


M-19-21 – Are you looking at the Forest or the Trees?

How to Use M-19-21 to Reshape Your Information Management Strategy






Is M-19-21 all about “Trees?”

- ❑ By the end of 2019, Federal agencies were required to manage all permanent electronic records in an electronic format, and by the end of 2022 all permanent records must also include appropriate metadata.
- ❑ By the end of 2022, Federal agencies must also manage all temporary records in an electronic format or store them in commercial records storage facilities.
- ❑ After December 31, 2022, NARA will no longer accept transfers of permanent or temporary records in analog formats and will accept records only in electronic format and with appropriate metadata.
- ❑ Beginning in 2023, agencies will be required to digitize permanent records in analog formats before transfer to NARA.



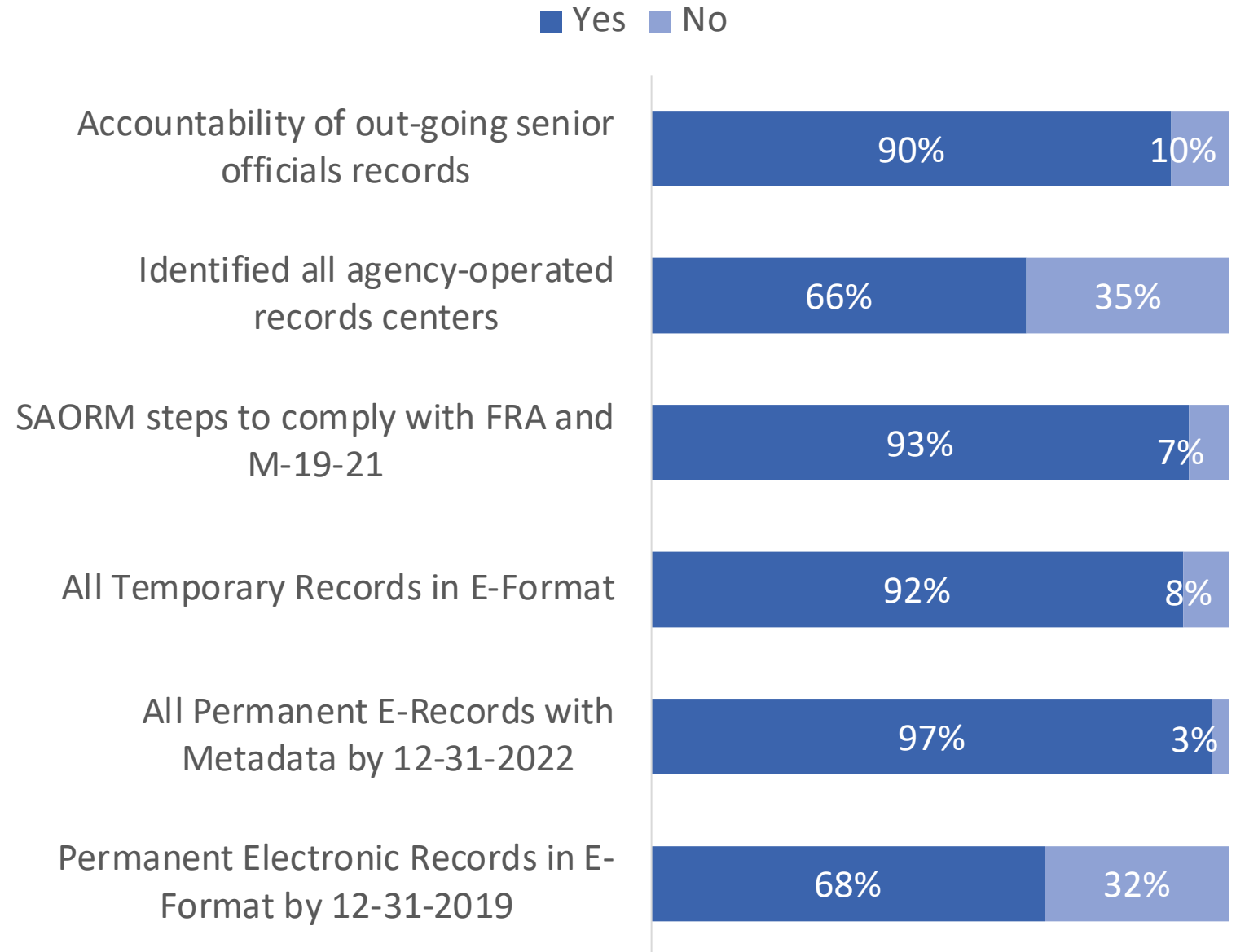


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SAORM
Annual
Reports -
2019





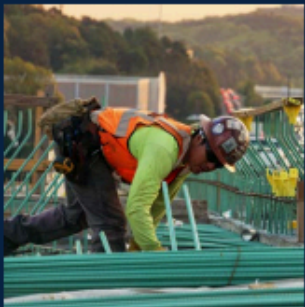
If M-19-21 is a
“box-checking”
exercise to
measure
INTENT....

...Everything
feels pretty
good...





But how much is
INTENTION and how
much is **REALITY**?




Delivering Government Solutions in the 21st Century
 Reform Plan and Reorganization Recommendations



Why Are We Doing This?

—

...isn't M-19-21 REALLY
about the "Forest?"

"Government in the 21st
Century is fundamentally a
services business, and
*modern information
technology* should be at the
heart of the U.S.
Government service
delivery model."





What Does
“Modern”
Look Like?

A Starting Point – RMSA Self-Assessment



Overall, 49% of responding agencies are at “High” or “Medium” Electronic Records Readiness Risk.



“These numbers, especially for electronic records, **need to be much higher** to achieve consistent and mature electronic records and email management.”

Records Management Self-Assessment Domains



MANAGEMENT
SUPPORT AND
RESOURCING



ERM POLICIES



ELECTRONIC
RECORDS
SYSTEMS



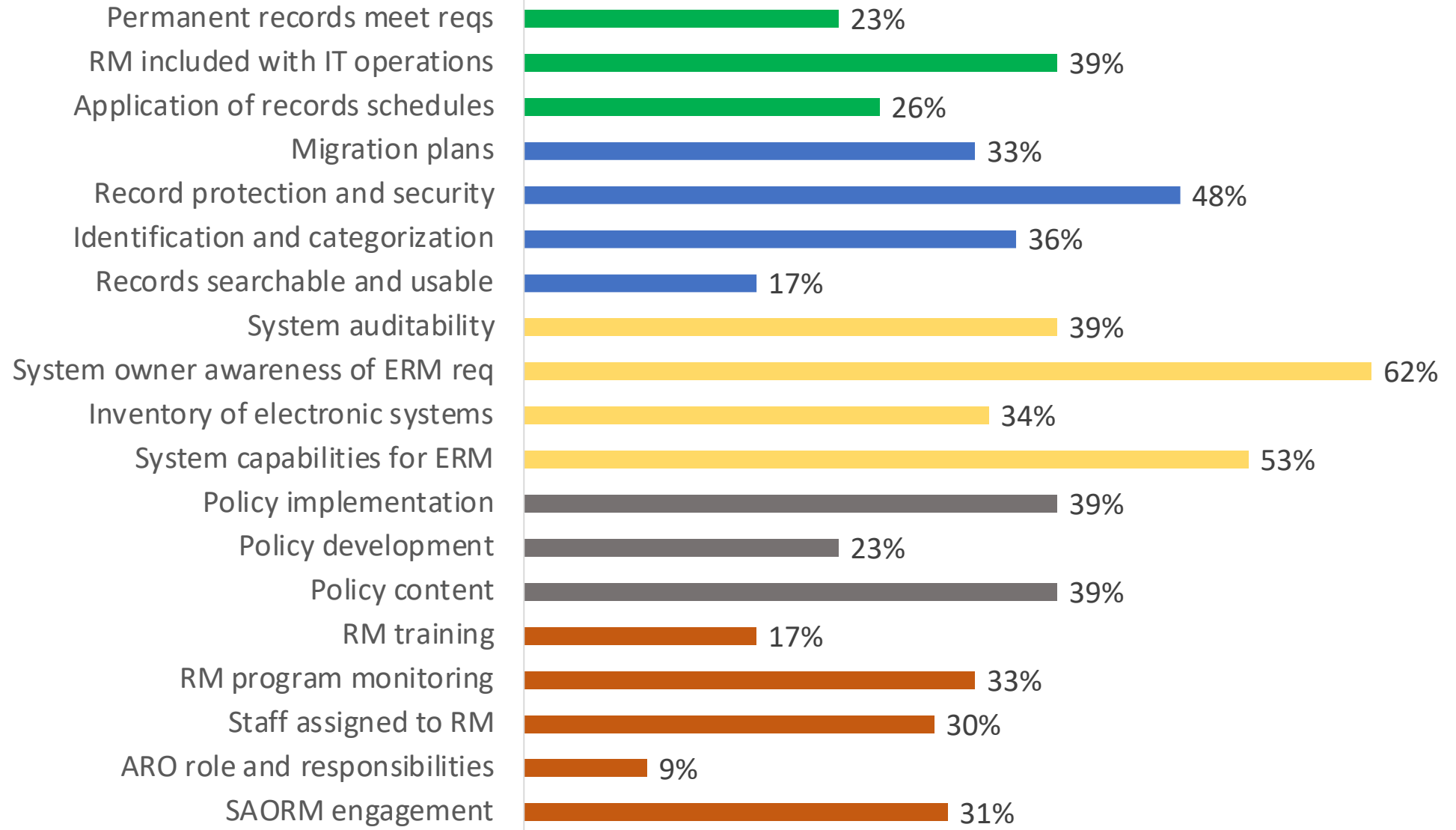
ACCESS TO
ELECTRONIC
RECORDS



DISPOSITION
OF
ELECTRONIC
RECORDS

% Responding "High" or "Moderate" Risk

- 5 - DISPOSITION OF ELECTRONIC RECORDS
- 4 - ACCESS TO ELECTRONIC RECORDS
- 3 - ELECTRONIC RECORDS SYSTEMS
- 2 - ERM POLICIES
- 1 - MANAGEMENT SUPPORT AND RESOURCING



% Responding "High" or "Moderate" Risk

5 - DISPOSITION OF ELECTRONIC RECORDS



4 - ACCESS TO ELECTRONIC RECORDS



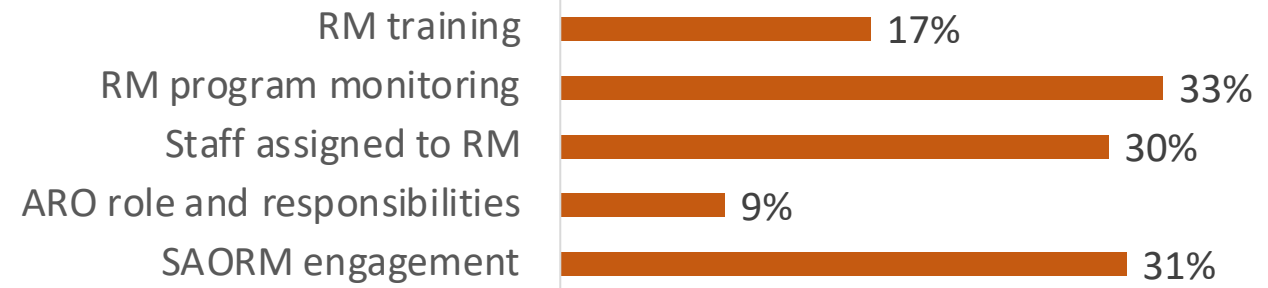
3 - ELECTRONIC RECORDS SYSTEMS



2 - ERM POLICIES



1 - MANAGEMENT SUPPORT AND RESOURCING





ELECTRONIC RECORDS SYSTEMS

- What is the level of integration of electronic records management into electronic information systems?
- The questions cover systems capabilities in relation to the records, inventory of electronic systems including the identification of permanent electronic records, awareness of records by systems owners, and auditing or tracking the use of records within systems.
- This is a critical area particularly for permanent electronic records and for the ability of agencies to capture and eventually transfer these records to the National Archives.
- *It is also the area that needs the most attention and arguably the weakest of the five domains.*



In the context of
Electronic
Records Systems
What Does
“Modern” Look
Like?

1 -- You have adopted a disciplined approach to deploying *minimally viable solutions*.

Vision

Critical Success Factors

Requirements

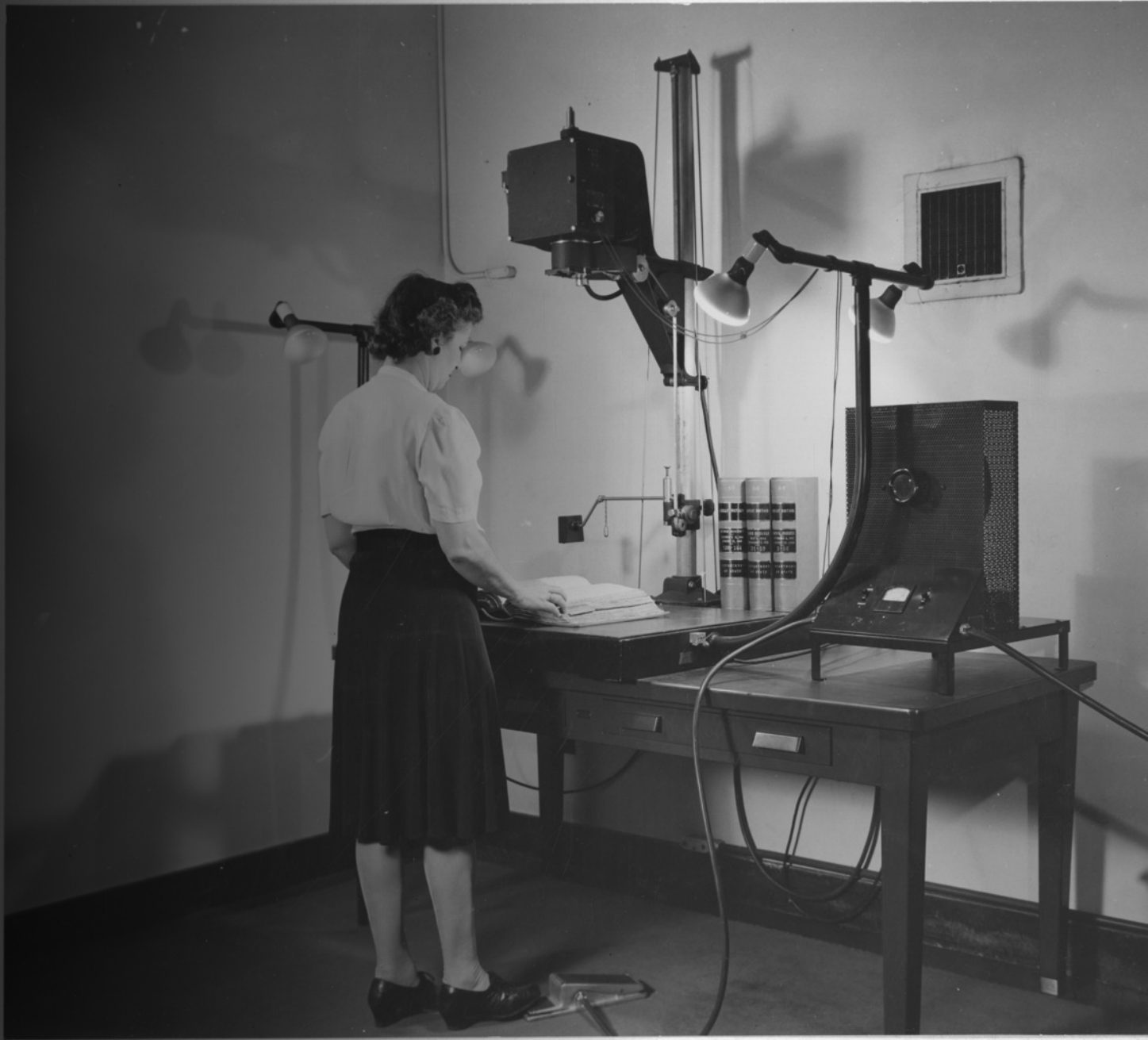
Blueprint

Plan

Business Case

*File
at the
Archives
8/9/45*

2 -- You have outsourced back-file digitization to someone who is an expert.



3 -- You are actively applying intelligent capture and cognitive technologies to automate the ingestion of new information *at the point of creation.*





4 -- Your management focus is on optimizing platforms, not buying products.

age 16,510 sq. ft.
permit good

angement of stock.



5 -- Records management is not a separate thing delegated deep in the organization, but an integrated element in your information management strategy.

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Need help?

Contact me at

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