June 28, 2019

M-19-21

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Russell T. Vought
Acting Director
Office of Management and Budget

DavidS.Ferriero
Archivist of the United States
National Archives and Records Administration

SUBJECT: Transition to Electronic Records

his Administration is driving transformational change to modernize Government, including oving to electronic government, through multiple complementary channels. In March 2018, the resident's Management Agenda (PMA) established an overarching vision to improve mission elivery, customer service, and accountable stewardship on behalf of the American public. The MA established 14 Cross-Agency Priority (CAP) Goals and recognized that powerful ransformation would occur at the intersection of multiple goals, citing the move to an lectronic--or "paperless"-government as a primary example that touches multiple goals.

n addition, in June 2018, the Administration's Delivering Government Solutions in the 21st Century: Reform Plan and Reorganization Recommendations included a proposal to transition ederal agencies' business processes and recordkeeping to a fully electronic environment, and nd the National Archives and Records Administration's (NARA) acceptance of paper records y December 31, 2022. This memorandum specifically describes the steps the Government will ake to meet the NARA goal.

he Federal Government spends hundreds of millions of taxpayer dollars and thousands of hours nnually to create, use, and store Federal records in analog (paper and other non-electronic) ormats. Maintaining large volumes of analog records requires dedicated resources, management ttention, and security investments that should be applied to more effectively managing lectronic records. The processes that create analog records increase burden on citizens by equiring them to conduct business with the Government in person or by mail, rather than online, nd trap valuable Federal data in paper records where it can expense. r

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

T
a

f
a
e
r
a

g

I

F
e

b
t

T
m
P
d
P
t
e

Agencies are encouraged to consider cost-effective opportunities to transition related business processes to an electronic environment in support ofthe PMA and Reform Plan. This memorandum specifically focuses on records management, and directs Federal agencies to transition recordkeeping to a fully electronic environment that complies with all records management laws and regulations.

This memorandum directs all Federal agencies to:

1. Ensure that all Federal records are created, retained, and managed in electronic formats, with appropriate metadata; and

2. Consistent with records management laws and regulations, develop plans to close agency-operated storage facilities for paper and other, analog records, and transfer those
records to Federal Records Centers operated by NARA or commercial storage facilities.

Additionally, this memorandum consolidates requirements from prior 0MB records management guidance to ensure consistent, government-wide policy and practices. This consolidation also addresses the burden reduction requirements in 0MB Memorandum M-17-26, Reducing Burden for Federal Agencies byments requireme 0.028he to recor

By December 31, 2022, all permanent records in Federal agencies will be managed electronically to the fullest extent possible for eventual

Section II: Implementation Guidance for NARA and OPM

NARA and OPM will take steps to assist all agencies in transitioning to fully electronic records management.

2.1 By 2020, NARA will revise records management regulations and guidance to
support Federal agencies' transition to fully electronic recordkeeping.

By September 30, 2020, NARA will issue updated regulations and guidance to provide clear standards for fully electronic recordkeeping, including electronic records storage, formats, and metadata, as well as transfer guidance. NARA will provide modernized processes to efficiently schedule, transfer, and accession permanent, electronic records through fully electronic processes.

NARA will issue updated regulations and clear policies that permit agencies to digitize records created in analog formats and, where appropriate, dispose of analog originals.

In addition, NARA will establish a process to issue exceptions to the provisions of this memorandum where replacing analog records with electronic systems would be burdensome to the public, the cost would exceed the benefit, or otherwise should not be replaced for some other reason, including statutory, regulatory, or policy barriers.

2.3 By 2020, OPM will revise position classification standards for archival and records
management occupational series to incorporate electronic records management responsibilities and functions.

By December 31, 2020, OPM will issue updated position classification standards for the archivist, archives technician, and records and information management job series to include electronic records tasks, assignments, and responsibilities.

2.4 By 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.

After December 31, 2022, NARA will no longer accept new transfers of permanent or temporary analog records to the fullest extent possible. NARA will continue to store and service all analog records transferred to a Federal Records Center by that date until their scheduled disposition date. Once those records reach their disposition date, NARA will accept the permanent records into the National Archives in their original (analog) format and will appropriately dispose of the temporary records.

Beginning January 1, 2023, all other legal transfers of permanent records must be in electronic format, to the fullest extent possible, regardless of whether the records were originally created in electronic formats. After that date, agencies will be required to digitize permanent records in analog formats before transfer to NARA. Digitization and transfer must be made in accordance with NARA regulations and transfer guidance, including metadata requirements.

4