VISION, GOALS, OBJECTIVES

VISION
The Records Management Program will create an electronic system using a NARA approved Records Disposition for HHS historical data for the timely retention of records. HHS will facilitate the quality, coordination, effectiveness, and efficiency of the operations of a Department-wide electronic Records Management System.

GOALS

- Eliminate the burden of redundant or disparate electronic and paper-based records retention efforts.
- Define and implement simplified standard processes and standard data definitions for HHS federal records management.
- Protect the confidentiality and integrity of HHS records while providing appropriate access and availability of those records.
- Standardize and improve the efficiency of the collection of HHS records, reduce the financial burden storage of records has on IT resources across the department.

OBJECTIVES

Meet 2009 NARA scheduling of electronic records requirement

1st Qtr (Oct08 – Dec08) – Current Records Management Business Process Architecture
2nd Qtr (Jan09 – March09) – Gap Analysis
3rd Qtr (April09 – June09) – Target Records Management Business Process Architecture
4th Qtr (July 2009 – September 2009) – Transition Plan