

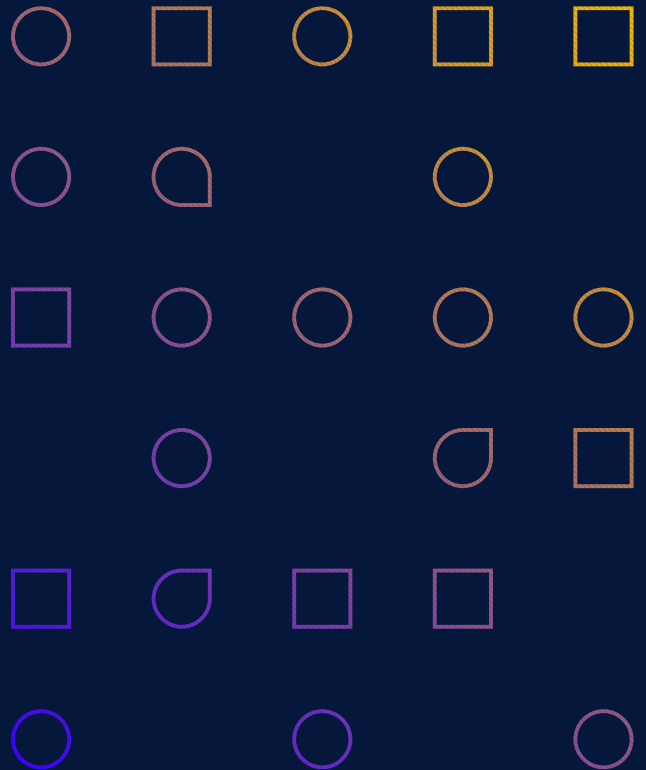


Stop Ignoring The Elephant in Your Agency: Unstructured Data

*Achieving Records Management and
M-19-21 Compliance*

Transitioning to Electronic Records & Information Governance

ActiveNav helps federal agencies efficiently manage their digital records as they move to a fully electronic government.



Transitioning to Electronic Records

The Federal Government is driving transformational change by instituting an agenda to improve mission delivery, customer service, and accountable stewardship. The National Archives and Records Administration (NARA) and Office of Management and Budget (OMB) set forth the government-wide policy, M-19-21, as a directive to progress how government records are managed, eliminating paper records and transitioning to electronic.

The move towards fully electronic record keeping poses many obstacles. M-19-21 mandates that by Dec. 31, 2022, agencies must manage all permanent records in an electronic format, with appropriate metadata, to the fullest extent possible. This includes requiring agencies to **identify, manage, dispose, and transfer records** based on records schedules or date-based policy cut off periods.

Government agencies have expressed difficulty developing a sound and executable strategy towards records management compliance. Many records schedules were created in an age of paper and microfilm and are not well suited to automated categorization and management. Meeting the challenges of M-19-21 takes a combination of the right people, processes, and technologies. With deadlines quickly approaching, federal agencies need to act now.

ActiveNav has decades of records management and information governance experience and can assist agencies with planning their transition or help execute their M-19-21 strategies.



Identification and Management of Electronic Information

Many agencies have millions of uncontrolled electronic records in unstructured repositories such as file systems, NAS storage, and stove-piped content management. ActiveNav makes the transition smooth by providing automated data mapping, document and record auto-categorization, and metadata tagging required for M-19-21 compliance.

Remediate Uncontrolled Data Growth

Dark data is a challenge for all federal agencies. Without visibility into data, it can't be leveraged to meet mission goals. With ActiveNav, agencies can identify document owners, duplicate content, non-records, and personally identifiable information (PII)/sensitive data.

Categorize Records by File Plan Record Series

The largest stumbling block to effective records management is identifying records and categorizing them against a records retention schedule. ActiveNav has predefined records retention taxonomies which easily categorize your agency's records.

Migration

When migrating permanent records to NARA, you need an effective migration plan, including media-neutral record series and a roadmap to help transition record disposition schedules. In addition, records must include the necessary structure and metadata with discovery, categorization, cleanup, and configuration of NARA/OMB records management parameters. ActiveNav has the expertise and technology to support agencies with records management in place or migration to a records management platform.

DEADLINE APPROACHING:

January 1, 2023:

All transfers of permanent records must be in electronic format.

CONTRACT VEHICLES:

We have an extensive ecosystem of companies that provide access to various contract vehicles including GSA Schedule, SEWP V, CIO-SP3, and the VA T4NG.



“In times of transition, it is crucial that agency heads work with their Senior Agency Official for Records Management and Agency Records Officers to ensure that the importance of records management during transition is communicated within the agency and that all agency officials and employees are properly briefed on their records management responsibilities.”

- David Ferriero, Archivist of the United States

Holistic Records Management

A core requirement of M-19-21 is for federal government agencies to embrace electronic records fully. However, if agencies only focus on document digitization, they miss an opportunity to modernize their enterprise management approach. NARA suggests that records management is best accomplished when creating and maintaining digital objects occurs naturally in the course of agency business. ActiveNav recommends following a comprehensive model that addresses digitization, data identification, categorization, migration, and long-term governance.



Electronic records must be managed in place in a digital world, and records policies must be automated and managed by subject matter experts. ActiveNav’s software ensures that all electronic records are retained and managed with the appropriate metadata. Out-of-the-box rules allow agencies to meet M-19-21 compliance using thematic analysis. Data can be categorized, migrated, quarantined, and defensibly deleted according to agency policies for managing various electronic records. Agencies can also quickly identify all unscheduled records that pertain to the specified policy-based business function

ACTIVENAV’S EXPERTISE AND CAPABILITIES ENABLES:

- **Records Management and M-19-21 Compliance**
- **Risk Reduction**
- **Efficiency Gains**





Real-Life Strategies: A Case Study

A large government agency with terabytes of records was migrating to a new RIM solution. Many records were paper scanned to PDF, while other records were created and managed digitally. Records were stored in multiple file shares and SharePoint libraries. The agency needed to identify what should be migrated vs what could be dispositioned.

The Solution

The agency worked with ActiveNav to pilot a solution to scan files in specific locations and run reports to identify ROT (redundant, obsolete, trivial) files, sensitive information, and exact file duplicates.

RESULTS:

- The total file size of records was cleaned up by 50%
- Approximately 50% of the files being stored were identified as exact duplicates or trivial files
- The volume of records to be migrated to the new RIM solution was reduced by 50%

Conclusion

As agencies continue their migration to a fully digital records environment, the need for a holistic strategy for M-19-21 remains critical. Agencies need expertise and support to solve key challenges, meet mission goals, and develop feasible plans to achieve records management compliance.

Federal agencies can leverage data as a strategic asset and create value for citizens. Many agencies have started on their M-19-21 journeys. However, with deadlines quickly approaching, now is the time to develop a plan and move forward with a solution to prepare for the future.

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ABOUT ACTIVENAV:

ActiveNav helps federal agencies of all sizes discover, categorize, and govern their data. ActiveNav is headquartered in the DC metro area and has offices in Europe and Australia. For more information, please visit ActiveNav.com or follow the company on [Twitter](#) and [LinkedIn](#).





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