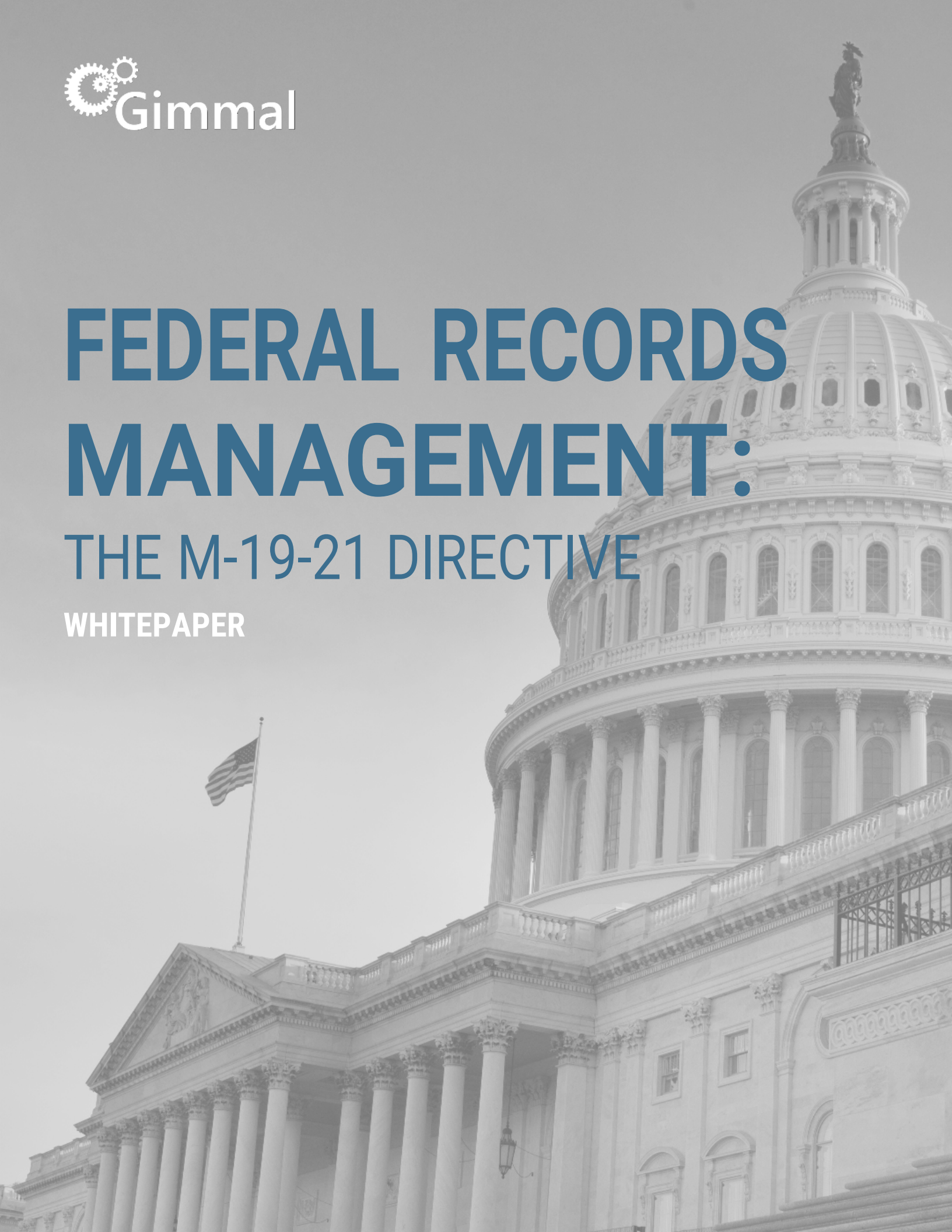# FEDERAL RECORDS MANAGEMENT:

THE M-19-21 DIRECTIVE

WHITEPAPER

The M-19-21 Directive

In 2012, the Office of Management and Budget (OMB), and the National Archives Records Administration (NARA) issued what we know as M-12-18 to be the initial records management directive to steer federal agencies towards electronic record keeping. The primary focus of M-12-18 was to mandate permanent electronic record keeping for electronic record formats such as Microsoft Word documents and PDFs while also encouraging agencies to consider benefits of completely digitizing hard copy formats such as microfilm.

Shortly after, the M-19-21 directive (Transition to Electronic Records), was releases. This new directive includes initiatives established with M-12-18 and expands the requirements agencies must comply with when working towards the initiative to eliminate paper records by 2022.

According to M-19-21, federal agencies are expected to manage permanent records in an electronic format and with appropriate metadata by the deadline of 2022. Federal agencies will need to maintain robust records management programs that comply with the Federal Records Act.

The requirements within themselves can be overwhelming when thinking about the full scope of records needed to be transferred to electronic and then placed under the appropriate retention strategy with appropriate metadata. An additional challenge for many agencies is finding the necessary funding needed to achieve these goals.

The National Archives and Records Administration (NARA) released the Universal Electronic Records Management Requirements to help identify high-level business needs for managing electronic records at federal agencies and to assist with evaluating vendor software to meet these requirements.

Meeting Records Storage Requirements

To meet the minimum storage requirements, agencies will need to review and assess their record management processes to ensure records are stored electronically.

Storage requirements include managing permanent records in an electronic format with metadata and managing temporary records in an electronic format and store them in a commercial record storage facility.

The NARA Universal Electronic Records Management (ERM) Requirements provide additional details and uses cases for storage requirements for assessing and evaluating record storage requirements.
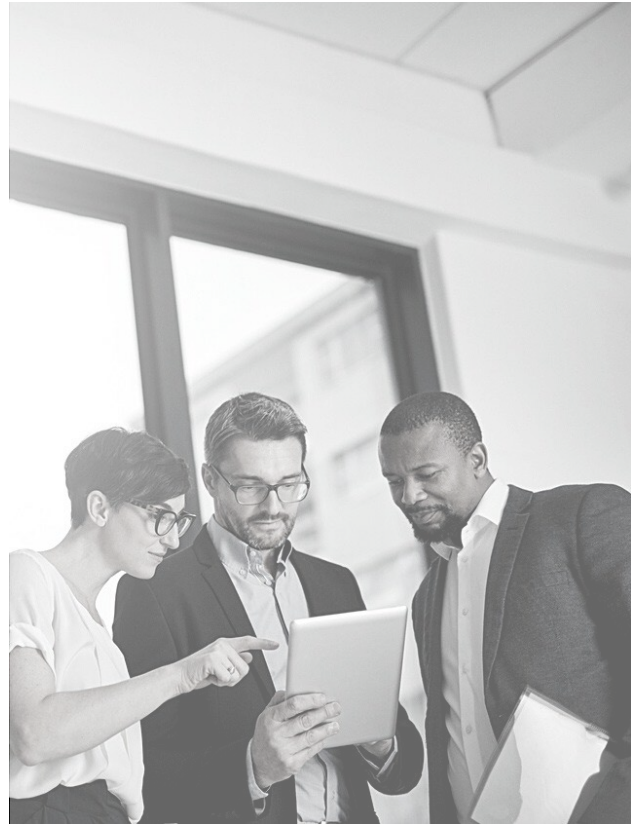
Meeting Records Management Requirements

Agencies must review file plans and evaluate record repositories to ensure they meet minimum requirements set forth by Federal Directives. Federal agencies will maintain robust records management programs that comply with the Federal Records Act and its regulations.

Additionally, agencies must have compliance in their records disposition, permanent/temporary records, review, and physical records process.

Another resource to assist with identifying additional requirements is NARA's Universal Electronic Records Management (ERM) Requirements.

A Cost-Effective Solution

Federated or "in-place" records management is a strategy that has been adopted by many agencies already. This strategy involves using advanced records management features in the repositories that records already reside in to ensure compliance with record lifecycle requirements. With this approach, agencies can leverage current investments in repositories to meet directives like the M-19-21 Directive. A true federated records management solution provides records managers with the robust capabilities to monitor, classify, manage and dispose of records regardless of their stored repository.

Records managers should also have the ability to lock down records (immutable) so files cannot be deleted or modified. This is very beneficial and cost-effective for planning a framework where you are effectively storing and managing records.

Gimmal's federated records management approach is uniquely positioned to reduce agencies costs by leveraging your investment in Microsoft SharePoint, File Shares, and other repositories to provide a comprehensive enterprise records management system while maintaining the current end-user environment.

Additionally, Gimmal Records is certified against NARA's Universal Electronic Records Management requirements to ensure compliance to Federal records standards.

Ensure your agency is achieving total M-19-21 compliance and meets the federal directive by the deadline date with rapid implementation of Gimmal's in-place records management solution.

A Federated Records Management Approach

Cost Effective
Use current electronic repositories and existing infrastructure to manage records

End-User Adoption
No training; allow end-users to utilize current storage repositories where they do business

Record Managers
Manage existing repositories with an enterprise records management solution

Efficiency/Automation
Automate records classification, approval notifications and lifecycle management

Meet Federal Directives
Achieve total compliance with the federal M-12-18 and M-19-21 directives

Comply with Regulation Requirements
Meet the compliance need of NARA Universal ERM Requirements

Gimmal

Contact Us:

Schedule a customized live demonstration today.

📞 +1 877 944 6625

✉ info@gimmal.com

🌐 www.gimmal.com