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⇒ >> ARIAN RAVANBAKHS: Discussion group or BRIDG meetings to present information relating to Federal Records Management. BRIDG is co-produced by the Office of the Chief Records Officer for the United States and the Federal Records Center program and is live streamed to the audience via our YouTube channel.

Generally BRIDG meetings are a scheduled program of presentations with an open forum at the end of each meeting to ask questions of the presenters or of any related Federal Records Management topic of interest.

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Copies of the presentation slides can be found in the information box below and on the BRIDG page of the Archives website.

That web page is where you will always find links to the transcript of today's meeting when it is available as well as links and information about previous and upcoming BRIDG meetings.

If do you have general comments about BRIDG or suggestions for future topics, you can use that same email address [RM.communications@NARA.gov](mailto:RM.communications@NARA.gov) to pass those along to us. We welcome your feedback.

With that, I would like to open today's meeting by introducing Gordon, the Director of the Federal Records Center Program to get us underway. Good morning Gordon.

>> DIRECTOR GORDON EVERETT: Thank you, Arian. And good morning to everyone. And happy federal new year. I hope everyone is staying safe and healthy and enjoying our entry into the fall. At least here in the DC area, my heater happened to kick on yesterday morning. It seems, as you know, we will get to enjoy some semblance of Thanksgiving with family this year and that we are thankful for.

But we're going to get started with the agenda today. I will bring a quick update from the Federal Records Center Program.

We'll have Matt Etson and Derek Kennedy will give us information about the annual move and Cindy Smolocvik and Don Rosen will talk about annual reporting data. And Kirsten and Christen will talk about the reporting update, a resized -- excuse me -- and an advisory committee update.

And as Arian mentioned earlier, if you do have subject matter that you'd like us to cover, in future meetings, please send that info to -- as Arian said, email [RM.communications@NARA.gov](mailto:RM.communications@NARA.gov).

So let me get my notes in front of me and we'll get started.

And this is -- I'll give you an update for the Federal Records Center program.

So since the start of the pandemic, NARA and the Federal Records Center Program have endeavored to keep our staff safe while continuing to provide essential services. Every NARA

Federal Records Center has continued servicing requests throughout the pandemic using limited on-site staff.

As of yesterday, we've discontinued a process of phase reopenings that we previously used. And instead all Federal Records Centers are now open but are limited to 25% COVID occupancy as the counties they are in are experiencing high COVID transmission levels as defined by the CDC.

So I must advise you that when the centers are in high transmission resources, the volunteer staff -- only 25 percent -- at only 25 percent level and we may not necessarily reach the 25 percent occupancy.

Many of our folks still remain on weather and safety leave until the COVID transmission levels improve in the county where the FRC is located. Now any facility located in a county experiencing substantial, moderate, or low transmission levels for three consecutive weeks on or after yesterday will be able to expand to full building occupancy and on-site work functions.

Currently, only the San Bruno FRC is at a substantial -- and given approval by the Archivist of the United States to begin transition to pre-COVID levels of staff in their facility. So, again, only San Bruno is -- has the opportunity to move to pre-COVID levels of staff at this point. All other centers will be at 25 percent of pre-COVID occupancy.

The Archivist of the United States will continue to make all progression and regression decisions based on CDC transmission levels. Now, when we say no occupancy limits on the number of staff who can enter the facility. It does not mean that the FRC is at 100% prepandemic staffing levels. Okay. It just doesn't mean that. I mean, there are a lot of reasons we're staff may not all have returned.

But each FRC will update their capabilities based on current staffing levels. And we'll do that at our website at [www.archives.gov/frc07](http://www.archives.gov/frc07) rating status and you should see that. I think Pam Northern is going to pop that into the chat box for you.

And I know many of you want to hear about fiscal '22 rates.

Many thanks to our customers who have sent us funding commitments at least through the continuing resolution for this fiscal year. We know many of you would prefer to have the ratings in hand before sending your funding commitments. And we expect to have those in your hand any day now.

But just as a reminder, while NARA is an appropriated entity, the Federal Records Center Program is not.

And we're a revolving fund that by law must cover all of our operating costs.

So we go into numerous financial exercises based on projected workloads and more to ensure the rates that we charge will return in full the expenses of operation, including reserves for annual leave, workers compensation, and depreciation of capitalized equipment, and shelving and amortization. And we're legally prohibited from charging more than 4 percent over our costs. So the more information we have close to the end of a fiscal year, the better our forecast to determine the rates for the new year that's coming.

What we don't want to have to do is increase rates during the year as we did in 2020 with the COVID surcharge. So that's why it takes us a little longer to get the rates to you.

We want to give you the best rate possible where we don't have to make adjustments during the year. So we apologize for any inconvenience of getting the rates to you. This was even more challenging, you know, as we're having to do forecasts for COVID

activity and hopefully going back to a normal year. So it was difficult, but we hope to have those to you any day now, if not by the end of this week early next week and juggle the 2022 rates and you should have received just this week or it's coming your final October -- I'm sorry your final September invoice and that's coming out to all customers. So with that, that's the updates from the Federal Records Center program and our end.

I'll take any questions. I also have Chris Pinking. And Chris should be on with me if there are any questions. That's always great when you're very clear.

>> ARIAN RAVANBAKSH: Thank you. We have no questions at this time. So I think what we'll do is, just as a reminder to folks, please feel free to put a chat in. And if you have a question, put it in chat. And we'll collect those and ask those at the end of the program. Okay. Thanks.

So with that, wait a minute. We -- just got one.

>> DIRECTOR GORDON EVERETT: Okay.

>> ARIAN RAVANBAKSH: The federal records program overestimates the rates. Why not offer the FRC customers a rebate or an -- or an adjustment to next year's FY invoices?

>> DIRECTOR GORDON EVERETT: Well, if, you know, if -- if - - we have. And I don't have my financial person on here. If in fact that we -- as I said, we're able to project rates or offer rates up to 4% to recover 4% of our cost. If at any time that there is more than four percent -- we've collected more than 4% of that revenue, we don't -- there's not a profit or anything. We have to return those funds to the treasury or to the agency.

It's for transfers that are visible to move in the year 2022. And it also includes a five0year sweep of records that are overdue for transfer.

Next slide. A little bit of background and notes on this year's annual move and this is not processed for transferring legal and physical custody of permanent records that are stored in the record centers to the to the archive custodial units across the nation it's a cross functional activity that touches a lot of different parts of NARA and among many agencies that this all supports the core mission to preserve permanently valuable records at the federal government and this year, we -- we had some changes in adjustments in the timeline. We sent out candidate lists and those are lists that kind of the transfers that are becoming eligible. For agencies to review in May so that was a change and we wanted to get it to agencies earlier so there's more time for agencies to address and identify issues in the data, to work for their records to get the final approval by the end of the year.

We standardized and gave a spreadsheet response so we could have better tracking on changes as they came in. These efforts seem to work well and we plan on continuing to do this in future moves.

Another thing that happened, NARA suffered a connectivity failure due to the flooding on the East Coast and Hurricane Ida, if you remember this. And then it wasn't available for records and annual moves for about two weeks.

But just in time, the -- we were able to get back online. And we were able to meet our deadline by October the 1st. And so we had a successful load of 2022 Annual Move and all the TR. It's my pleasure to say the TRs are there in draft status, waiting for us.

About COVID this year, I wanted to recognize these are not normal times for operations. And while we're able to execute actions for the annual move in ERA on transfer requests, the physical move of records from the records center to archive

facilities and the acceptance of legal custody continue to be delayed due to the ongoing -- the continued impacts of COVID 19 on NARAs operating status.

All right. Derrick.

>> Yes. Thank you. And next slide, please. Yes. The slide before you is the '22 annual move timeline. As Matt touched on, we have moved the candidate lists being sent to agencies up to May 1st to give agencies more time to respond, to have better information to put an ERA, to have their agencies propose these records to NARA. You see our candidate list feedback deadline is the 30th of June.

Of course, the first of October every year the TRs are loaded into ERA. So the agency can propose them so they can be approved by NARA to be moved into their custody. And the hard deadline is December 1. And that hard deadline means that all TRs in ERA that are submitted by agencies or, should I say, proposed by agencies between October and December are moved in the spring.

This does not mean you have to stop proposing TRs for the '22 annual move. But it means if you miss the hard deadline of the first of December. Anything proposed after December will be moved in a future annual move.

Of course the next point on our line is the 15th of January. That is NARA's approval decision deadline.

After the deadline of the first for the agency, NARA has until the 15th of January to approve those TRs that were proposed by the agencies.

The next timeline point is the SAT of January through the 31st of March.

NARA moves the records, and this is considered the spring move.

The next point on the timeline, June 1st, 2022, is the proposal deadline for the late summer move. That proposal deadline is for the agencies.

The next deadline is the 15th of July and that approval decision deadline for the late summer move. That deadline is for NARA itself to make a decision on those TRs that were proposed for late summer move that were due by the agencies on June 1st and moving of the records for the late summer moves that July 15 through September 30th for the late summer move. And that's the physical moving of the records. But as agencies know, due to the pandemic, some of these will be subject to the availability of staff at the various FRCs. Next slide, please.

Here we have annual move facts. And we loaded 6908 transfers and totaling 103727 cubic feet. And these records are covering 149 agencies.

And for this 2022 annual move fact, the oldest record date we have is from 1875. And those records belong to St. Elizabeth's Hospital, which the permanent record capture team worked very hard on getting approved to be assessed by NARA, which was a great day for us.

On average, the agencies have about 40 TRs to propose and some have a few more and some just have one.

Next slide, please.

So, of course, on October 2021, we loaded 6,908 TRs in ERA. The next points are taken directly from ERA as of this morning.

So we still have 6,658 in draft status.

We have 148 submitted for agency approval status. And what that means is that the transferring official has submitted these in



ERA and now it is up to the agency approving official to submit the same records so they can be approved -- I mean, I'm sorry, proposed in ERA.

Ninety have been proposed by the agency.

Ninety-two are in ready-for-approval status. And zero are in approved status, which means that NARA has not taken any action as of yet on the 92 that are ready for approval by us.

Next slide, please.

Here we have the top five agencies with the largest number of TRs. Of course, the district court of the United States has 1,502 and Environmental Protection Agency has 884.

NASA has 704. And the Department of State, 439. And the Department of the Army, 364 TRs to propose.

Next slide, please.

What should the agencies do?

Agencies should propose their TRs by December 1st.

And the steps to proposal will be to complete an advanced search in the keyword search field for the "2022 annual move" to locate your assigned TRs.

Now sometimes when you log in to ERA for your agency, you don't see the TRs in your queue. And you email us or call us and say, I know our agencies have TRs for 2022, but I don't see them in my queue. What do I do?

What we ask you to do is not always rely on the TRs leading the queue but to use the search and use the parentheses and "2022 annual move" to locate your assigned TRs. And two, review and make the necessary changes to the draft TR. Please note that this position authority, if it's a mistake, cannot be changed. It must be deleted and redrafted. And we ask that you notify [annual.move@NARA.gov](mailto:annual.move@NARA.gov) if this does occur so we will be able to

assist you and records officers with dual roles in ERA as a transferring official and agency approval official need to hit submit twice in order to have the TR fully proposed

And the way ERA is designed for the transferring official to create transfer records and submit them to the agency approval official. Well, sometimes the agency might have multiple individuals assigned to this role. So it's best to know who in your agency does have this dual role feature and to remember that if you have both roles, you have to hit submit as the transferring official and then you have to go back into the same TR and then hit submit to propose the agency approval approving official. That's very important.

Next slide, please.

Agencies with single roles in the ERA transferring official submission review and approval, the PRs cannot be approved unless the agency approving official submits the TR and proposed status in ERA.

If you need any guidance to use restriction fields, consult pages of 48 through 53 in the ERA user manual. And we have provided a link to the manual on the slide so you can get to the pages and find out about the access and use restriction fields.

Matt, I believe slide 10 is your turn.

>> MATT ETSON: All right. I want to clear up one thing that I noticed on the timeline. Derrick talked about the late summer move. This is if you're unable to make the December 1 deadline, what would happen? The late summer move is primarily a separate process for the DC area. And it's slightly differently processed in the field sites and other archives across the National Archives.

So I would -- I wanted to point that out. Okay. So common problems that we hear are encountered by agencies, they kind of are similar to what Derrick addressed in what needs to be completed.

One of the most common ones is: I can't locate my TRs. And then I'll -- you know, I think you know the best option, you know, is to use the search term and to not rely on the notifications in ERA to auto, you know, populate what you need to do.

So go in there with your advanced search and use the search term "2022 annual move." And while you're there, look for previous years you may have not -- that could still be in there waiting for your approval.

Second one, transferring official versus agency approving official. So Derrick talked about that status SFAA and what, you know, that's submitted for approval to the next role.

And so if it gets hung up in there, you know, it doesn't get to be fully submitted. So, you know, the solution here is to know your role associated with your log in. If you have two roles, then you need to submit -- you need to submit that twice in order to be fully submitted.

Just a reminder that in order to use ERA, you'll need to be in a secure connection with your agency, you know, either your NCVPN Citrix or however you connect your agency's intent. And that's required to sign into ERA. And the browsers that you can use at this time are Internet Explorer and Firefox in order to access the ERA. And if you're experiencing any problem, you'll want to connect to the head of the help desk, the ERA help desk directly.

Don't -- you know, don't hesitate. Give us a contact. We'll work with you on any of the browser issues you might have.

And finally, sometimes you're getting through your TR, you're getting ready to submit it and you get hung up in an access restriction field. That's pretty common.

And you're unsure what to put. The best resource that I can say that you should use, particularly for access restrictions, is our pages 48 through 51 of the ERA user guide. They've got the screenshots there. They've got an explanation of what field, you know, which field and what options you want to put in there. So go straight to the ERA user guide if you're wondering about what are the right options, what do all these fields mean here, that you're reviewing.

All right. Next slide.

So before we finish up here, I wanted to say that we have updated the ERA website and, at the same time, updated the annual move as a result of that. And so you'll have -- we have more information about the annual move, including explanation of the process, the timeline, and helpful resources such as the user guide, training. We have webinars and access to the topics in the webinar all available on our website. So check our website for additional help, you know, if you need it on the annual move.

Okay. Next slide.

This is the user guide. And that's just in time. And when I'm on the screen and where I'm having troubles go to the user guide. It usually is going to work hand in hand while you're there.

And, of course, [annual.move@nara.gov](mailto:annual.move@nara.gov). And email us and we'll get back to you. If we take a bit, it's because we're coordinating the answer to try to get you the right answer. Of course, the ERA help desk is also, you know, good to keep handy.

Expect from us another reminder, probably through email, next month.

As we're coming closer to the December 1st deadline. As you can see, we -- when we get started on our numbers, we will want to -- to get all of our TRs submitted before that. Before that deadline is always the best way.

And the next slide is questions. So I'm ready to take questions.

>> ARIAN RAVANBAKSH: Thanks, Matt, and thanks, Derrick, for that informative presentation. There are questions that have come in. The first one is: How can I find out who is the agency approving official at ERA at my agency?

>> MATT ETSON: Okay. The quickest way I know to find an answer to that question would be to call the help desk.

I don't have it readily available, but I can get it. So if you did contact at [july.move@NARA.gov](mailto:july.move@NARA.gov), that would be fine. And we'd be able to find out. I know at the help desk they maintain the listing of who is the approving official. Like this question: In order to be able to get your TR fully submitted to NARA by December 1st, it needs to be in the agency approving official role. And so, yeah, you would contact the help desk to understand who that is at your agency.

>> ARIAN RAVANBAKSH: Thank you for that. We have a question: Can the delay reviews and transfers be -- can the delay in reviews and transfers be quantified? The delays, months behind? Weeks behind? Or how else is it quantified? Have the 2022 moves been completed? Yes. Sort of a status of where we are.

>> MATT ETSON: Yeah. Yeah. So 2020 we got the majority moved before the facilities closed from COVID. And we -- and stopping the, you know, the transfer of the shipment of records.

So those are -- that one's good. And 2021. And we have not -- I mean, in some cases, records could, you know, were in place.

They didn't have to get moved. So some of them went to a final stable. Not many.

So, yeah. So for 2021, we are not far behind in moving records. If you want a kind of rundown of what is going on in your particular agency, please email us. We can give you a status report for those moves to let you know, hey, these are approved, these are waiting - - waiting to be -- moved from the record center. And then these, you know, and then kind of an account of how many are awaiting change of legal custody to NARA. So please, you know, if you'd like to know the status of that individual for your agency, we can provide that.

>> ARIAN RAVANBAKSH: Thank you. And I'll read this comment and some clarification and you can respond if necessary. If your transfer request in the ERA asserts the Privacy Act applies to a specific set of agency-owned permanent records, ensure that transfer requests also cites the system of records notice. Is that...

>> MATT ETSON: I think that's a correct statement. There is a required field if -- I don't have updates on development or implementation or expansion of browsers. Unfortunately, I don't have updates today so I do mean Internet Explorer or Firefox.

>> ARIAN RAVANBAKSH: So thank you, Matt, and Directors Derrick. That exhausts the questions in the queue. As a reminder to viewers, feel free to drop the questions in chat and Matt and Derrick will be available at the end and will be able to clarify issues that come up. With that, I'd like to move on to the next presenter. We'll have -- and a report on the Federal Agency Records Management annual reporting cycle. And I'd like to bring up to the stage Don Rosen and Cindy.

>> DON ROSEN: Good morning. I'm Director of Management and joined by Cindy Smolovik who leads our reporting efforts. And

we're here to provide the update for the past activities. We had an excellent response rate again with 98% participating. So very much appreciate that. Thank you for everyone who participated and a report covering -- data not only is the agency complying with the statute, but how well the manager programs are implementing records and email management.

Next slide, please.

These are three things that we captured in the SRC report. And the focus was on COVID 19. And the '19, '21 and transition to electronic records. Almost a decade now. So lots of good information we collect. And we really appreciate all the information from the agencies. And we consolidated this information into an annual report, which Cindy is now going to walk us through. Then we'll answer any questions on the data you might have for us. With that, I'll turn it over to Cindy who will share with us the findings we had from this year's reporting period. So Cindy, want to take it away?

>> CINDY SMOLOVIK: Thank you, Don. And next slide, please.

The annual report to Congress is available on our website. And it includes our analysis of all the reports that were submitted and also has the dependencies with agency scores and statistics for each of the questions in both the maturity and the RMSA, which are far more detailed than I can do here.

But there are a few key observations that I hope you'll find interesting.

As Don mentioned, the impact of COVID 19 was something we had to gather information about. So two of the key points on this slide are about that.

We found that agencies that had already been transitioning to fully electronic recordkeeping over the past several years reported in the year that they had less of a disruption and an easier transition to the teleworking that COVID 19 caused everybody to have to deal with.

Agencies also reported that the sudden need to access information differently and securely from telework or other remote locations highlighted the need for electronic recordkeeping and in some cases accelerated the changes that had been already taking place.

Overall, agencies reported that they were using an electronic recordkeeping system or an electronic document management system or some other electronic means of some kind to at least create and house their records.

Even so, meeting the requirements to manage records in electronic information systems remains a weak area with less than half of agencies reporting that their systems meet the success criteria.

Perhaps one of the most interesting pieces of information from the data this year was the shift in the types of challenges that were reported.

This year the shift was more about the culture of paper than the actual technology and costs themselves.

A lot of agencies reported that they are trying really hard to overcome the dependence on paper processes, but there are laws requiring paper for signatures or for seals or just that require paper through the law. And those laws have not yet been updated to allow electronic formats.

Statistically, the culture of paper was mentioned 33% of the time from the agencies that we collected information from. And the lack



of resources, which is generally time, staff, or money was mentioned 31%.

This is close to even. But this is the first time that the culture of paper was higher. The other challenges were differences, such as systems and their functions, IT infrastructure itself. But all of those were about 10 percent or less.

There were also a quarter of agencies, which is about 22 percent, that reported that they didn't have any challenges this year as the goals had already been met or they were very close to being met.

Next slide, please.

To continue focusing just a bit more on COVID 19, there was a silver lining in green and the transition to electron recordkeeping and projects underway received more than they were getting before.

And those that had not been seen as a priority were now seeing receiving greater attention. The work being done to make the transition also lowered the impact of COVID 19 because many agencies already had the structures, policies and procedures in place for accessing records electronically.

Policies and procedures and changes to them were not needed. That was one of the questions that we asked on the SARN report. And agencies reported that they needed small changes. They also required reminders to staff and additional training. And these were the two mentioned most often.

But overall agencies felt like what they had in place already exists and was being followed by their staff.

There were, of course, okay. Of course, negative impacts and many digitization projects are now delayed because the access to

the paper records themselves and the equipment to digitize them was not possible.

Most agencies also mentioned that the limited services that the Federal Records Centers could provide also impact both digitization projects and their ability to disposition records.

Next slide, please.

Moving on to the usual data collected by annual reporting. The RMSA risk levels are shown here from 2016 to 2020.

Don mentioned we have data going back to 2009, but we update this slide every year to give you smaller blocks.

The risk levels remain consistent with low risk moving back up to above 40% and it had dropped down a little bit. It's the green line.

But this year it was -- it shows that it's moving back up to moderate levels, which is the yellow line, are still pretty good.

And the number of agencies that we send links to changes a little bit each year as new agencies are created or identified. Sometimes departments reorganize and large agencies move together. But overall, the number has been stable enough to continue to make this type of comparison.

Some agencies however, do border one or two points away from moving up or down between the levels. And we found this year that there are about 31 percent of agencies that are on the cusp between moderate and low risk. Where some are in low risk, but could drop down. And moderate where they're almost into low risk and can go up.

And there's about 6 percent that border on dropping down to high risk.

So while each -- which particular agencies fall into each risk category changes, the overall picture is made -- remains pretty much the same over the last five years.

Next slide, please.

And using the same graph style to compare the maturity models. And the maturity models cover electronic records management agency a whole and then federal email management is part 2.

For electronic records management, we only have two years. So this is only the second time that we have run part 1 of the maturity model. And it shows that there was at least an eight point improvement in agencies going from 50 percent selecting the low risk scenarios that the maturity model was up to 58 percent. So that was good.

The email management maturity model has been used for a longer period of time and has much more of a -- more of a dramatic, if you will, line. The green line at the top there where it shows that when we first starting doing the maturity model in 2016, 44 percent of agencies picked the low risk scenarios. But now it's up to 73%.

So the concentration on managing email and electronic format has led to a greater maturity and more confidence in at least the email management.

However, it's also important to note that many agencies have indicated in their comments to us that the technology and methodology and success they've had with managing email and electronic format will be applied to other electronic records.

So they used email as their testing ground and the due date on it was first.

This may also allow more maturity and confidence to grow for general electronic records management as we continue to use the maturity model each year.

Next slide, please.

If you've been wondering if the transition to electronic records has had any particular impact, this is an illustration of some of the more dramatic shifts since we first started collecting data about how agencies capture email content. We first started asking this question in 2013. And as you can see, by the red line print and file, well, it was the strongest choice in 2013 is almost a rare choice in 2020, which is, of course, what we wanted to see in the first place.

The use of electronic records systems has increased as seen by the blue line. And the introduction of cloud services and another option was first introduced in 2019. And it's the small green line there. You know that sort peeks out underneath the blue line.

Next slide, please. Here are a few other statistics from the data. At least 80% of agencies and their records officers have obtained the certificate from our training team, known as the AROC. And most agencies, about 65 percent, have formal evaluation programs to monitor their records management program implementation.

The other 35 percent of agencies monitor with a mix of informal, general, and some ad hoc evaluations. Most agencies -- again, about 89% -- have a records management directive. But -- and of those, 58% have updated it within the last year.

Email systems are more mature with 44% of the agencies indicating that their electronic information systems meet the success criteria. While noting 73% of the email systems and email is the stronger of the two right now.

Next slide.

And this is our last slide. So where are we today? Well, the annual report to Congress that analyzes all this data has been posted to our website. So you can see the links there. You can go and read the report that we send to Congress.

Also available are the individual SAORM. And that's the Senior Agency Officer for Records Management. We do post these individually. So if you want to see your agency's report on the website, you can go there. Or if you want to see how other agencies have completed the template, this is where you would go.

We also post the data from the federal electronic records management report, both part 1 and part 2, in a spreadsheet that is downloadable. So you, again, can see your own answers and also see how your agency is compared to other agencies.

And annual reporting for 2021 is just around the corner. We will be reporting again in January and March. The exact dates will be coming out soon. So watch for that.

Look for the RMSA and the maturity model templates. As soon as they've been approved, hopefully in December, but certainly by opening day, you should have those in Word and fillable PDF so you can spread them around your agencies to gather your data. We want to -- please, update your contact information for annual reporting. You would send that to the [RMselfassessment@NARA.gov](mailto:RMselfassessment@NARA.gov) email address there on the slide.

And if you have any other problems or questions about annual reporting, that's where you would send them.

And I will turn it back over to Don and we can answer any questions.

>> DON ROSEN: Thank you, Cindy. So any questions that we can answer about the annual reporting?

>> ARIAN RAVANBAKSH: Thank you, Cindy and Don. Right now we have no questions around annual reporting. So as a reminder to our users, viewers, if you have a question, you can drop it in chat. And at this point, we'll just bring you guys back at

the end if we need to go through -- if you guys need to answer any questions.

>> All right. Thank you.

>> All right. Thank you, Ari.

>> Thank you Ari.

>> ARIAN RAVANBAKSH: Next on the agenda this morning is we have Kirsten and Christa from the Office of Government Services or OGIS to provide an update on their reporting. So Kirsten and Christa, I'll turn it over to you.

>> KIRSTEN MITCHELL: Thank you for those joining from the West Coast. As Ari said, I'm Kirsten and I lead compliance work at the Office of Government Information Service here at the National Archives. I'm joined by my colleague Christa Lemelin. As many of you know, this is the FOIA Ombudsman. And this is the place where anyone can ask for assistance with the FOIA process. Among our many statutory duties is reviewing FOIA compliance. And one way we do that is through the records management self assessment, the RMSA. Christa and I are here to talk about the FOIA questions asked in the 2020 RMSA. And before turning it over to Christa, I want to thank all of you records managers for all the work you do every day. Your work is crucial to FOIA and I think sometimes it doesn't get recognized as much as it should.

So next slide, please. And over to you, Christa.

>> CHRISTA LEMELIN: And next slide after that. And thank you, Kirsten. And good morning, everyone. We chose this picture of Harry and Bess Truman's wedding to represent the partnership with the Office of the Chief Records Officer. Since 2016, OGIS has participated with the CROs office to ask the questions in the records management self assessment survey. And the partnership, it's been a very fruitful one for OGIS and allowed us to develop a

rich source of FOIA data we wouldn't otherwise have. And, you know, we're seeing more and more over time that FOIA professionals and FOIA programs, there's more of an emphasis on the relationship between Federal Records Management and FOIA because as we all know, an excellent records management program is the foundation of a strong federal government and a successful FOIA program.

And so we'll talk a little bit about that later in the presentation today. Next slide, please.

Thank you. So the 2020 records management self assessment survey, it asked seven FOIA questions which included and focused on three topics: COVID's impact on and the agency use of e-discovery tools and their relationship between Chief FOIA Officers and Agency Records Officers. And before delving into the results, which are very high level and not getting into the weeds here because the initial draft of the report it looked like a Thanksgiving dinner table. And there were so many pie charts. And we decided to keep it higher needs and focus on the themes. And we wanted to say a big thank-you to all of you who took the time to answer these questions so thoughtfully. And we appreciate the work you do that, you know, keeps FOIA programs compliant with FOIA. And so now over to you, Kirsten. And next slide, please.

>> KIRSTEN MITCHELL: Okay. Thank you, Christa. No matter your role in records management and FOIA, the COVID 19 pandemic was the story of 2020 as Cindy discussed earlier. The pandemic was between 10 months and one year old when respondents took the 2020 RMSA earlier this year. I merged that in the results of this survey because by the time the RMSA questions were asked, the agency had had some time to figure out new ways of working.

And although the RMSA is retrospective in that it asks questions on the prior year's experience, we think some of the results show some agencies' resilience in dealing with the pandemic's challenges.

Next slide, please.

So nearly half of respondents, nearly 9 percent said the pandemic disrupted their agency's ability to respond to FOIA requests. That number may appear surprising and appear a little low. After all, we began hearing very early in the pandemic, we at OGIS, that the move to maximum telework was severely challenging agencies.

But when we drilled down in our work as the FOIA ombudsman early in the pandemic and then reviewed the RMSA responses, we discovered a similar story. And that is that the agency's most challenges were those dealing with classified records and systems as well agencies, those relying on paper records in the shuttered Federal Records Centers -- so a lot of what you've already heard, particularly in regards to the records centers.

So next slide, please.

So when the RMSA asked why FOIA had been affected, we found that the responses generally fell into four buckets, if you will. There were access issues, like I just mentioned. The Federal Records Centers personnel, some -- obviously personnel weren't able to get into Federal Records Centers or their work spaces. Resources -- and technology. Just, again, access issues.

So one of the things I always enjoy with the RMSA are the answers to the open-ended questions because they really provide some color as to what's going on. And here are a couple of the responses that might not immediately pop to mind.



Electronic records that are not stored to the server are inaccessible remotely. I thought that was an interesting response.

This is something that Cindy touched on earlier.

Many requests for records require staff to be in the office to scan. Thankfully, as Cindy pointed out, that number is going down across the board. But there are still agencies that require staff to scan records.

And then one -- another answer that we thought was really interesting was the inability to receive and process FOIA payments. That's not a strict records management issue per se, but it is an interesting response on a topic of great interest to OGIS. Some agencies received the bulk of their requests from commercial requesters who under FOIA's fee structure pay various processing fees. So just a little glimpse of some of the answers there.

Next slide, please. So drilling down to the 49 percent of respondents who's FOIA programs were disrupted by the pandemic. Let's have a little bit of a look at that.

Of those respondents, the vast majority, 80 percent said the agency's paper records could not be accessed during the pandemic. And 46% said staff were not available to search for records. So next slide, please.

For the next set of questions, focused on the FOIA programs' response to COVID 19.

So we know that the pandemic affected agencies, but how did the agencies respond to FOIA? We found that they responded in a variety of ways from adjusting their processes to relying more on technology to communicating with requesters.

And we were really thrilled about the communicating with the requesters.

Next slide, please. And next slide, please. So, thank you.

Oh, I'm sorry. Previous slide. Thank you.

So the good news is 72% of our RMSA respondents reported that the agencies worked with the requesters to tailor their requests for the most efficient processing during the COVID 19 pandemic. And this is something that we really emphasized at OGIS was that agencies communicate with requesters and work with them to help them understand the challenges and help them better tailor their requests or write their requests for the most efficient processing.

I won't read the slide, but I'll give you a couple of seconds just to read the -- some of the other answers so you can see the different ways that agencies responded.

So a couple of observations here are just high-level observations.

The 2020 RMSA responses. Demonstrate that those who effectively managed their FOIA processes and communicated with requesters were more likely to report that the pandemic did not disrupt their ability to respond to FOIA requests. And that really mirrors what Cindy said earlier.

Agency responses to the 2020 RMSA survey really offer insight into the challenges that some agencies faced as they fully transitioned to fully electronic recordkeeping in accordance with the OMB NARA memorandum M-19-21.

And before jumping to the next topic, which Krista will go over, e-discovery tools, I want to take a moment to thank all of you record managers who showed such resilience during the pandemic, which unbelievably 19 months later is still challenging all of us. So next slide, please. And over to you, Krista.

>> CHRISTA LEMELIN: Thanks, Kirsten. This is a picture of super computers at NASA. I thought it was beautiful so there you go.

But you know what? OGIS, we're interested in e-discovery and how agencies are using e-discovery tools to search for and duplicate records. And we're interested in other applications of e-discovery tools to see whether that is, you know, of interest to FOIA programs and whether other officers within agencies are using e-discovery tools in a way that can benefit FOIA programs.

You know, 91% of the -- RMSA respondents said they use e-discovery tools for FOIA responses involving requests for email records. And next slide, please.

712 of respondents said their agencies use e-discovery tools to search for records when responding to FOIA requests and/or legal discovery, which is a process by which agencies search for records in response to litigation or a legal inquiry. However, e-discovery tools, you know, based on that survey of results are not in as widespread use as they could be.

Fifty percent of the respondents used e-discovery tools for FOIA responses not involving requests for records.

Next slide, please.

Of the agencies that reported using e-discovery tools, 91 percent said their agencies used them for FOIA responses involving requests for email records. And a majority said that their agencies use them for lawsuit-related requests, legal discovery or third-party discovery requests and managing legal holds and FOIA responses not reviewing requests for email records.

So -- next slide, please.

And so our final category of -- or our topic, rather, for the RMSA questions was: What's the relationship between Chief FOIA Officers and Agency Records Officers? You know, I love this slide that we have. We're ready for the challenge of tomorrow. Let's do the job together. And you know, we're hopeful and we've been, you

know, promoting the, you know, communication and work of Chief FOIA Officers working with Agency Records Officers to, you know, improve IT and improve, you know, records systems and everyone benefits when we work together.

So next slide, please.

So a majority of respondents reported that their Agency Record Officer and Chief FOIA Officer worked together on IT requirements that benefit both programs. And 50% report that had the training programs addresses the importance and relationship between FOIA and records management. And respondents report that had the ARO and CFO provided items, work together on IT requirements that benefit both programs, and work on the complex FOIA requests and identify programs and offices most likely to have responsive records. And 35 percent said that the ARO and CFO coordinate search terms to identify responsive records. And with regard the records management specifically, some of the responses include that Agency Records Officers and Chief FOIA Officers, you know, work together on issues like certifying records, coordinating on records schedules, coordinating on their respective program policies, refinements and guidance, and coordinating with, you know, disposition schedules and notices of eligibility for disruption.

And -- so next slide, please. And over to you, Kirsten.

>> KIRSTEN MITCHELL: Thank you. For those wishing to know more, the RMSA FOIA report is available on our website at [archives.gov/ogis](http://archives.gov/ogis). So please have a look at it.

And here is our contact information. Feel free to contact us. You can read our blog and follow us on Twitter. And we're also happy to answer any questions. So I'm going to bump it back to Arian to see if there are any questions for us.

>> ARIAN RAVANBAKSH: Thank you for the compliments you passed on to us. And thank you to you guys for the important work you're doing on the FOIA side.

We do have a couple of questions that have filtered through.

First, how can I find who is the Chief FOIA Officer at my agency?

>> KIRSTEN MITCHELL: No, that's an excellent question. So there -- you go to FOIA.gov. That's just FOIA.gov. And there's a drop down there where you can create a request. And in creating the request there will be a link to the agency FOIA website.

The Chief FOIA Officer's name and contact information is sometimes listed there.

But I will say this caveat that not all agencies list their CFOs there, their Chief FOIA Officers.

So alternately, you can go to the Department of Justice FOIA reports page. It's at [justic.gov/OIP](https://www.justic.gov/OIP), Office of Information Policy, a slash, reports1. And there's a Chief FOIA Officer report that every agency is required by law to submit every year.

And they included in the reports the name and contact information for the Chief FOIA Officer for each agency.

>> ARIAN RAVANBAKSH: Thank you. The next question I have the chief FOIA officers counsel posted anything that may be of interest to the records management communication.

>> CHRISTA LEMELIN: Sure. The Chief FOIA Officers counsel has the technology committee. And we have two reports that are published we think are of particular interest including a recent report by the technology committee white paper called FOIA Searches: Key Challenges and Findings.

And also the committee's February 2020 Report: Best Practices and Recommendations. That particular report, you know, looked at

the utilization and deployment of technology at federal agencies to see how agencies were using technology to, you know, improve and enhance the FOIA process.

And these reports are available on the Chief FOIA Counsel's web page. And we can post the link into the chat.

>> ARIAN RAVANBAKSH: And checking, as a reminder to viewers, if you have a question, please type it into the chat.

We will get to it at the end. Since you guys were at the end, we'll transition to the wrap-up where we'll tackle the questions that have come up.

And let me pull those up.

The first question is: Has NARA or OMB made a decision on extending the 2022 deadline?

I'll open that up to any of my colleagues who wish to answer.

And I see Laurence is joining.

>> CHIEF LAURENCE BREWER: Yes. Thanks, Arian. I'll pop in. I'll pop in. And I've been listening to the presentation. I had a couple of times I could answer so I thought I'd jump in and respond. So 2022, the long and short is we have heard all of you loud and clear on your concerns over meeting the 2022 targets in '19-'21. But where we are right now is no decisions have been made.

I think, like all of you, we acknowledge that COVID has had an impact on agency operations, including transferring records to FRCs. And I think we heard Cindy talk about this early in her presentation and also digitizing records on-site. In this respect, NARA as an agency is facing the same challenge that all of you are facing in, getting the digitization done and getting the analog records and the legacy records taken care of.

But the reality is from a policy perspective. NARA cannot independently modify the targets that are in effect in M-19-21. Our

plans, just so you know, at this point are to share what we are hearing from all of you with OMB. And by that I mean in meetings we've had with individual agencies, the data we've collected through the annual reporting. And we do intend to share that along with our proposals to modify the memo and extend the targets.

One of the things that I have said consistently is, you know, as we've been working through this pandemic and coming up on two years, I think the two years is a reasonable amount of time that we need to take into account and give back to agencies to get back on track. So that is -- that's what we're thinking. And just wanted to let you all know that we have some more work to do on this within NARA before we are ready to engage with and coordinate with OMB.

So in the meantime, I encourage all of you to continue your efforts on the goals and the memo because the work is critically important. And we need to work together to continue to make this transition to a fully electronic government.

So that is where we are with the memo. One thing I do want to add because it usually comes along with the same questions and has to do with exceptions to the goals related to 2022.

And I just wanted to say with respect to that, exceptions, which include exceptions or extensions to those 2022 targets, my advice is to follow the guidance we issued in NARA Bulletin 2020-01 and develop your requests for submission to NARA. We are more than happy and we have staff standing by that are able to provide feedback on your requests and discuss your requests and provide feedback. But at this point, our first priority right now is to see what we can do in coordination with OMB to modify the memo and adjust the target date. So I will leave you with that and let you know, rest assured, as soon as I have new information to share about the

status of a memo, the status of the targets or more information around exceptions or the goals themselves, you all will be the first to know.

Thank you, Ari.

>> ARIAN RAVANBAKSH: And the third leg of the stool is the latest update on permanent paper reports digitization and the regs.

>> CHIEF LAURENCE BREWER: Yes. So we can continue to work on that internally. We have been for some time reviewing the comments and working with our liaison and regulations liaison. And we're happy where we are and anxious to get it moving forward and hoping that, you know, sometime in the next weeks we will be able to get it through final review, through senior management at the National Archives, and then over to OMB for their review. So it's still in process.

I would encourage you if you have any questions about, you know, what you should be aligning your processes to, we do have the proposed draft out there with information you can use as a guideline which is based on the FAGI 3 STAR requirements. There will be obviously a final rule at some point which will reflect the final comments about final adjudication. And we hope to get that out soon in the coming weeks.

>> ARIAN RAVANBAKSH: We have a question, a GRS-related question that comes from the records officers. And I was asked: What is the latest status on NARA's update on vaccination records?

>> CHIEF LAURENCE BREWER: Yeah. That's a good question and a very timely question. So the updates to the GRS for the testing and vaccination records is currently on its way to posting and is in the Register and will be up on REGS.gov. And we spent time coordinating with OCM. And we're ready to move this through



the process. The one thing I want to note is that there is additional work on GRS Chapter 2.7, which is Employee and Health Records, which we are developing on a separate track and will follow after we are moving forward and proceeding with the testing and vaccination records. So keep your eyes open. And it'll be out soon.

>> ARIAN RAVANBAKSH: Thanks, Laurence, for coming in from the bullpen to answer a few key things and Gordon is still here. We've got questions that are FRC related?

>> DIRECTOR GORDON EVERETT: Okay.

>> ARIAN RAVANBAKSH: Thanks, Gordon. Has NARA considered changing the period of performance for IIAs since new agreements are rarely provided before the start of the fiscal year? This reduces the risk of violating the Antideficiency Act when new agreements are not readily available.

>> DIRECTOR GORDON EVERETT: Well, you know, actually the customer determines the period of performance on the IIAs. And we have customers that are not on a fiscal year term. So, you know, as a revolving fund, we're funding for, you know, 12 months. I mean, it just revolves around. So the customer selects the performance. And we can work with any period they select. We don't select the period of performance. Although we do the terms and conditions, we do it based off of the fiscal year. But we would also if, you know, the rates may change if someone offsets or uses a separate 12-month period, it could be some change in rate. But that's always all worked out usually in the beginning when we work the agreement. And if there is some change in rate, I mean, that's a part of that agreement.

>> ARIAN RAVANBAKSH: Thank you. We have another question. Even though the FRC is not going to be able to

physically dispose of records, will the status of records approved for disposal be updated to reflect the agency approval of disposal?

>> DIRECTOR GORDON EVERETT: Yes, that's happening. We are -- any submission for proposals that's going under the normal process, those folks are teleworking, reviewing that data. And that's being treated just as normal. Now that we're getting back over to the disposal process. But the -- our current disposal process. But the current status is to stop the charges when we're supposed to. And it's a 90-day period after concurrence between NARA and the agency. And we have the backlog of records going to the FRCs. I don't know if you had a chance to round up a number or have a sense of that number.

>> DIRECTOR GORDON EVERETT: I don't have their -- I don't know if Chris -- did Chris make it on today? Chris, are you on?

>> CHRIS: Can you hear me?

>> DIRECTOR GORDON EVERETT: Yeah. We can hear you, Chris.

>> CHRIS: We're facing substantial backlogs. We're going through a pretty causative data collection exercise as we determine recovery plans for each center. It's probably most daunting when it comes to disposition right now.

But individual center directors have been charged with putting plans in place. And we've, like I said, as Gordon said, we took items off the customer bills as we hit the regular 90-day cycle. And we'll do the -- we'll get caught up on the physical destruction as soon as we fully reach each center.

>> ARIAN RAVANBAKSH: Thank you, both, for weighing in on that response. I'd like the BRIDGs Matt and Derek back up. We have a couple of questions around the annual move that have come in.

So the first one: Is there an action that needs to be taken after the annual move is activated? If yes, how do you know when the next action is necessary?

>> MATT ETSON: Okay. Yeah. So we've -- we talked about how the transfer requests were loaded into ERA in draft status and how -- you wouldn't -- you wouldn't want to rely on ERA notifications to tell you that you have TRs in the system.

You'll want to do an advanced search for "2022 annual move." And that will be a much better way to see your TRs.

And then backing up in our presentation, we sent out a list of candidates which are the transfers that are eligible or becoming eligible in May. So that was -- that was, you know, ahead of time to let you know these are going to be put into the ERA. Everything else is kind of status-based, you know, how do you figure out what status things are at?

I went and looked in the user guide. And Appendix G does a really good job of explaining the various statuses. And I would just recommend that you would go to Appendix G in the user guide and take a look at, you know, what the TR needs to be. I talked about the first status being drafted, the next status being SFAA and submitted for agency action. That's still an agency status. And then the next status after that is the NARA action and ready for approval. So, you know, the button is called "submit." But the status for each of those TRs will change at variation points. And if you take a look at Appendix G, that's the best way to understand, you know, what status your TR is in.

>> ARIAN RAVANBAKHSH: Thank you, Matt. We have another one. Will the annual move work on TRs from past annual move? I'm aware of past TRs still awaiting NARA's review.

>> MATT ETSON: I have two-folds here. One is, like, the backlog. Right? I was asked the question before, you know, how much? And what will you do? You know, the -- there's -- we are not able to move records from the records center to an archive facility. And then that -- so that can't be done at this time.

So we really can't make any -- we can't have, you know, a solid plan until we get back to normal operations and assess what we need to do.

So once we get back to normal operation, for a period of time, we won't be able to make some good plans. But for right now, we're kind of in a holding pattern until our facilities become available again.

But the other part of that question was, you know, what -- what about past TRs? Even prior to the system? And we do continue to work on those TRs if you submit them, when you submit them, to the extent that we can. Our priority is to stick with the timeline, right?

Right now the priority is going to be on the 2022 annual move and those that get proposed by December 1. Those are the priority for January, the January approval deadline for our side.

And -- but we continue to work on other TRs that have been submitted after deadlines and prior annual moves that you submit them, you know, like I said, while you're in ERA. Take a look at past years and annual moves. It should be about two years' past of annual moves. If there are any still in draft status, will they need to be addressed at the same time? That would be ideal. And then our priority is for the current annual move. And then based upon our resources available, we'll be getting to other TRs as our resources become available because that's like an archive type of action.

Direct officers being the agency had them physically in their custody. And they want to send them directly to an archive using the ERA.

So, you know, I think you can queue up your direct offers much like we queue up annual move. And that's a great time to do that and that process in ERA to document so the approval process can continue.

But like I said before, we are just not able to address the backlog until we get it returned into a normal operating status. And so I -- fingers crossed -- that's going to be -- that's going to be soon. And then we can -- we can begin to address, you know, direct offers and annual moves and -- and some kind of a communication or something to you guys at a future date.

>> ARIAN RAVANBAKSH: And thank you. And, Gordon, this is one comment that has come in. I wasn't sure if you were given the status of OPF records requests from NPRC. I think you said the FRCs are understaffed and wanted to check on the status for that.

>> DIRECTOR GORDON EVERETT: The civilian personnel records center in Illinois is now operating at a 25 percent capacity. And their status is tracked on our website. We'll update that as frequently as we can.

But their status is also geared by the COVID levels that I mentioned earlier for all FRCs. It's opened up to 25% of our staff pre-COVID will -- in that building servicing records. I'll say this for the Federal Record Center, as we are coming back online and starting to handle some of the reference requests and some of those things, I'd sure like to encourage our customers to ensure that we know that they are open. There are still a lot of federal agencies not open. Because certainly, someone has to be on the

other end to receive records. So we absolutely want to be sure when we do that our folks may reach out to some of the agencies just to ensure that also because we want to be sure that we do protect the records. But if you could let us know, it'd be nice to know as agencies come back online themselves. Thanks.

>> ARIAN RAVANBAKSH: Thank you, Gordon. We have one for Cindy and Don, sort of under the RMSA umbrella.

So do we know when the 2021 RMSA will be due?

>> DON ROSEN: Yeah. We -- so we were -- the January through March timeframe, similar to last year, is what we're targeting. Once we have those dates finalized, we'll send out notification. That's what we're targeting: the first and second week in January, the launch.

>> ARIAN RAVANBAKSH: I guess sort of related to that that's when you'll send out the annual draft reports or --

>> DON ROSEN: Yeah.

>> CINDY SMOLOVIK: The template. The SAO or end template comes out on whatever the opening date is. And as Don says, it's right -- mid-January, the first part of January. And we try to get the RMSA questionnaire and the maturity model out sooner than that, hopefully in December. But it does have to go through OMB for approval. So we're working through the internal approvals. The maturity model will not change other than the cover sheet and the dates. So that one you should -- you could use last year's if you want to know in advance what's asked. That's not going to change. The RMSA itself changes a little bit. We add some questions and take some questions away. But looking at previous questionnaires also gives you a good idea of what's going to be asked.

>> DON ROSEN: And we're hopefully by the BRIDG we'll be able to give out more definitive target dates.

>> ARIAN RAVANBAKSH: Thank you, both. And, Laurence, we have a follow-up for GMS for vaccination records.

What is the proposed retention for the testing and vaccination records? Can we hear it before publication?

>> CHIEF LAURENCE BREWER: I know inquiring minds want to know. And, honestly, I know we've had discussions about it. I would have to look it up. Now we're looking to try and keep the retention on the shorter side. We know there's a lot of PI, personal information, that we don't want to have a longer retention.

And so similar to what we would have in the GRFs for other short-term temporary records, it's in line with that. And I think it's something that, you know, we're going to be putting up for comment. So we'll have to see what the public -- and what comments we do get about the proposed retention before we nail it down. But that's the direction we're heading in, trying to keep it to a shorter retention that is aligned with a lot of the other GRFs. So you can expect to see it around the three-year mark. That's pretty standard. We don't try to go much shorter than that. And any longer than that does present some other risks and challenges we're trying to avoid. So, again, that's where we're heading. It will be up for comment. And we will go from there.

>> ARIAN RAVANBAKSH: Thank you, Laurence. And we have one that's a more general or broader question.

And I guess anybody can chime in. Maybe -- maybe is there an agency that has a blueprint for implementing ERM goals we can utilize? I will put in a plug that sounds like another -- that sounds like a BRIDG topic?

>> CHIEF LAURENCE BREWER: I agree. And one of those topics where it would be ideal to have some agencies who have their blueprint in hand come talk to other agencies about what they're doing and what they're working on.

Difficult for us in the SRO to say there is one blueprint. I mean, obviously we're working with micro agencies all the way to the Department of Defense and those blueprints for those kinds of agencies based on the size. And complexity and resources available are all different. We've tried to issue success criteria and I believe the document that we issued around the 2019 goal a couple of years ago where we talked about policy, systems, access, and disposition are still relevant and relevant and provides a framework on how agencies build their own blueprint that's specific to their own agency. I agree. I think as a future BRIDG, it will be where you feel -- do have agencies talk about how they implemented that and align it to those four sort of criteria for success or any other approach that agencies may have.

So why don't we take that as a note, Ari, and see if we can gin up support for such a discussion.

>> ARIAN RAVANBAKSH: We will do that. And if you want to volunteer your agency to present at a BRIDG meeting, email [RM.communications@NARA.gov](mailto:RM.communications@NARA.gov) and we'll be happy to get you on stage.

There's a floating comment around the vaccination records. Are we thinking of including vaccinations like the I-9 eligibility records since they're employment records? So maybe another drill down into that.

>> CHIEF LAURENCE BREWER: Yeah. That's a -- that's a drill down question, which I don't know if I can answer that on the spot.



I would encourage, though, for that question and any other specific questions you have about the GRS and where we're going with COVID-related items, the GRF team at NARA.gov is the place to send them. And they are very responsive in getting back to you with any questions you might have about the GRF. So I encourage you to send it to the group mailbox and they will respond with the answers.

>> ARIAN RAVANBAKSH: Thank you, Laurence. I think I've exhausted the questions that have come in.

I'm relying on the sort of all the team behind the scenes to help make sure I didn't miss anything. Don't think I have.

And with that, if we can go to the next slide. Yes. That one.

So I just wanted to put out a last call for questions and remind folks sort of our next meeting will be on Tuesday December 14th.

Note that we are going to move the time forward in the day. So it'll be at 1:30 eastern and 10:30 Pacific. And we'll move to the afternoon East Coast time, later in the morning west coast time, starting with the December 14th meeting.

So I just wanted to make sure everybody was aware of that. There will be more communications coming from our office in the form of a memo from our office that will go out soon.

And with that, I'd like to thank you all for participating. We will work on getting the slides and transcript up and when they are available to that web page, the archives.gov records management meetings web page. And that's also where you'll find the 2022, the schedule for 2022. That's going to be another communication that's also coming from our office.

So with that, I'd like to thank all the speakers for presenting today and all of our viewers for watching today and comments. There was a robust discussion in the chat. We always like to see

that. Thank you all very much and I hope you have a great afternoon.

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