



THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
BUILDING THE ARCHIVES OF THE FUTURE
WHO WILL USE THE ERA SYSTEM AND HOW?



The first phase of the development of the Electronic Records Archives (ERA) System has reached its Initial Operating Capability (IOC) program milestone. Following the hard work and collaboration with subject matter experts, engineers, and other technical experts within NARA program offices, Lockheed Martin will deliver the first official release of the ERA system on June 27, 2008. The system will be open for business on Monday, June 30th.

ERA is the National Archives and Records Administration's (NARA) strategic initiative to preserve and provide long-term access to uniquely valuable electronic records of the U.S. Government, and to transition government wide management of the lifecycle of all records into the realm of e-government. ERA will be a tool for taking in, processing, preserving, and providing access to digital records created by Federal government agencies.

NARA and the ERA Pilot Agencies

At IOC, NARA staff scheduled for ERA Training include the Electronic and Special Media Records Division, the Life Cycle Management Division, the Washington National Records Center, and Textual Archives Division.

In addition, records management staff from the four ERA pilot Federal agencies (selected in 2006) who have participated in various system development and testing activities during the system's pilot development will also be trained to use ERA. The four ERA pilot agencies are:

- The Department of Commerce's U.S. Patent and Trademark Office (USPTO)
- The Department of the Navy's National Oceanographic Office (NAVO)
- The Department of Energy's National Nuclear Security Administration (NNSA/Kansas City Plant)
- The Department of Labor's Bureau of Labor Statistics (BLS)

How will ERA be used?

The ERA IOC System automates some of the records management processes that agencies use to interact with NARA, such as *Records Scheduling* and *Transfer*. Using ERA, authorized NARA staff and records officers from the four ERA agencies will use the electronic version of the Standard Form 115, now called the *e115* to create, modify, and submit a records schedule for their agency's electronic records.

The system also allows these individuals to create, modify, submit, and approve a *Transfer Plan* and a *Legal Transfer Instrument* for records – formerly referred to as Standard Forms 135 and 258. When the records schedule is approved, the authorized agency staff then uses a secure packaging tool to package electronic records for transfer into ERA.

Eventually, the ERA system will be available to everyone; that is, Federal agencies will use ERA to schedule, transfer, and access their records, and the general public will be able to use ERA to access records for research.

For more information about the ERA Program:

Web site: <http://www.archives.gov/era>
Telephone: 301-837-0740 E-mail: ERA.Program@nara.gov
The NARA web site is: <http://www.archives.gov>