



Information Management Group

RECORDS DIGITIZATION INITIATIVE

ACHIEVE COMPLIANCE WITH NARA M-19-21

ABOUT THE INITIATIVE BY INFORMATION MANAGEMENT GROUP

The objectives of this initiative are to reduce space needed for physical storage, make critical information easily accessible to authorized users regardless of geography, and to comply with the Presidential Directive on Electronic Records M-19-21 which states in part:

"...Federal agencies will manage all permanent records in an electronic format and with appropriate metadata... By 2022, NARA (National Archives and Records Administration) will no longer accept transfers of permanent or temporary records in analog formats and will accept records only in electronic format and with appropriate metadata."

The Bureau of Reclamation, Information Management Group supports this initiative by digitizing existing records for migration into the Department's eMail Enterprise Records and Document Management System (eERDMS).

DOMA TECHNOLOGIES OUR NARA COMPLIANT PROVIDER

DOMA Technologies is the Bureau of Reclamation's *only* NARA compliant digitization contractor.

DOMA has **20 years of experience** working with federal agencies offering digitization services, cloud solutions, information management and records management software.

To date DOMA has digitized over 105 million records while upholding the highest standards of information security, compliance, and customer service.



GET STARTED

1. CONTACT JESSE CARO OR LEARN MORE ONLINE

If you would like guidance on how to initiate a call order for digitization reach out to Jesse at: **303.445.3346**

To learn more about the digitization process or watch our informative webinar visit: **DOMAonline.com/DOI**



2. IDENTIFY RECORDS FOR DIGITIZATION

DOMA Technologies can digitize a wide variety of record types into a text-searchable PDF or other NARA approved file format with metadata. This includes photographs, drawings, maps, books, transparencies, slides, microfilm, microfiche, aperture cards, CD/DVD, and Video Assets such as VHS and BETA.



3. ORGANIZE + PREPARE RECORDS FOR TRANSPORT

We index by the name on the folder tab meaning all of the pages in that folder will be converted into a single multi-page document. In cases where paper is loose in the box DOMA will group the pages into multiple 500 page documents. CD, DVD, and VHS assets are named by their respective titles.



4. PACK INTO BOXES FOR STORAGE UNTIL PICKUP

The Information Management Group will arrange next steps, making this process straightforward and easy. You can receive your records on a secure flash drive or have them directly uploaded to the eERDMS system for quick access.

CONTACT US TO GET STARTED TODAY

jcaro@usbr.gov

303-445-3346

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DOMA TECHNOLOGIES



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