

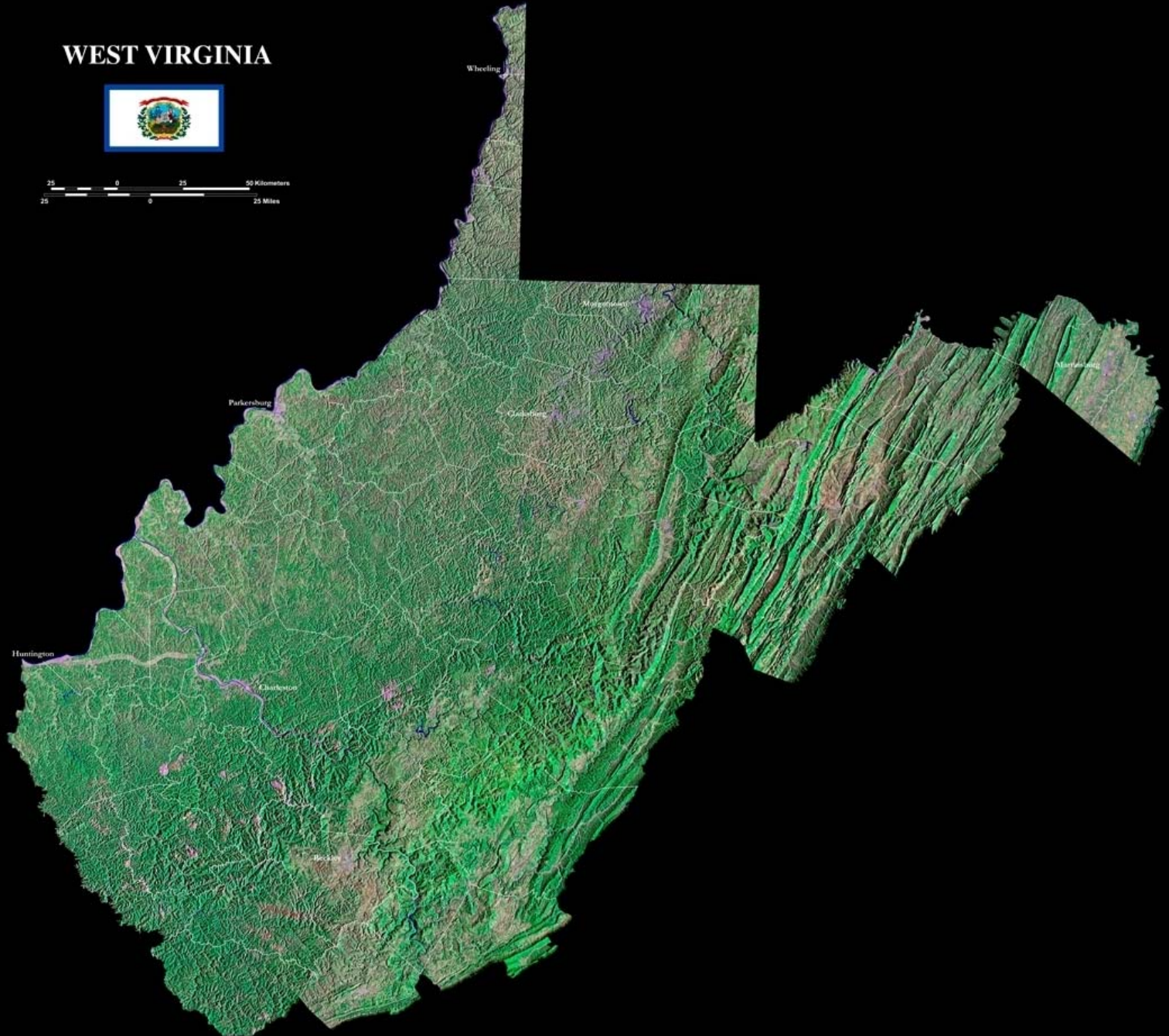


Where in the World is ERA?





WEST VIRGINIA



Rocket Center, WV





ERMA ORA BYRD
CONFERENCE AND
LEARNING CENTER

434

SALT

RCBI
PARKING
ONLY





What will the System Do at IOC?

- **Focus:**
 - Federal Records
 - National Archives and nationwide records management
- **Functions:**
 - Schedule records
 - Manage transactions for transfer of physical and legal custody of all types of records
 - Actual transfer, inspection, and archival storage of electronic records



IOC Records Management

- Create, submit, review and approve
 - Records Schedule
 - Transfer Plan
 - Transfer Request
 - Legal Transfer Instrument
- Link to Records Schedule Item
 - Transfer Plan
 - Transfer Request
 - Legal Transfer Instrument
- Enforce Policies

Records Schedule: Current

Request for Records Disposition Authority <small>(See instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number	
1. From: (Agency or establishment)		Date Received	
2. Major Subdivision		Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision			
4. Name of Person with whom to confer	5. Telephone (include area code)	Date	Archival of the United States
6. Agency Certification I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies: <input type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative		Title	Date (mm/dd/yyyy)
7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)



E-Records Schedule

- Basic requirements have NOT been changed
 - What is required now will still be required
 - What is optional now will still be mostly optional
- What's different?
 - Some new required information
 - Structured fields for data capture
 - **Controlled values**
 - **System validation**
 - **Declared & enforced dependencies**
 - **Schedule Items**
 - **Deterministic disposition instructions**



New: Deterministic Disposition Instruction

Temporary Records

General

Item ID: *Title:

*Description:

Does agency have an associated manual? Yes No

Records Schedule ID: DAI-PENDING-2008-0051
Legacy Data: No

*Manual ID:
*Manual Version:
*Manual Item ID:

*GAO Concurrence Required:

Is this a change to an approved schedule? Yes No

Is this item media neutral? Yes No

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes No

Final Disposition

*Final Disposition: Permanent Temporary

Temporary Disposition Instructions

*Cutoff Instructions:

Transfer Instructions

Records to which these transfer instructions apply:

*Transfer to:

*Time after cutoff when transfer occurs:

*Estimated First Transfer:

Retention Period

Destroy immediately on cut-off

Destroy after cut-off

Destroy between years and years after cut-off

Retain at least years after cut-off, but longer is authorized

Retain no more than years after cut-off

Destroy when no longer needed

Destroy years after cut-off or when occurs, whichever is sooner

Destroy years after cut-off or when occurs, whichever is later

Destroy years after cut-off or years after occurs, whichever is sooner

Destroy years after cut-off or years after occurs, whichever is later

Other

Permanent Records

General

*Title: Item ID:

*Description:

Does agency have an associated manual? Yes No

Records Schedule ID: DAI-PENDING-2008-0044
Legacy Data: No

*Manual ID: Records Management Handbook
*Manual Version: Version 1.0
*Manual Item ID: A240314

*GAO Concurrence Required:

Is this a change to an approved schedule? Yes No

Is this item media neutral? Yes No

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes No

Final Disposition

*Final Disposition: Permanent Temporary

Permanent Disposition Instructions

*Cutoff Instructions:

Transfer Instructions

Records to which these transfer instructions apply:

*Transfer to:

*Time after cutoff when transfer occurs:

*Estimated First Transfer:

Accession Instructions

Accession immediately on cut-off

Accession after cut-off

Accession between years and years after cut-off

Accession in year blocks years after cutoff of most recent records in the block

Other

*Estimated First Transfer:

*If records are not transferred to NARA physical custody when legal custody is transferred, specify institution that will maintain physical records:

Additional Information

Estimated Current Volume

Electronic/Digital:

Paper: cubic feet

Microform: microfiche microfilm

Traditional Special Media: Units:

Unknown:

Annual Accumulation

Electronic/Digital:

Paper: cubic feet

Microform: microfiche microfilm

Traditional Special Media: Units:

Unknown:

Date Span

*First year of records accumulation:

*End year of records accumulation: Records ceased accumulation in
 Records are still being accumulated

Transfer of Records

- *Records are transferred to NARA*
 - *For storage in a Federal Records Center, under agency's legal control*
 - *For preservation in the National Archives, with legal custody transferred to NARA*
- Current processes primarily paper-based
 - Standard Form 135 tracks the physical transfer of records to an FRC
 - SF 258 tracks the physical transfer and legal accessioning into the National Archives
- Means of transfer predominantly by physical media, even for electronic records



Transfer of Records via ERA

What's different?

- Separate processes for physical and legal transfer
- One form and workflow for all physical transfers
 - Temporary and permanent records
 - Hard copy and electronic records
 - Federal Records Centers and National Archives
- Transfer of electronic records can be online in the system or on digital media.

Permanent Electronic Records: As Is

- Paper Standard Form 258 basis for managing transfers
- Separate systems
 - track accessioning (AMIS)
 - create preservation copies of transferred files (APS)
 - verify if structured and semi-structured data conform to specifications (AERIC)
 - provide online access to some accessions of structured and semi-structured data (AAD)
- Storage on magnetic tapes on shelves



Electronic Records Processing in ERA

- **All processing, storage and access within one system**
- Tool to extract and transmit electronic records from agency systems
- Processing controlled by Records Schedule, Transfer Plan and Transfer Request
- Automatic scan and purge transferred files of malware
- Automatic scan for sensitive content with appropriate isolation & controls
- Automatic verification of transferred files
- Visual inspection of transferred files
- Automatic metadata extraction and management
- Communication and resolution of transfer problems

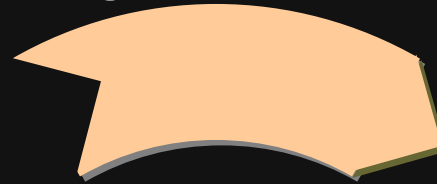


What's in Store for the Future?

- Governmentwide expansion
- Public access
- Full Lifecycle Management Plans
- Preservation Framework
 - Introduction and use of a variety of tools for different preservation needs
- Search Framework
 - Introduction and use of a variety of search tools
- Archival Description
- Appraisal case management and workflow
- FOIA and other access case management
- Review and redaction of sensitive content

Lessons Learned

- ✓ Specifying and satisfying requirements is a feedback loop



Requirements

Technical
Solutions



ERA Goes Live June 27, 2008

For more information:
www.archives.gov/era

