

Bimonthly Records and Information Discussion Group (BRIDG)

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THE
NATIONAL
ARCHIVES
AND RECORDS
ADMINISTRATION

RECORDS
MANAGEMENT
TRAINING
PROGRAM

Agenda

- ◆ Update on Status of Electronic Records Archives (ERA)
- ◆ Records Management Training in FY 2011
- ◆ Electronic Records Scheduling Reporting
- ◆ Planning for FY 2011 Projects

ERA “Big Picture”

- ◆ ERA is a system designed to manage the lifecycle of records in all formats and preserve and provide access to the historically valuable electronic records held by NARA
- ◆ NARA is developing the ERA system in increments between 2005 and 2012. Each increment will build on prior accomplishments to add capabilities and capacity

What We Have Accomplished

- Completed the production Data Center and Systems Operations Center at Allegany Ballistics Lab, Rocket Center, West Virginia.
- Deployed three instances:
 - ERA Base (Federal Records - Increment 1)
 - Deployed June 2008
 - ERA Executive Office of the President (ERA EOP – Increment 2)
 - Deployed December 2008
 - ERA Congressional Records Instance (ERA CRI – Increment 3)
 - Deployed December 2009

Federal Records (Base) Instance

- ◆ Ingests, processes, and stores permanent electronic records
- ◆ Supports online creation and approval of records schedules and accessioning of records in all formats
- ◆ Enables agencies to send electronic records to NARA using the ERA Packaging Tool
- ◆ Currently used by NARA staff and staff from 16 Federal agencies participating in the ERA deployment pilot
- ◆ Contains 1.4 TB of Federal records, including both legacy holdings and new accessions

Presidential Records (EOP) Instance

- More than 78 TB of data
- More than 250 million electronic records indexed and available for search
 - More than 200 million email messages
 - More than 3 million digital photographs
 - More than 30 million other electronic records
- Approximately 30 users responding to special access requests
 - More than 66,000 searches conducted in the system so far

Congressional Records Instance

- ◆ Designed for the unique requirements of Congressional records with dedicated ERA storage.
- ◆ Flexible two-part model: ability to ingest and preserve Congressional e-records, regardless of format
 - Local reference and access copies are available at the main National Archives Building, which is only one mile from the Capitol
 - “Deep” preservation at ERA’s facility in Rocket Center, WV
- ◆ Both House and Senate records have been ingested, much more expected during 2010 and beyond

FY 2009-FY 2010

- *Online Public Access Prototype*
 - A rich public user interface to search, browse and access NARA's archival holdings
- *Transformation Framework Prototype*
 - A flexible framework to enable the deployment of various tools for transforming electronic records from one format to another.
- *Architecture Evolution*
 - Use of industry standards to lower software update costs, optimize business workflow, enable ingest and search of a wider range of formats

Online Public Access Prototype

- ◆ Defining the functionality and design of ERA's online public access interface within context of NARA's web presence and the Internet
- ◆ Prototype goals:
 - Integrated online search of catalog records (ARC), *Archives.gov content*, and *electronic records holdings*
 - Usable and appealing search and navigation
 - Results that present the record itself front and center
- ◆ Launched to staff for review and comment—July 2010
- ◆ Launch to general public—December 2010

Go

Advanced Start new search

[Return To Search Results](#)

Hierarchical Level of Records

Record Group: [Records of the War Production Board, 1918 - 1947](#)

Series: [War Production Board, 1942 - 1943](#)

Item: [We can do it!, ca. 1942 - ca. 1943](#)



We can do it!, ca. 1942 - ca. 1943

National Archives Identifier: 535413
Creator(s): [Office for Emergency Management, War Production Board, \(01/1942 - 11/03/1945\)](#)
 Most Recent

From: [Series War Production Board, compiled 1942 - 1943](#)

[Additional information about this item](#)

Transformation Framework Prototype

- ◆ Provides a framework that will enable us to easily swap in and swap out transformation tools and approaches
- ◆ Ensures that transformations result in authentic records
- ◆ Captures preservation metadata, including preservation actions taken and the relationship of the new version to the original
- ◆ Takes advantage of the work of other archives, institutions, and archival prototypes

What Remains To Be Done

- ◆ Integrate Online Public Access prototype into the production system
- ◆ Integrate Transformation prototype into the production system
- ◆ Provide ERA instances for classified records
- ◆ Support review of George W. Bush records for public access
- ◆ Fully deploy scheduling, accessioning, and electronic records transfer processes to Federal agencies

Deployment to Federal Agencies

- ◆ Initial Pilot: 2008-2009
 - 4 agencies
- ◆ Second Phase Pilot: January – July 2010
 - 25 agencies
- ◆ ERA Open to All Agencies: July 2011
- ◆ Mandatory Use: FY 2012

RM Training: Current State of Things

- ◆ Certificate in Federal Records Management
 - Knowledge Area (KA) Courses
 - KA2: Creating and Maintaining Agency Business Info
 - KA3: Records Scheduling
 - KA4: Records Schedule Implementation
 - KA5: Asset and Risk Management
 - KA6: Records Management Program Development

Other Courses

- ◆ KA1: Records Management Overview
- ◆ Basic Records Operations
- ◆ Emergency Planning and Response for Vital Records and Essential Information
- ◆ Electronic Records Management
- ◆ Advanced Electronic Records Management
- ◆ “Specialist” Classes: RM for Legal Counsel, RM for IT Professionals, and RM for Program Managers

Other Other Courses

- ◆ Webinars
 - Vital Business Information
 - Electronic Records Formats 101
 - Basic Records Operations
- ◆ Records Management for Everyone
 - Coming back online soon!
- ◆ e-Records Workshops

Plans for FY11

- ◆ Revisions:
 - KA4: Records Schedule Implementation
 - Emergency Planning and Response for Vital Records and Essential Information
 - RM for Legal Counsel (September 27)
 - Electronic Records Management
 - Advanced Electronic Records Management

Plans for FY11

- ◆ New class:
 - Managing the Lifecycle of National Security Information: A Course for Agency Records Managers and Security Specialists (Spring 2011)

FY11 and Beyond

- ◆ “Renewing your certificate” class
- ◆ Fully online training
- ◆ Additional Webinars
- ◆ Change to Certificate series?
- ◆ Needs analysis
- ◆ Work closer with agencies on internal RM training programs
- ◆ Results analysis

Electronic Records Scheduling Reporting

- ◆ Semiannual reporting required in NARA Bulletin 2010-02
 - (a) the name and description of all unscheduled electronic records series or systems
 - (b) the progress on drafting records schedules for these unscheduled electronic records series and systems, including when they will be submitted to NARA for approval
 - (c) the percentage towards completion for scheduling all existing electronic records series and systems
- ◆ Developing Web template to facilitate agency reporting before September 30, 2010

Discussion and Questions

- ◆ Guidance planned in FY 2011
- ◆ Guidance needed?
- ◆ Other issues?