

# Practice Step 1: Review Dana's Notes

## Current State

The Bureau has successfully implemented an electronic case management system that staff are now using to store, manage, and share investigation records. Individual departments and teams have transferred electronic files for current cases to the new system and are digitizing paper files for active cases. The conversion of active, current case files is on track.

The Bureau plans to move to offices in a new location in 4-5 years. The new space will not include storage rooms for analog records, and staff will have limited space to store paper files in their new, streamlined office space.

There is a significant backlog of paper files – about 5% are landmark cases (permanent), with 95% subject to a temporary 10-year retention. Have files been closed and cut off appropriately? Can some be transferred to NARA before the move? Which files can and should be scanned? What should we send to storage? Can any files be destroyed?

Active electronic case file documents are being moved into the new electronic case management system, but the investigators' main shared drive, the X: drive, is alarmingly full and needs to be replaced. CIO Wanda Johnson has announced a new project to clean up and move agency file storage away from shared drives and into secure cloud storage prior to the agency's physical move. Ms. Johnson has issued a challenge to the records management and IT teams, saying, "Garbage in, garbage out, team! Let's not move or transfer any expired, unneeded files."