Dashboard.
2. Select the **Task Updates** header to display the Task Updates tab.

Dashboard Create New Form ↕

Records Schedule (2) Transfer Request (8)

My Tasks | **Task Updates** | Unassigned Tasks | My Team's Tasks

Records Schedule Number	Schedule Subject	Type	Agency or Establishment	Last Action	Last Action Date	Action Required By?
DAA-0029-2023-0001	Population Estimates and Projection	Records Schedule	Bureau of the Census	Received	10/28/2022	NARA
DAA-0029-2022-0033	Housing Census 2022	Records Schedule	Bureau of the Census	Schedule forwarded to other NARA unit(s) for review	09/21/2022	NARA

Figure 12: Task Updates Tab

3. Locate the Records Schedule you just certified.
4. Verify that “NARA” displays under the *Action Required By?* column header.

END.