Headquarters U.S. Air Force

Integrity - Service - Excellence

Records Management (RM) Overview

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Agenda

- Why Do We Care?
- Where Are We Now?
- How Did We Get Here?
- Challenges
- Here Is What We Are Doing
- End State for United States Air Force (USAF) Records Management
- Expectations to the Field
- Questions

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Why Do We Care?

- It's a Force Multiplier
- Ensures continuity of operations
- Provides basis for policies, plans, operations, and personnel
- Protects legal and financial rights of USAF, members, and public
- Ensures availability of information for re-use
- Enables accounting of USAF's activities to the general public

Failure could lead to safety incident by not properly documenting procedures, mission could be delayed due to lack of information

Ultimately, poor records management can lead to mission degradation!

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Where Are We Now?

- **Electronic era using paper-centric processes**
- **Commanders are taking risk on RM**
- **Lack of trained RM personnel**
- **Decentralized records storage**

What is a Federal Record?
Recorded information used in the business of the United States Government

*Paper documents and --- Unstructured data files like Office documents, PDF, Emails (including personal accounts) * Data in IT systems * Social media postings * Text messages * Voicemails * Data in the cloud*

- **Heavily manual, non-repeatable processes**

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How Did We Get Here?

- Additional duties reduced
  - RM duties eliminated: Functional Area Records Manager (FARM) and Records Custodian (RC)
- Ancillary and computer-based training reduced
- Published updated RM guidance (AFI 33-322, AFI 33-364, and AFMAN 33-363)
  - Commanders now responsible for local RM
- CYSS shared sample plans and way ahead to MAJCOM/A6s and Comm Sq CCs
- SAF/CIO A6 re-enforced the requirement for USAF RM program, including completion of local RM plans
- Phase II of ancillary and computer-based training reductions
  - Innovative training

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Challenges

- Incorrect interpretation of additional duty reductions
  - "RM program was eliminated" perception
- RM removed as by-law inspection program
- Incorrect interpretation of training reduction
- Putting the AF at risk on RM
  - Not all RM plans completed/approved
  - Not having the resources or knowledge to conduct RM (e.g., reduced number of people)
- Paper records in non-compliant storage facilities
- Manual processes (e.g., records searches, filing records)

USAF is at an unacceptable risk tolerance level

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Here Is What We Are Doing

- **Conducted Bucket Workshops**
- **Initiated AFI consolidation**
- **Analyzing records storage facility reduction**
- **Developing innovative training**
- **Journaling email (GO/SES)**

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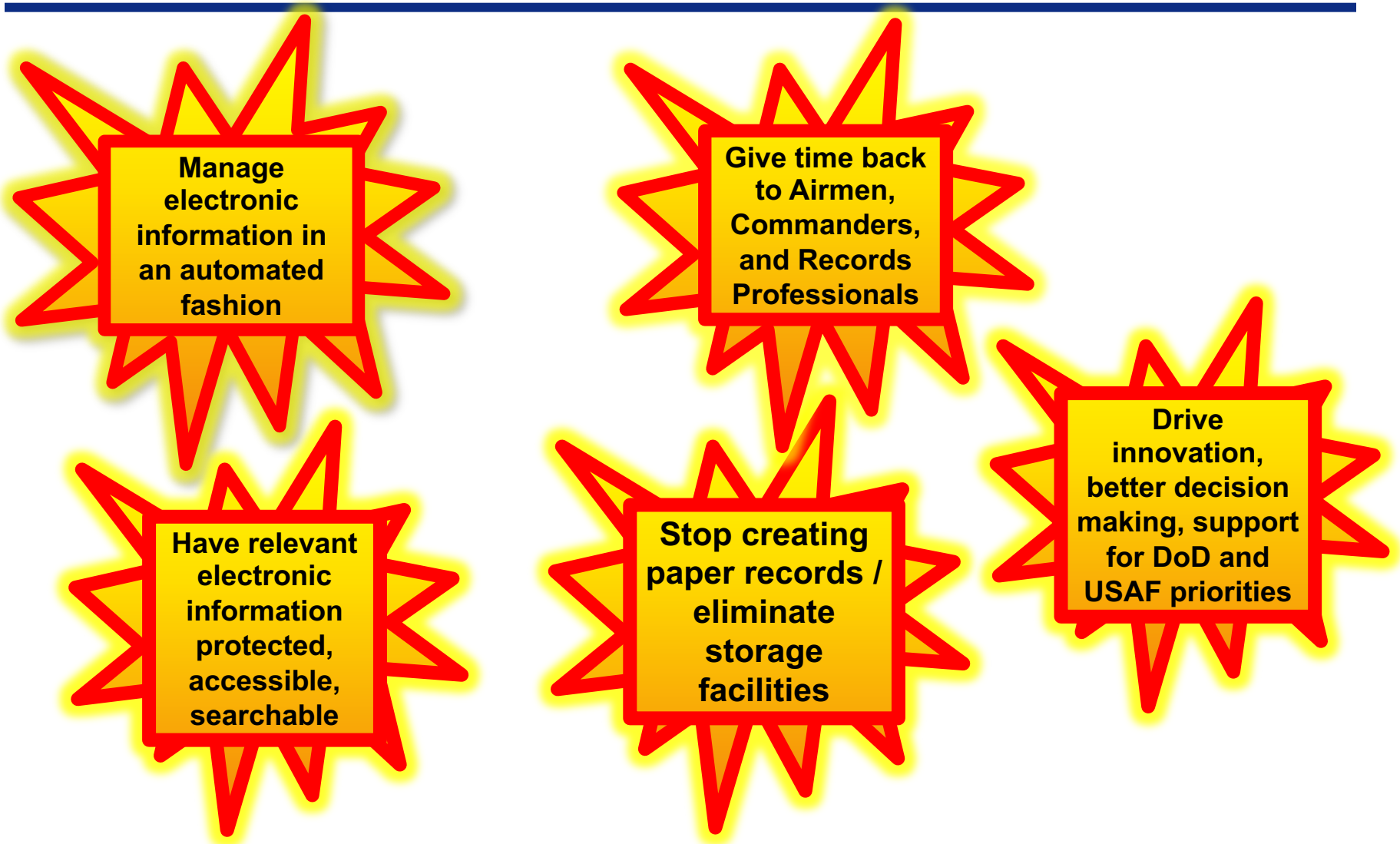
End State for USAF RM



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Expectations to the Field

- Know your RM roles and responsibilities
- Execute local RM plan
- Manage your records

Records Management is everyone's responsibility!

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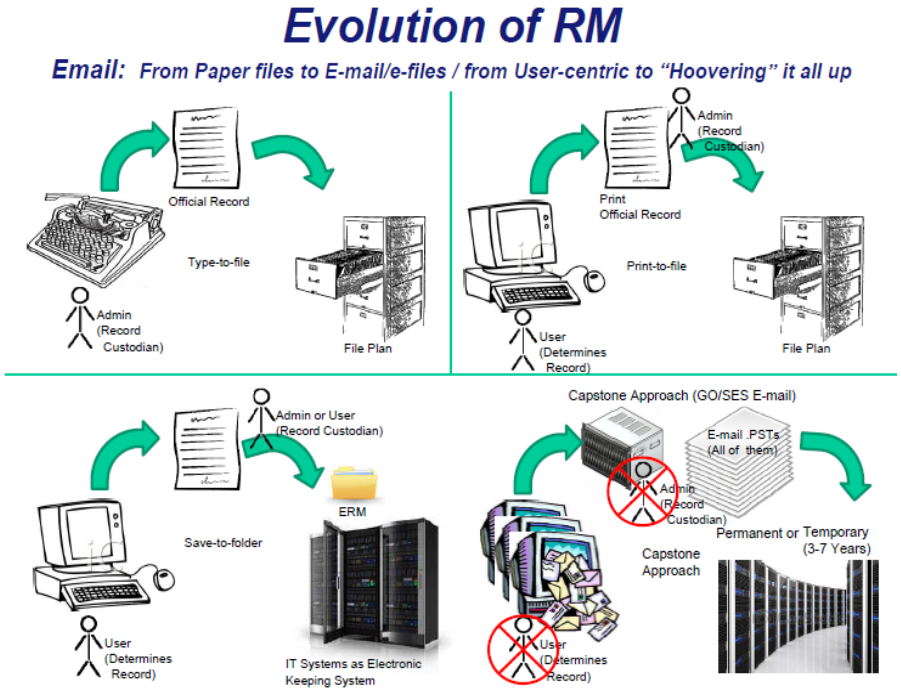
Questions

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