



National Science Foundation
OFFICE OF INFORMATION & RESOURCE MANAGEMENT

Document Management and Digitization Project

Division of Administrative Services (DAS)

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Records Management at NSF

- Federal records: Documentation made or received by NSF in connection with the transaction of public business
- Must be preserved (permanent) or disposed of depending on type of record
- Captures organization, functions, policies, decisions, procedures, operations of the Agency or has valuable data
- All non-grant records are currently maintained, filed and stored/disposed of in paper format
- Recently expanded storage space for records awaiting disposition
- Increased storage *not* a viable option for the future



Digitization Pilot Objective

- The pilot program seeks to address the issue of limited filing space at the Alexandria HQ location (2017 move)
 - NSF does not currently have a solution for electronic document or records management for non-grant records
 - Large volume of temporary/working records in paper format
- Need to identify leading edge electronic document management solution to reduce paper working files
- Need to convert remaining non-grant permanent records to electronic format



Pilot Background

- Earlier in 2015, DAS and National Science Foundation Relocation Office (NRO) collaborated on the Document Management and Digitization Project to address non-grant records.
- A Task Order (TO) for the Pilot was issued against the NRO Indefinite Delivery Indefinite Quantity contract in Oct 2015.
- The objectives of the TO are to analyze, recommend and conduct a digitization pilot of three areas within NSF (GEO/PLR, BFA and IRM/DAS).



Pilot Background Cont.

- The vendor is to come back with a recommendation for an electronic system that will best meet the agency's needs.
- The pilot is still underway, however we have learned some valuable information thus far that will help us move to the next steps.



Why is this Pilot Important Now?

There are two primary drivers:

1. External – Compliance with Presidential Memorandum M-12-18 to “reform records management policies and practices and to develop a 21st-century framework for the management of government records” by December 31, 2019, and;
2. Internal – Agency relocation to Alexandria Q4 CY2017 – The space allocation in the future headquarters are not equivalent to the current footprint, therefore reduction is required.

In short, we are running out of space and time for paper records.



What Have We Learned So Far?

The Pilot addresses “permanent records” stored in central filing areas. The assumptions were based on the 2012 File Analysis conducted by the NRO. Initial Pilot results show:

- Approximately 10% of the records on hand are permanent records, i.e. material that must be transferred to NARA for retention;
- About 70 – 75% of the remaining material is temporary, i.e. has a disposition schedule or can be destroyed after a specific period; and
- The remaining 15 – 20% represent working files.



How can the BOAC assist?

In anticipation of the move, the agency as a whole must reduce the number of temporary records on hand in central filing areas as they will not fit into the new space configurations.

- Have your organizations identified or implemented industry standards for electronic document management systems?
- What guidance do you have for NSF to effectively manage, improve, and implement the transition from paper to electronic formats?
- Do you have best practices from private industry that could be shared to aid NSF through this transition?