



Pacific Currents

A Regional Newsletter

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(Laguna Niguel, Riverside, and San Bruno, California)

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Soldiers receiving three-day passes from Camp Ross, Los Angeles Port, during World War II. This image and others will soon be available on NARA's ARC.

Your Agency's Vital Records: Could You Access Them In An Emergency?

Vital records document your Agency's Mission-Essential Functions (MEF) and are indispensable to Continuation of Operations Planning (COOP). Requirements for vital records planning are an explicit part of the new Federal Continuity Directives (FCD) 1 and 2, officially released on February 5, 2008. (Federal Preparedness Circulars 60 and 65 are now obsolete.)

The purpose of FCD-1 is to provide direction for the development of continuity plans and programs for the Federal Executive Branch. Obtain a copy of FCD-1 at: <http://www.homelandsecurity.noaa.gov/FCD1.pdf>

Digitizing Historical Records

One of the most frequent questions archivists are asked about NARA's holdings of historical records is whether they are all available on-line. NARA's permanent holdings include about 3.5 million cubic feet of records, which translates to roughly 15 billion individual pages, photographs, maps, and architectural drawings. Our holdings include documents from the late 1700s onward, in every conceivable size, media, and condition. This great volume of records is the primary reason that NARA could not possibly digitize all of its holdings.

Nonetheless, we are working to make available through our website digital copies of some of our most noteworthy records.

In the coming months the Pacific Region will be adding significant digital content to NARA's Archival Research Catalog (ARC), our online catalog (<http://arcweb.archives.gov>). The homepage for ARC is archives.gov/research/arc/index.html. We are currently in the process of adding several hundred unique

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The Four Point COOP Cycle

- *Develop Plans & Procedures*
- *Test, Train & Exercise*
- *Evaluate, Report & Review Lessons Learned*
- *Develop Corrective Action Plans*

The provisions of the FCDs apply to all Federal Executive Branch organizations and are also relevant to the other Federal branches, States, and to county, local, territorial, and tribal governments and the private sector. Many items presented as suggestions in FPC 65 are expressed as requirements in FCD-1.

From FCD-1: Elements of a Viable Continuity Plan

- Describe Essential Functions of your agency
- Orders of Succession
- Delegation of Authority
- Continuity Facilities
- Continuity Communications
- Vital Records Management
- Human Capital
- Test, Training, and Exercise
- Devolution of Control and Direction
- Reconstitution of your agency's normal function

FCD-2 provides additional operational guidance for Federal Executive Branch departments and agency heads in identifying their MEFs:

- Provides guidance to the Federal Executive Branch for

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The XS-1, the first plane to break the sound barrier, ca. 1947. From ARC, number 295650.

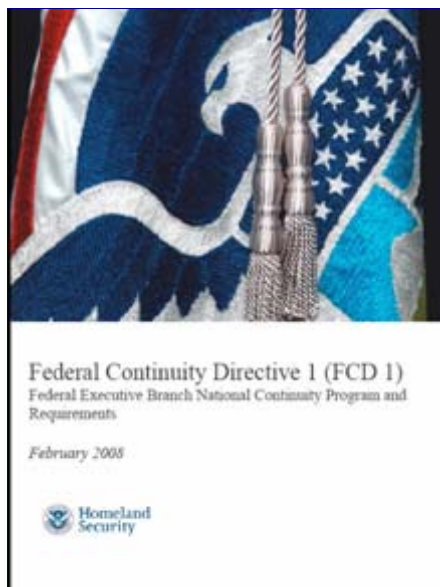
photographs showing the Los Angeles Port during World War II. These digital copies of photographs will join about 1,800 other documents from the Pacific Region already available on ARC. We will also be adding past monthly reports from the US Geological Survey's Branch of Astrogeology in Flagstaff, Arizona, that document that office's significant contributions to the Apollo programs through lunar mapping,

astronaut training, and the development of geology experiments performed on the Moon.

Already, the Pacific region has made available digital copies of some of our most interesting and significant records. These include photographs from the U.S. Navy and the Bureau of Indian Affairs, pilot notes from Chuck Yeager's first sound-barrier-breaking flight, U. S. Marshal's oaths of office from the Arizona Territory, World War I enemy alien affidavits, and records relating to the Chinese Exclusion Acts. These and many more documents of interest to historians, students, teachers, or anyone interested in history are available through ARC. To search digitized documents, go to the ARC search page at arcweb.archives.gov, enter a search term and check the box next to "Descriptions of Archival Materials linked to digital copies."

In addition to NARA's scanning of select portions of our holdings, in recent years the National Archives and Records Administration has entered into a number of non-exclusive agreements with private

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Digitizing Historical Records,
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companies and non-profit organizations. The most recent example of NARA's digital partnerships is an agreement with *Footnote.com*. This relatively new subscription service has scanned a staggering 38 million pages since it began a little more than a year ago. Most of these images were created using National Archives microfilm. *Footnote's* offerings include over 400,000 images of naturalization records for the Los Angeles District Court and San Diego Superior Court from the holdings of the Pacific Regional Archives in Laguna Niguel. While *Footnote* is a subscription-based web site, the public can use the service free of charge in National Archives facilities. More importantly, *Footnote* has agreed to donate copies of images of National Archives records after five years so that NARA can make these available through its own web site.

An example of a naturalization document scanned by *Footnote.com*.
From NARA's collections.

Another partner helping NARA to make our records more accessible is *Google*, which has posted 250 motion pictures from NARA's holdings. The titles include NASA documentaries, United Newsreel Motion Pictures from the Second World War, and Department of the Interior motion pictures from the 1930s. These movies can be viewed at <http://video.google.com/nara.html>

For additional information, contact Paul Wormser at paul.wormser@nara.gov or



**Building the Digital Archives:
A Symposium on Preserving Electronic Records**

All are welcome to attend this free event, which brings together agencies working to identify and preserve scientific and resource data of permanent value.

Where: Sacramento State (University Union)
When: Tuesday, July 8, 2008, 8:30 a.m. - Noon

For Information and Registration please contact
Audrey.Shapin@nara.gov or
call (949) 360-2620

Vital Records *continued from p. 2*

Federal Continuity Directive 2 (FCD 2)
Federal Executive Branch Mission Essential Function and
Primary Mission Essential Function Identification and
Submission Process

February 2008



developing continuity plans and programs

- Facilitates the performance of essential functions during all-hazards emergencies or other situations
- Ensures continuation of the National Essential Functions (NEFs)
- Describes process of plan submission.

For more information:

FEMA Continuity Connection Video on Vital Records

<https://www.usfa.dhs.gov/coop/Vital.shtm>

Federal Continuity Directives:

<http://www.fema.gov/about/offices/ncp/resources.shtm>

NARA Vital Records Workshops

If your agency has no Vital Records Plan, NARA offers a two-day training course. *Emergency Planning and Response for Vital Records and Essential Information* combines and integrates the content found in two former courses, *Vital Records* and *Records Emergency Planning and Response*. It provides the knowledge and skills required to identify, protect, and make readily available your agency's vital records in the event of a disaster, and to incorporate records emergency planning into agency COOP plans.

In NARA's course, you will learn how to:

- Plan an emergency response program for records
- Distinguish between a record and a vital record
- Identify and assess hazards and risks to vital records
- Identify protection strategies for vital records
- Develop procedures to ensure access and security of vital records
- Write a Records Emergency Action Plan
- Assess damage to records
- Decide on recovery techniques for damaged records

This course is appropriate for Federal employees and contractors, COOP managers, line managers and staff, information technology personnel, and employees of state and local government involved with vital records programs or emergency planning. For NARA workshops information, please see page 5.

Contact Us

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2008 RECORDS MANAGEMENT WORKSHOPS

Date	Course Name	Location
June 24-25	Creating & Maintaining Agency Business Info	Reno, NV
June 26-27	Emergency Planning and Response for Vital Records and Essential Information	Reno, NV
July 16-17	Advanced Electronic Records Management	South Lake Tahoe, CA
July 18	Survival Guide for IT Professionals: Information Assurance & RM <i>FREE</i>	South Lake Tahoe, CA
July 21-22	Records Schedule Implementation	San Diego, CA
July 23-24	Asset & Risk Management	San Diego, CA
July 25	RM Program Development	San Diego, CA
July 30-31	Records Scheduling	San Francisco, CA
August 12-13	Records Schedule Implementation	San Francisco, CA
August 19	Basic Records Operations	San Diego, CA
August 20-21	Emergency Planning and Response for Vital Records and Essential Information	San Diego, CA

Contact the Registrar, Audrey Shapin
 Audrey.shapin@nara.gov
 (949) 360-2620

You may also register online at: <http://nara.learn.com/recordsmanagement-training>

RECORDS TRANSFER and REFERENCE WORKSHOPS

These **FREE** half-day Federal Records Center Program workshops address:

- ▶ How to transfer non-current records to your Federal Records Center
- ▶ How to make a request for reference services
- ▶ Other services available from your Federal Records Center

In Northern California (classes held 8:30 am until Noon):

<i>WHEN</i>	<i>WHERE</i>	<i>INFORMATION & REGISTRATION</i>
July 17	San Bruno, CA	Patti Bailey (650) 238-3475
September 9	San Bruno, CA	Patricia.Bailey@nara.gov

In Southern California, Nevada and Arizona (classes held 9:00 am until 1:00 pm):

<i>WHEN</i>	<i>WHERE</i>	<i>INFORMATION & REGISTRATION</i>
July 15	Riverside, CA	Diane Jones (951) 956-2064
September 16	Phoenix, AZ	Diane.Jones@nara.gov



2008 Genealogy Workshops Schedule
National Archives at San Francisco (San Bruno)

Date	Topic	Registration
June 27	Military Part II (Spanish-American War to Vietnam War)	Contact the Instructor, Rose Mary Kennedy (650) 238-3488 or Rosemary.Kennedy@nara.gov
July 18	Federal Land Records	
August 8	Preserving Your History	

Cost: Fees are \$15 **Time:** 9:00 AM to 1:00 PM **Location:** San Bruno, CA

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