#### National Archives and Records Administration

Assignment:

Records Management Program Strategic Planning

# Instructions

Use the following questions to begin thinking about your own agency records management strategic plan.

When you have completed this worksheet, submit it to your course instructors for feedback.

# Step 1: Conduct Research

Gather information that will help you decide what direction to take.

## Step 1.1: Meet with leaders and stakeholders

Imagine that you are about to schedule a meeting with your Senior Agency Official for Records Management (SAORM) and other senior leaders and stakeholders.

Who should help guide the development of your new records management program strategic plan? List at least three major stakeholders:

1. Senior Agency Official for Records Management

2.

3.

4.

## Step 1.2: Read your agency’s strategic plan

Find your agency’s most recent strategic plan.

1. Where did you find your agency’s strategic plan? If the plan is on your agency’s website, provide a link to the plan here:
2. List at least three key areas of emphasis, areas of concern, and/or changes that could affect your records management program and your agency’s records in the next 3-5 years:

## Step 1.3: Read NARA’s strategic plan and guidance

* You’ll find the latest NARA Strategic Plan at <https://www.archives.gov/about/plans-reports/strategic-plan>
* For the latest Federal records management bulletins, visit <https://www.archives.gov/records-mgmt/bulletins>
* You’ll find Memos to Agency Records Officers at <https://www.archives.gov/records-mgmt/bulletins>

Briefly review NARA’s strategic plan, bulletins, and memos. List at least three NARA trends, initiatives, or issues you think will have an impact on your agency records management program in the next few years:

## Step 1.4: Check the Regulations

Review the latest records management regulations at <https://www.archives.gov/records-mgmt/policy>

What, if any, recent changes will have an impact on your agency’s recordkeeping and records management program? What key areas of law and regulations are of greatest concern for your program for the next 3-5 years? Briefly describe your thoughts:

## Step 1.5: Review the RMSA, maturity models, and evaluations

Take a look at your agency’s most recent responses to NARA’s annual Records Management Self-Assessment (RMSA). You may also want to review where your agency falls on a records management maturity model and review your most recent internal audits or evaluations.

You’ll find a sample records management maturity model template and scoring spreadsheet on NARA’s [records management, regulations, policy, and guidance](https://www.archives.gov/records-mgmt/policy) page.

Name at least three key takeaways from your review of the RMSA and other resources. Identify major areas of emphasis and concern that should appear in your new strategic plan:

## Step 1.6: See where the field is headed

Take a quick look at the latest news from the records management profession.

You might review websites and news feeds from:

* ARMA International – [www.arma.org](http://www.arma.org)
* AIIM – [www.aiim.org](http://www.aiim.org)
* Society of American Archivists – [www.archivists.org](http://www.archivists.org)
* NAGARA – www.nagara.org

Identify and describe at least one theme, topic, development, or change in the world of records management that is likely to affect your agency records management program and agency records in the next 3-5 years:

## Step 1.7: Get Organized

What major topic areas will you need to address in your new strategic plan? List at least three:

With whom should you share the background information you have compiled? List at least two people or roles:

## SWOT Analysis

What are the strengths of your agency records management program? What opportunities do you have? Take a moment to brainstorm at least two items in each of the four categories:

Strengths

Weaknesses

Opportunities

Threats

# Step 2: Develop Goals and Objectives

Now, you’ll begin to develop goals and objectives for your plan.

## 2.1 Develop high-level goals

Consider what you know about your program and the research you’ve done so far.

Develop at least 3-4 high-level goals that can be realistically achieved in the time frame of your strategic plan:

## 2.2 Develop objectives for each goal

Now, what are some specific projects or tasks your program will need to tackle in order to reach each goal?

Draft 3-4 objectives for each goal you identified in step 2.2 and list them here:

## 2.3 Sequence the goals and objectives

Draft a very simple, high-level timeline for the goals and objectives you identified in steps 2.1 and 2.2. List the key steps here:

# Step 3: Write a Draft Plan

## Format

If your agency has a format and structure used for strategic plans, write your plan using that structure. Does your agency have such a format? If you don’t know, with whom could you speak or where could you look to find out?

## Typical strategic plan sections

Complete this section if your agency does not have a preferred format and structure for a strategic plan.

If your agency does not have a standard format for strategic plans, you can begin drafting your own format. Include at least two main sections:

Introduction – Explain the purpose of the plan and provide an overview of the plan structure.

Goals and objectives – Describe each goal and explain the objectives included in each goal.

What other sections or topics would you include in your plan?

# Step 4: Revise and Publish the Plan

## 4.1 Share the draft

With whom should you share your draft plan? List at least 2-3 people, offices, or groups who should review the draft plan:

## 4.2-4.3 Revise the plan, submit the plan for approval

You’ll revise your draft based on the feedback you receive in step 4.1. Then, you’ll submit your plan for approval. To whom will you submit your plan for approval? Briefly describe that person or group and his/her/their role here:

## 4.4 Publish the finalized plan

Briefly describe how you will publish your finalized plan. With whom will you share the plan? Will you post it on an agency intranet or website? How will you communicate the new plan to your stakeholders?

## Wrap-up

How could a new or updated strategic plan help your records program? Reflect on our own goals for your records management program and respond briefly here: