



# RACE TO THE FINISH

ACCELERATE SPEED TO M-19-21 COMPLIANCE—  
REDUCE TIME AND EXPENSE WHILE OPTIMIZING  
PERFORMANCE WITH *EDGE22*



[QUALITYASSOCIATESINC.COM](http://QUALITYASSOCIATESINC.COM)



At Quality Associates Inc. (QAI), a Konica Minolta company and leading authority of records management, we know how critical it is for you to meet the fast-approaching deadlines for M-19-21 compliance. The executive branch-wide effort to transform records management policies and best practices calls for a transition to a fully electronic environment by the end of 2022. Effective January 1, 2023, the National Archives and Records Administration (NARA) will no longer accept paper records.

Between now and then, it is going to be a race to the finish for meeting these upcoming deadlines. It will take focus and careful planning to get there on time.

## KEY MILESTONES OF M-19-21 COMPLIANCE

### END OF 2019

Federal agencies must manage all permanent electronic records in electronic format.

### END OF 2022

Permanent electronic records must include all related metadata.

Federal agencies must close agency-operated storage facilities for paper and other analog records. Additionally, they must transfer this material to Federal Record Centers or NARA-compliant, commercial records storage facilities.

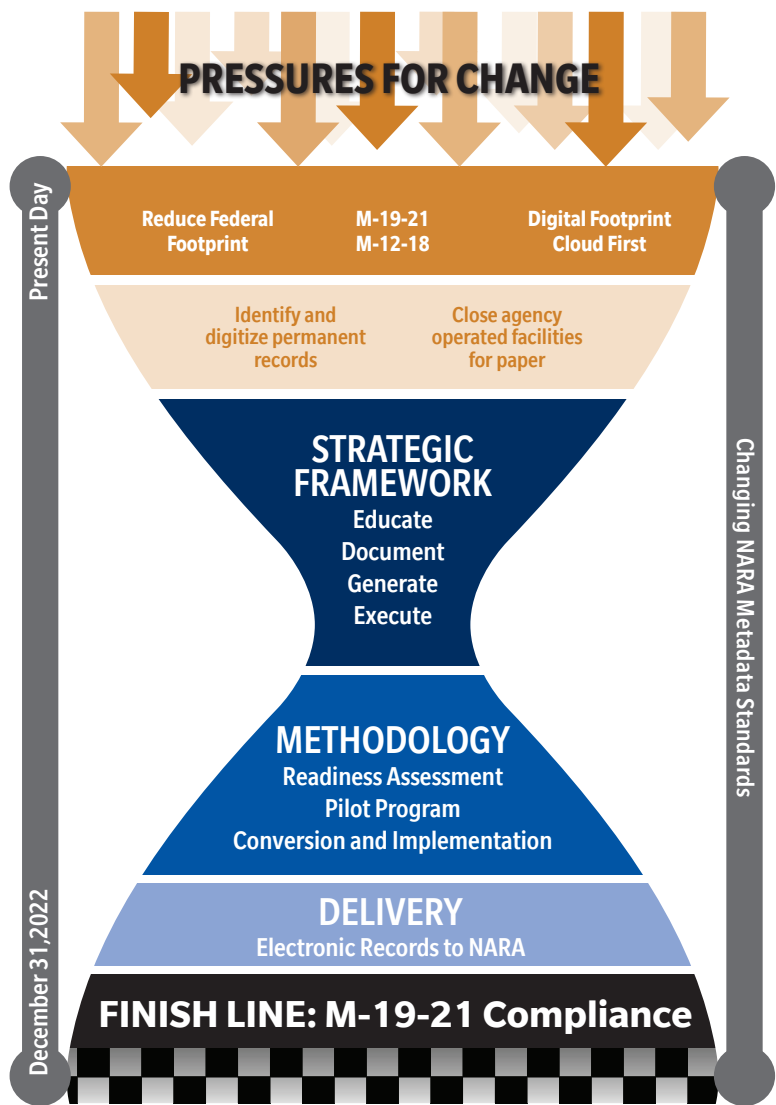
### START OF 2023

NARA will no longer accept transfers of permanent/temporary records in analog formats—accepting only electronic records with related metadata.

# ENGINEERING THE MOST COMPREHENSIVE APPROACH FOR M-19-21

EDGE22™, QAI’s customized M-19-21 readiness program, is a one-source approach that encompasses the industry’s most superior technical solutions, flawless implementation processes, unsurpassed expertise and economic value to help federal agencies accelerate speed to compliance—reducing time and expense while optimizing performance.

Leveraging our unprecedented experience in the industry and understanding of M-19-21 requirements, we incorporated two powerful features into our program. EDGE22’s four-factor strategic framework and three-phase methodology set the standard in high-performance quality—giving you a real advantage in the race against time for M-19-21 compliance.



# THREE-PHASE METHODOLOGY

We customize EDGE22’s three-phase methodology to your unique operating environment helping ensure success from initial assessment to pilot program launch and full implementation.

- PHASE 1

### Readiness Assessment

QAI’s experts work collaboratively with you to perform a detailed business analysis that documents the current state of your temporary and permanent records collections while also identifying the desired future state for your records management operation.
- PHASE 2

### Pilot Program

Together, QAI and agency staff translate business requirements into a technical requirements document to manage a pilot program deployment. Adopting an agile approach throughout the testing process allows end-users to experience the entire solution and provide feedback for quality assurance validation before agency-wide deployment takes place.
- PHASE 3

### Conversion and Implementation

Production processing and full solutioning commences after QAI and agency staff incorporate end-user feedback and recommendations while fully documenting all business and technical requirements.



### ASSISTANCE FOR:

- Records program review and inspection
- Records management training for small agencies
- Streamlined records schedules

### GUIDANCE ON HOW TO:

- Create standards for electronic records implementation
- Develop success criteria
- Define terms
- Obtain storage exceptions

### FULL CAPABILITIES TO COVER:

- System and business analysis
- Technical requirements document and planning
- Governance and security protocols
- ECM/RMS solution design
- Systems integration
- Onsite/offsite conversion
- 508 remediation
- Data and legacy system migrations
- Back-end delivery (cloud/on premises)
- Federal Risk and Authorization Management Program (FedRAMP)

### ADVOCACY TO:

- Foster collaborative environment
- Improve exposure to executive and senior staff
- Support agency-wide electronic records shared solutions
- Define funding strategies



## WHY QAI?

Since 1986, QAI's unwavering commitment to quality is evident in every engagement. We have a remarkable track record of delivering consistently value-driven records management, conversion and compliance solutions—being directly involved with the design, configuration and support of all electronic content management and records management systems (ECMs/RMSs) for the federal government.

"We view QAI as a trusted partner. Its expert advisors consistently come to the table with high-performing solutions that deliver additional value to our records management processes—helping us to better achieve our goals and core mission."

— Federal Healthcare Agency

**3** BILLION  
DOCUMENT  
DIGITIZATIONS



**500,000**  
PAPER-TO-CLOUD  
CONVERSIONS



SUPPORTING  
**100s** OF  
FEDERAL AGENCY ECM/RMS

**100+**  
SERVICE LOCATIONS

## FOR MORE INFORMATION ON *EDGE22*

To learn more about QAI's *EDGE22* M-19-21 readiness program, email us at [infoedge22@qualityassociatesinc.com](mailto:infoedge22@qualityassociatesinc.com) or call 410.884.9100.

Also, we invite you to check out **QAI's NARA M-19-21 Readiness Center** website (<https://www.qualityassociatesinc.com/nara-compliance-readiness/>). To hear from experts and peers, make sure you subscribe to **QAI's LinkedIn M-19-21 Readiness Group** (<https://www.linkedin.com/groups/12330726/>) or follow us on **Twitter** ([https://twitter.com/QAI\\_USA](https://twitter.com/QAI_USA)).



11850 WEST MARKET PLACE, SUITE P / FULTON, MD 20759 / 410. 884.9100  
[QUALITYASSOCIATESINC.COM](http://QUALITYASSOCIATESINC.COM)

