

# NATIONAL ARCHIVES AND RECORDS

## ADMINISTRATION (NARA)

### Statement of Regulatory Priorities

The National Archives and Records Administration (NARA) issues regulations for other federal agencies. These regulations include records management, information services, and information security. For example, records management regulations directed to federal agencies concern the proper management and disposition of federal records. Through the Information Security Oversight Office (ISOO), NARA also issues Government-wide regulations concerning information security classification, controlled unclassified information (CUI), and declassification programs; through the Office of Government Information Services, NARA issues Government-wide regulations concerning the Freedom of Information Act (FOIA) dispute resolution services and FOIA ombudsman functions; and through the Office of the Federal Register, NARA issues regulations concerning publishing federal documents in the **Federal Register**, *Code of Federal Regulations*, and other publications.

NARA regulations directed to the public primarily address access to and use of our historically valuable holdings, including archives, donated historical materials, Nixon Presidential materials, and other Presidential records. NARA also issues regulations relating to the National Historical Publications and Records Commission (NHPRC) grant programs.

## **New Digitization Standards for Permanent Still Image Film Records**

The next step for digitization standards in NARA's Regulations will include technical standards for digitizing various permanent still image film records, such as transparencies, negatives, radiographic, microfiche, and microfilm. These standards will be added to subpart E of 36 CFR part 1236.

## **Proposed Changes to Rescheduling Requirements**

In the second quarter of FY 2025, NARA will issue a draft rule with changes to 36 CFR 1225 regarding requirements for agencies to reschedule their records. The changes explain when Federal records must be scheduled, when agencies must reschedule their records, when agencies can apply previously approved records schedules to digital records, how to reschedule records, and how to manage General Records Schedule deviations.

## **Improving Regulations for Electronic Message Preservation**

On January 1, 2021, the Federal Records Act was amended. The updated law now requires the Archivist of the United States to create regulations for federal agencies on preserving electronic messages that are considered records. In response, we are proposing changes to our regulations by revising § 1236.22, which covers the additional requirements for managing electronic mail records. The aim is to clearly outline the records management requirements for electronic messages and systems.

## **Comprehensive Records Management Regulations Revision – Enhancing Oversight**

### **Requirements for Records Management**

We also propose to amend 36 CFR part 1239. We are removing Subpart B—Program Assistance, as it is out-of-date and informational, and provides no agency requirements. We propose updating the remaining subparts to provide clarity and specificity to our agency oversight requirements. We propose to move unauthorized disposition requirements from 36 CFR part 1230 to 36 CFR part 1239 and strengthen them.

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