

NARA deadlines: December 2019 & 2022

Deadlines for preserving permanent federal records - what you need to know

The Administration's [Memorandum on Transition to Electronic Records](#) (M-19-21), jointly issued in June 2019 by the Office of Management and Budget and the Archivist of the United States, represents Executive-branch wide policy "driving transformational change to modernize Government, including moving to electronic government, through multiple complementary channels."

The memorandum encourages agencies "to consider cost-effective opportunities to transition related business processes to an electronic environment and sets specific target deadlines that all Federal agencies must meet "in order to begin the transition to a fully electronic government."

OMB M-19-21 requires that agencies take the following actions for born-digital and digitized permanent records managed in electronic format:



12/31/2019

Manage all permanent electronic records appraised as permanent in an electronic format for eventual transfer and accessioning by NARA in an electronic format.



12/31/2022

Manage all permanent records – born-digital and digitized - in an electronic format and with appropriate metadata.



12/31/2022

Manage all temporary inactive records in an electronic format or store them in commercial records storage facilities.

Your agency's successful implementation of permanent electronic records management and transfer capabilities by the target deadlines requires action now, including:

- 1** Determine where agency records appraised as permanent records are captured and maintained
- 2** Review agency policies and strategies for long-term electronic records retention, migration, and metadata management
- 3** Assess capabilities of records management systems and platforms to maintain the integrity and usability of electronic records for the required agency (or active/inactive) retention and prepare records for transfer to NARA

How Preservica can help your agency comply with OMB M-19-21

"...many government bodies and industries must retain data for an individual's life span, perhaps 100-plus years, or indeed forever as might be the case for historical records. These time frames require a different and more systematic approach to preserve both the accessibility and the value of these records"



Preservica's standards-based active preservation software combines all the critical capabilities of successful long-term digital preservation into a single integrated platform. Trusted by 16 national and pan-national archives and libraries as well as 23 State Archives, Preservica helps to protect a vast array of permanent government records with:



Active file format migration and preservation, which gives your agency the ability to convert permanent federal records into usable formats



Metadata management, editing and enrichment over time



Scheduled content acquisition through APIs, including integration with email and records management systems



Advanced full-text search that allows your agency to respond quickly and accurately to public records requests



Policy-driven classification, access and retention

Preservica has been certified for the highest levels of security, reliability and performance for government workloads with our cloud technology partners AWS and Microsoft Azure.

