

Office of Information Affairs

Paper-Based Processes Quick Guide

The joint Office of Management and Budget (OMB) and National Archives and Records Administration (NARA) Memorandum, M-23-07, "Update to the Transition to Electronic Records," outlines Federal Agency requirements for electronic recordkeeping. Per the mandate, Federal business, records and information must be managed electronically, with appropriate metadata, in accordance with NARA approved disposition authorities by June 30, 2024.

As of July 1, 2024, NARA no longer accepts physical, analog records at any of its facilities. Memorandum M-23-07 charges the Federal government to end traditional paper records management and business processes and fully commit to a digital world.

NARA's mandate has large implications for USDA, and many Federal Agencies with rural customers. USDA Records Management will work with Programs and Offices towards compliance with the NARA mandate.

Please see below, guiding principles when working with paper-based processes.

- ✓ Take care of your USDA customers – continue the valuable services we provide to the American people.
- ✓ Contact your Agency Records Officer (ARO) to ensure that Records Management (RM) is aware of your paper-based processes, can speak with your leadership, and help the stakeholder team construct a plan to transition towards digital processes, where possible. If transition away from paper-based processes is not possible, ARO's will advise what information is needed to request an extension for this deadline.
- ✓ [Read Memorandum M-23-07.](#)

For any questions, contact the Departmental Records Program:

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