



RECORDS MANAGEMENT

Powered by **MKR**
METAKNOWLEDGE REPOSITORY

Best Practices

Federal Records Management and the MetaKnowledge Repository

Whatever your role in records management, the MetaKnowledge Repository (MKR) has been developed as a tool that will make your job easier, save time, and facilitate compliance with federal records management guidelines. MKR helps create, maintain, and produce consolidated electronic files plans and inventories and is fully compliant with National Archives and Records Administration (NARA) requirements. The MKR application was developed to serve as a centralized file plan and inventory for VA records metadata and is being deployed across the entire VA enterprise.

Frequently Asked Questions About Federal Records Management and the MetaKnowledge Repository

Question	Answer
<i>What is Records Management?</i>	Records Management is the planning, controlling, directing, organizing, training, promoting, and other managerial activities involved in records creation, maintenance and use, and disposition to achieve adequate and proper documentation of the policies and transactions of the Federal Government. The foundation role of any records management program is to create and maintain a file plan and inventory of federal records created, stored or received by a department.
<i>What is a Record?</i>	Material made or received by an agency of the United States (U.S.) government under Federal law or relating to the transaction of public business, and appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities, or because of information value of the data.
<i>Is use of the RM portal mandatory?</i>	Using the RM portal is not mandatory. However, having a compliant file plan and inventory is mandatory. The RM portal can help you do this.
<i>How do I get approval to add records to the portal?</i>	Click the "Register" button in the upper right-hand corner of the MKR home page. Once your registration is approved you will receive an email stating your approval and providing you add, edit, delete rights as an advanced user.

How do I get help with the RM portal?	To contact the MKR team, send an email to: MKR-Support@va.gov
What is the benefit to me and my organization of using the RM portal?	The RM portal will help you create, maintain, and produce consolidated electronic files plans and inventories in compliance with National Archives and Records Administration (NARA) requirements. RM portal provides records management professionals the ability to create, manage, navigate, search, and retrieve information about an organization's official VA records. RM portal gives users the ability to quickly generate customized file plans, has built-in dynamic RCS/GRS labeling, and a powerful, fast, and customizable search function.
Can I upload my file plan and inventory into the RM portal?	MKR has a specific temporary file plan and inventory spreadsheet that can be used as a bridge to upload pre-existing file plan and inventory data into MKR. The temporary MKR spreadsheet must be configured for your organization. If the temporary file plan and inventory spreadsheet seems like it may be a good fit for you please reach out to the MKR team so that they can prepare a spreadsheet for you.
How does the RM portal help with Records Management?	The RM portal provides one location where general record Information (in accordance with National Archives and Records Administration (NARA) guidelines) is entered.
Does the RM portal include General Record Schedules (GRS)/Record Control Schedules (RCS)?	The RM portal contains the most current version (also downloadable in PDF format) of the General Record Schedule and all VA Record Control Schedules
Can records be dispositioned within the RM portal?	Yes. The RM portal has a function that allows the user to label single or multiple records with disposition entries.
Is the RM portal NARA compliant?	Yes, it was designed in accordance with NARA, PRAD and PCA guidelines.
Does training exist for the RM Portal?	RM portal training can be found in TMS (https://www.tms.va.gov/SecureAuth35/), the VA Pulse MKR page (https://www.vapulse.net/community/records-management-metaknowledge-repository) the MKR Home page (https://vawww.va.gov/mkr/) and the Records Management Portal in navigation panel listed as How Do I....?.
Where do I find the RM portal?	https://vawww.va.gov/mkr . Click the "VA Records Management portal" button on the MKR home page.
Does the RM portal store records?	No. The RM portal only stores metadata related to the record. Each MKR record provides a location (physical or virtual) of the actual record.
Can RM portal records be searched?	RM portal includes a basic which searches every field in MKR and an advanced search function that is customizable using Boolean search criteria.

Can RM portal records be printed?	The RM portal has a report function that allows for the creation of customized reports in Microsoft Excel format.
Can existing records be pulled from external data sources?	The RM portal can import data from other data sources. Contact the MKR team for details.
What is MKR?	MKR is a key component to managing metadata within the VA. Metadata describes the contents and context of data files, which facilitates the discovery of relevant information. Metadata is also used to help organize electronic files, provide digital identification, and support archiving and preservation of the files and records.
How do I register for MKR?	Click the "Register" button in the upper right-hand corner of the MKR home page.
Is MKR use mandatory?	MKR is not mandatory. However, having a compliant file plan and inventory is mandatory.
How do I get help with MKR?	Contact the MKR Team by sending an email to: vacoimrr@va.gov
What is the benefit to me and my organization of using MKR ?	MKR is an application that facilitates users in various roles to view, add, delete, manage, and search for instances of metadata associated with knowledge artifacts, agents, and activities that collectively comprise the knowledge flows supporting the Department of Veterans Affairs (VA) business processes. The MKR provides the capability to store and search these metadata records.
Can I upload my file plan and inventory into MKR?	MKR has a specific temporary file plan and inventory spreadsheet that can be used as a bridge to upload pre-existing file plan and inventory data into MKR. The temporary MKR spreadsheet must be configured for your organization. If the temporary file plan and inventory spreadsheet seems like it may be a good fit for you please reach out to the MKR team so that they can prepare a spreadsheet for you.
How does MKR help with Records Management?	MKR includes a "Records Management portal" where general record Information is entered (in accordance with National Archives and Records Administration (NARA) guidelines). The portal can be accessed thru the MKR home page at https://vaww.va.gov/mkr . Click the "VA Records Management portal" button on the MKR home page.
What is the difference between MKR and the Records management Portal?	MKR facilitates the management of metadata for five different knowledge asset types (artifacts, activities, individual agents, organizational agents, and automated agents). The Records Management portal uses MKR functionality to manage metadata specifically related to management of VA official records.
Does MKR Training exist?	MKR training can be found in TMS (https://www.tms.va.gov/SecureAuth35/), the VA Pulse MKR page (https://www.vapulse.net/community/records-management-metaknowledge-repository) the MKR Home page (https://vaww.va.gov/mkr/) and the Records Management Portal in navigation panel listed as How Do I....?.
Where do I find MKR?	https://vaww.va.gov/mkr

<i>Does MKR store records?</i>	No. MKR only stores metadata related to the record. Each MKR record provides a URL to the actual location of the record if electronic.
<i>Can MKR records be searched?</i>	MKR includes both a basic and advanced search function that uses Boolean search criteria.
<i>Can MKR records be printed?</i>	MKR has a report function that allows for the creation of customized reports.
<i>Can existing records be pulled from external data sources?</i>	MKR can import data from other data sources. Contact MKR team for details.