

Great Lakes Wave



Allen Weinstein becomes the ninth Archivist of the United States

by John Stewart

Allen Weinstein became the ninth Archivist of the United States on



February 16 when he was sworn in by Senator Richard Lugar at the U.S. Capitol. On March 7, Dr. Weinstein was ceremonially sworn in by Supreme Court Justice Ruth Bader Ginsburg.

Dr. Allen Weinstein comes to the position of Archivist of the United States from a career as a scholar of the history of espionage and more recently an activist in the field of foreign relations and international service. Most recently, Dr. Weinstein was a senior advisor at the International Foundation for Election Systems. Prior to this he was founder, President and CEO of the Center for Democracy, a non-partisan, non-profit organization that fostered initiatives in democratic transitions abroad. His service in this field was recognized by the United Nations (United Nations Peace Medal in 1986) and the

Council of Europe (Council of Europe's Silver Medal in 1990 and 1996).

Dr. Weinstein's academic credentials include teaching positions at Smith College (1966-1981), Georgetown University (1981-1984), and Boston University (1985-1989), and an extensive list of publications that include The Story of America, 2002; The Haunted Wood: Soviet Espionage in America-The Stalin Era, 1999; Perjury: The Hiss-Chambers Case, 1997 (rev. ed.), which was nominated for the America Book Award. His articles and essays have appeared in a wide range of scholarly and popular publications.

In remarks following his swearing-in, Weinstein told the audience that the National Archives and Records Administration faces challenges of imperiled budgets, increasing dependence on electronic records and retrieval, security and preservation concerns, and insufficient attention to civic and democratic education. Dr. Weinstein envisions NARA's continued leader-

ship toward the fulfillment of major electronics records initiatives--the Electronic Records Archives, the Electronic Records Management Initiative and participation in the continued evolution of strategic directions for Federal Records Management initiatives.

At the same time Weinstein wants NARA to pursue a commitment to create, expand, extend, and where necessary redesign educational and public programming throughout NARA's orbit, including webcasting and providing links to school curricula where possible. Weinstein said that implementation would involve Washington, DC-based educational resources, NARA regional archives and records centers and the Presidential library system, in partnerships where possible with state and local archivists. In closing Dr. Weinstein drew upon the poetry of Robert Browning to challenge his audience, "Come work with us. The best is yet to come."

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Key statistics about the Federal Records Center Program:

- 17 facilities in 9 regions throughout the United States
- Total holdings of over 24 million cubic feet of records
- 13 million reference requests serviced annually
- 18,000 tons of paper recycled annually
- Professional staff of approximately 1,100 Federal employees
- Nearly 400 Federal agency customers



New Records Schedule for Chief Information Officer (CIO)

by Anthony Beard

The eighth Archivist of the United States, John W. Carlin, approved a General Records Schedule (GRS) for Records of Chief Information Officers (CIO) on February 2, 2005.

The new general records schedule provides disposition authorization for numerous records created and maintained by CIO offices.

The schedule covers Information Technology (IT) Program Planning Records, Enterprise Architecture Records, IT Capital Investment Records, Legal and Regulatory Compliance Records, CIO Committee Records, CIO Subject and Office Records, Schedule of Daily Activities Records, and Electronic Mail and Word Processing.

The Office of the Chief Information Officer implements the provisions of the Clinger-Cohen Act of 1996, the Paperwork Reduction Act, and other directives regarding the acquisition, management,

and use of information technology (IT) resources.

The CIOs are responsible for advising and assisting agency executives with IT acquisition and management; developing and maintaining agency IT architecture; promoting the efficient design and operation of agency's major information resources management processes; monitoring the performance of agency IT programs; and developing the knowledge and skill of IT staff. CIOs may also lead, coordinate, or participate in programs to support the mandates of the Paperwork Reduction Act, Government Paperwork Elimination Act, Federal Records Act, E-Government Act of 2002, Privacy Act, Government Performance and Results Act, and other Federal laws and regulations relating to IRM.

The new schedule applies to the records of CIOs at agency or departmental headquarters, as well as those of deputy and

subordinate CIOs at the bureau of field office level. This schedule does not apply to officials with Government-wide responsibilities for information resources management (IRM) and information technology (IT) governance.

This new schedule does not cover all records relating to the work of CIOs. CIOs are often responsible for programs and activities whose records are already covered by an approved GRS. Records not described in this or any other GRS must be scheduled by submission to NARA of an SF-115, Request for Records Disposition Authority.



NARA Proposes a New Electronic Mail Regulation

by Joseph Suster

NARA is currently considering a revision to its regulations to provide for the appropriate management and disposition of very



short-term, temporary e-mail by allowing agencies to manage these records solely within the e-mail system.

Under the proposed rule, short-term e-mail and any attachments (commonly known in records management as transitory records), meeting the definition of a Federal record and having a legal retention period of 180 days or less, would not have to be filed into the agency's official recordkeeping system. Such messages and attachments could remain on the e-mail system for the duration of their applicable retention period.

The obvious advantage of such a rule

would be that agencies would no longer be required to copy this type of e-mail to a paper or electronic recordkeeping system, as is now required. However, there would be conditions. Among them, agencies would have to ensure that users do not delete the messages before the expiration of the NARA-approved retention period, no matter how brief, and that the e-mail system's automatic deletion rules, if any, would not apply until the expiration of the e-mail records' NARA-approved retention period. If those conditions were met, agencies could use either the disposition authority in General Records Schedule 23, Item 7 to delete transitory e-mail or a NARA-approved agency records schedule item to delete e-mail records having a retention period of 180

days or less.

Note that this is only a proposed rule. Look to this space in future GLW editions to determine whether it will be formally adopted. In the interim, please contact your agency's or NARA's records management professionals for guidance on e-mail maintenance and retention.



Archives II at College Park, Maryland

Free Briefing on the General Records Schedules!

by James Hurst

Sign up now for this freebie! In less than an hour the Great Lakes Region-Dayton records management staff can brief you on all the useful features of the General Records Schedules (GRS), including valuable information on three new schedules and a proposed fourth addition to the 21 schedules that have been in use for several years.

Included in the briefing: Background on the GRS, which covers primarily administrative records that are common throughout the Federal government. Your agency can use the GRS to schedule civilian personnel records, fiscal accounting files, records related to procurement and communications, as well as many other common series. By using the GRS your agency is spared the task of creating its own schedules for these records.

Don't forget! In 1974, use of the GRS was made legally mandatory by 44 U.S.C. 3303a. Agencies desiring authority to deviate from the disposition instructions provided in the GRS must request authority from NARA, in accordance with

36 CFR 1228.42(B).

So what's new in the GRS? GRS 24, GRS 25, and GRS 26 have all been added since April of 2003.

GRS 24. Information Technology Operation and Management Records. GRS 24 provides disposal authority for certain files created and maintained in the operation and management of information technology (IT) and related series, with emphasis on electronic media.

GRS 25. Ethics Program Records. The primary focus here is on the issue of conflicts of interest. Included are executive branch records pertaining to financial disclosure, outside employment, ethics consultation, and training.

GRS 26. Records of Temporary Commissions, Boards, Councils, and Committees. Both temporary and permanent records are covered by this schedule.

GRS 27. Records of the Chief Information Officer (CIO). These records accumulate at agency departmental headquar-

ters and in the field and cover the administrative oversight of information technology procurement, maintenance, and performance.

Contact :

Jim Hurst (james.hurst@nara.gov) or
Marybelle Yeazel marybelle.yeazel@nara.gov
if this briefing interests you.



NARA Great Lakes Training Opportunities - *Still time to sign up!*

Asset and Risk Management This course covers the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable RM program.

June 14-15 - Chicago, IL Cost \$300

July 12-13 - Dayton, OH Cost \$300

Disaster Preparedness and Response This course includes planning a vital records program, identifying vital records, writing disaster plans, and planning for disasters with a focus on records recovery.

June 28-29 - Dayton, OH Cost \$300

Records Mgt. Program Development This course covers the concepts and practices involved in developing a successful RM program and subsequent evaluations.

June 16 - Chicago, IL Cost \$150

July 14 - Dayton, OH Cost \$150

Records Scheduling This course covers the legal requirements and practical advantages in scheduling records and disposition practices necessary to meet an agency's business needs and NARA recordkeeping requirements.

July 27- 28 - Chicago, IL Cost \$300

Records Schedule Implementation This course provides an overview of how to apply the General Records Schedules and NARA-approved record schedules to Federal agency records.

August 17-18 - Chicago, IL Cost \$300

August 30-31 - Dayton, OH Cost \$300

September 8-9 - Madison, WI Cost \$300

Contact Info for workshops

Joseph Suster joseph.suster@nara.gov or
773-948-9040 Chicago, IL

Marybelle Yeazel marybelle.yeazel@nara.gov
or 937-425-0624 Dayton, OH

Records Management Fundamentals

This course provides an overview of the basic concepts and practices of managing Federal records. It covers the variety of activities involved at each stage of the records lifecycle: creation, maintenance and use, and disposition.

September 1 - Dayton, OH Cost \$150

September 7 - Madison, WI Cost \$150

Creating and Maintaining Agency Business Information

This course focuses on the development and implementation of policies and procedures for adequate and proper documentation of agency business.

September 14-15 - Dayton, OH Cost \$300





NARA-Great Lakes Region
3150 Springboro Rd.
Dayton, OH 45439

NARA - Great Lakes Region's E-Forum Comes To Columbus - [It's FREE](#)

by Galen Wilson

NARA Great Lakes Region's fourth annual "E-Records Forum" comes to Columbus, Ohio August 11. The forum's three sessions have been crafted to appeal to a broad audience of records managers and anyone working with Federal records.

The main address will be given by Richard Marcus, NARA's Records Officer, College Park, Maryland. Marcus will present a case study of NARA's "E-files Sort-Out" which annually identifies a prodigious quantity of electronic files that can (and should) be deleted rather than take up space on network servers. Marcus will describe why NARA instituted the Sort-Out, how the concept was developed, elements of the campaign, and both successes and "not-so-successes" NARA has experienced. He will also discuss NARA's current and future plans regarding e-mail management challenges.

NARA Great Lakes Regional Records Management Director Joseph Suster will give a brief

presentation on NARA's newest electronic records guidance. This will be so up-to-the-minute that his remarks can not yet be fully prepared: some of what he will talk about hasn't even happened yet!

Rounding out the morning will be an opportunity for each forum attendee to participate in a courtroom drama, either as an interested bystander or as a member of the panel seated to listen to the evidence and render a fair and equitable decision. Think you know an authentic record when you see it? You might not be so sure after witnessing "To Tell the Truth," a one-act "readers' theatre" cliffhanger legal battle. The hapless Bureau of Recreation has two very different versions of an important document: one paper, one electronic. Which is real? Which is a forgery? The panel will have to decide.

"To Tell the Truth" premieres at NAGARA 2005 in Richmond, Virginia. The Columbus

panel may reach a different decision than the Richmond panel. Who knows? What we do know is that not all the Richmond cast can come to Columbus. Have you always wanted to try out the footlights? If you'd care to read a role in the drama, contact director Galen Wilson (937-425-0613 or galen.wilson@nara.gov) and express your interest.

Where? Federal Office Building
200 North High Street, Columbus
Room 306

When? Thursday, August 11,
9:00 to noon.

How? Register with Marybelle Yeazel,
937-425-0624 or
marybelle.yeazel@nara.gov

FREE FREE FREE FREE FREE FREE FREE