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Title: Managing Elephants: How the National Archive and Records Administration Has Approached Scheduling and Appraisal of Electronic Records

Abstract:
Electronic records are the elephant in the room. We all see it. We all know that it is there. It's big. And while we know some ways to deal with it, it's still a problem. In the case of the National Archives and Records Administration (NARA), it's more like managing a herd of elephants as we have nearly 300 agencies of various sizes and complexities, each with their own electronic records issues. This presentation will discuss three approaches NARA has taken to manage these electronic records "elephants": media neutrality, flexible scheduling (also known as "big buckets"), and the Capstone approach to managing electronic messages. Each policy has been a critical building block in NARA's solutions for scheduling and appraising electronic records. The presentation will conclude with some thoughts on the future of scheduling and appraisal at NARA in light of the recent strategic decision to move to taking in only digital records after 2023.

Revised for length
Electronic records are the elephant in the room: large, obvious, and a problem. The United States' National Archives and Records Administration (NARA) manages the electronic records of nearly 300 agencies of various sizes and complexities, each with their own issues. NARA has developed approaches to many electronic records "elephants", including media neutrality, flexible scheduling/the "big bucket" approach, and the electronic messaging capstones. Each policy is a critical building block in NARA's solutions for scheduling and appraising electronic records. The future of these fields must now take into account the agency's recent strategic decision to acquire only digital records after 2023.

Biography:
Andrea Riley has been with the National Archives and Records Administration for over 17 years. She started as an electronic records archivist and later moved to what is now the Office of the Chief Records Officer as a senior records appraiser. She currently is supervisor of the Operations Research and Support Team, which oversees efforts towards modernizing scheduling and appraisal, the General Records Schedules, the Records Control Schedule Repository, and facilitating implementation of ERA 2.0. She is a Certified Public Manager and has a MLIS from the University of Arizona, an MA in Public History from Arizona State University, and a BA in History and Great Plains Studies from the University of Nebraska-Lincoln.