

Great Lakes Wave

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Photo by Anthony Beard



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Intergovernmental Preparedness for Essential Records Summit

By John Stewart

Staff from the Federal Emergency Management Agency (FEMA), National Continuity of Operations Division, and the National Archives and Records Administration (NARA), Regional Records Management Offices, participated in a two-day Summit on Intergovernmental Preparedness for Essential Records held in Atlanta on July 21-22. The Summit marked the beginning of a three-year project sponsored by the Council of State Archivists (COSA) to develop training for state and local governments in preparing for emergency situations. Leadership teams from each state, consisting of members from the state archives and records management agency, emergency management agency, and chief information office, assessed state and local government emergency preparedness programs that focus on records. The teams also considered a training curriculum adapted for state and local agencies. FEMA is providing funds for the leadership teams to participate in the COSA project, and NARA is providing advice for curriculum

development based on NARA's established disaster preparedness and emergency response training program.

Each state team explored the program perspectives and priorities of respective team members regarding essential records within the core functional areas of information technology, emergency management, and archives/records management. The teams also prioritized regional group requirements, explored how each group member contributes to the team effort, and envisioned what cooperation would look like for each state group.

The teams then considered project training goals and identified specific challenges facing each region, as well as the resources available to each state team. Finally, the teams considered necessary steps to assemble working state teams, construct a resource center for all regions involving the gathering and sharing of documents and work products, and develop a plan for

promoting essential records and emergency training to state and local government officials.

As one of the major goals of the project, the state teams will develop regional institutes utilizing web training and resource sharing. NARA's regional staff will advise state officials as they establish operational procedures, identify needs, establish priorities, and develop training programs that take into account the resources and requirements of the state and local governments in each region.



Ask Maude:

Regarding disaster preparedness and response for my agency, how can I learn more about Incident Command Systems (ICS) and National Incident Management Systems (NIMS)?

You should go to FEMA's web site: www.fema.gov to read up on emergency management topics. If you wish to get a certificate for ICS, you can take FEMA's Independent Study Program Course - ICS 100: Introduction to ICS at www.training.fema.gov/EMIWEB/IS/is100.asp

Targeted Assistance is a customer oriented, problem-solving approach to front-end records and information management problems facing Federal agencies. Your agency and NARA form a partnership to solve records management challenges. Together, we develop a project with a well-defined purpose; tangible products; definite milestones; and a time frame for completion. Projects can last from several days to several months.

For more information about Targeted Assistance in the Great Lakes Region, please contact: Galen R. Wilson at 937-425-0613 or Galen.Wilson@nara.gov for agencies in Indiana, Michigan, and Ohio or John Stewart at 773-948-9024 or John.Stewart@nara.gov for agencies in Illinois, Minnesota, and Wisconsin.

You can also visit <http://www.archives.gov/records-mgmt/initiatives/targeted-assistance.html>.

NARA's Electronic Records Archives

By James Hurst

Initiated in 1998, the Electronic Records Archives (ERA) was officially launched in July of this year as the National Archives started moving nearly 3.5 million computer files into ERA, including databases about World War II soldiers and the State Department's central files on foreign affairs. These records eventually will be accessible online in ERA.

ERA is the National Archives and Records Administration's strategic initiative to preserve and provide long-term access to uniquely valuable electronic records of the U.S. Government. A major goal of ERA is to provide access to all types of electronic records, independent of any specific kind of software or hardware.

NARA is working with Lockheed Martin, the development contractor, to move

all record keeping out of file cabinets and into cyberspace. Over time, Federal records activities will be performed online and will improve the organization, storage, and retrieval of government records, as well as enhance public access to the records.

The National Archives has received advice from the Advisory Committee on ERA concerning technical, mission, and service issues. Committee members include archivists, records managers, librarians, computer scientists, historians, and attorneys representing both Federal and state governments.

In the developmental stages of ERA, the National Archives has worked closely with records management staff from four pilot Federal agency offices: U.S Patent and Trademark Office (USPTO), Navy Na-

tional Oceanographic Office (NAVO), National Nuclear Security Administration (NNSA), and Bureau of Labor Statistics (BLS). NARA has been holding monthly teleconferences with these agencies to share information and updates in ERA system development.

In its next stage, ERA will provide the capability to archive Presidential electronic files from the Bush Administration when the President leaves office in January 2009. In 2010, the National Archives intends to make ERA available to the public. Ultimately, the system will be able to preserve and provide access to ever-increasing volumes of electronic Federal records created by all three branches of Government.

RACO 2008 Atlanta

By Marybelle Yeazel

From the "Gone With the Wind" theme to the Low Country Boil for lunch, RACO 2008 Atlanta treated the attendees to a wonderful day filled with southern hospitality and lots of great information for records and IT managers.

The RACO conference is held twice a year, once in Washington, DC, and then at a regional site. This year NARA's Atlanta staff hosted and worked countless hours to make the conference a success. More than 100 agency customers attended **RACO 2008** in Atlanta on September 9th.

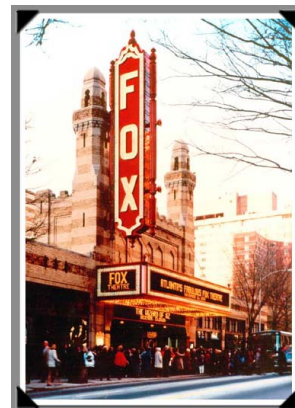
After a rousing and fun-filled welcome by James McSweeney, the Regional Administrator of NARA's Southeast Region, the information packed sessions began. There were six sessions addressing many different records management (RM) issues and concerns. The first one dealt with records management application (RMA) success stories and issues to consider before making an RMA purchase. The second presentation was the Keynote Address by Jason

R. Baron, Director of Litigation for NARA. He discussed the increasing challenges of managing e-records and best practices in e-mail management. The third session was a demonstration of NARA's Archives and Records Centers Information System (ARCIS), the new system that is replacing NARA's legacy management systems, and how its customer portal will work for agencies that send records to NARA for storage. A lively discussion on Web 2.0, wikis, and blogs and how they are changing records management followed. The fifth session was on how organizations can effectively educate their employees on current RM laws, statutes, and practices. The last session covered how RM has changed since Hurricane Katrina and included a discussion on some real-life disaster recovery success stories.

There were also fourteen exhibitors at RACO. Attendees were able to visit booths advertising offsite records storage and management, disaster response, and document conversion services. Five of the

booths represented different NARA programs.

RACO 2008 Atlanta was a successful day for the Southeast Region's staff. They chose a beautiful venue for the conference, The Fabulous Fox Theatre, and it was indeed a fabulous spot to spend the day learning and networking. Molly Fortune, the Restoration Director of the Fox Theatre, spoke during lunch about the illustrious history of the venue. Tours of the Theatre complex were offered after the conference ended.



FY 2009 Workshops

Register for workshops and briefings through: <http://nara.learn.com/recordsmanagement-training>

For information, contact Marybelle Yeazel at 937-425-0624 or Marybelle.Yeazel@nara.gov for Ohio courses or Joseph Suster at 773-948-9040 or Joseph.Suster@nara.gov for Illinois or Minnesota courses.

Date	Course Title/Cost	Location
December 9, 2008	Basic Records Operations \$150	Chicago, IL
December 10-11, 2008	Electronic Records Management \$300	Chicago, IL
January 14, 2009	Basic Records Operations \$150	Columbus, OH
February 11	Basic Records Operations \$150	Chicago, IL
March 3	Basic Records Operations \$150	Dayton, OH
March 4-5	Electronic Records Management \$300	Dayton, OH
March 24-25	Creating & Maintaining Agency Business Information (KA 2) \$300	Chicago, IL
March 26-27	Records Schedule Implementation (KA 4) \$300	Chicago, IL
April 7	Basic Records Operations \$150	Springfield, IL
April 8	Vital Records \$150	Springfield, IL
May 12	Basic Records Operations \$150	Chicago, IL
May 13-14	Emergency Planning & Response for Vital Records & Essential Information \$300	Chicago, IL
June 15-16	Records Scheduling (KA3) \$300	Dayton, OH
June 17-18	Asset & Risk Management (KA5) \$300	Dayton, OH
June 19	Records Management Program Development (KA6) \$300	Dayton, OH
July 22	Basic Records Operations \$150	Dayton, OH
July 23	Vital Records \$150	Dayton, OH
July 28	Basic Records Operations \$150	Minneapolis, MN
July 29-30	Electronic Records Management \$300	Minneapolis, MN
August 18	Basic Records Operations \$150	Chicago, IL
August 19-20	Advanced Electronic Records Management \$300	Chicago, IL
August 26	Basic Records Operations \$150	Dayton, OH

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Chicago's Electronic Records Forum

By Joseph Suster

On August 13, NARA's Great Lakes Region presented its annual forum on electronic records issues at the Metcalfe Federal Building in downtown Chicago. Over thirty attendees from various Federal and state agencies and the private sector took advantage of this free opportunity to hear speakers from NARA, the EPA, and the Bonneville Power Administration address such timely subjects as "media-neutral" records retention schedules, the record keeping implications of wikis and blogs, electronic mail management, and the challenges of implementing electronic



records management systems, also known as records management applications, across an agency. Electronic copies of the following Forum presentations are available upon request:

"Blogs, Wikis, and the Records Manager" - Presenter: Denise Pullen - NARA, College Park, MD

"Electronic Records: What It Takes to Implement a Successful System" - Presenter: Mary Rose Kerg - Bonneville Power Administration, Portland, OR

"Implementing Email Records Management in an Enterprise Content Management System" - Presenter: Lynn Calvin - EPA Region 5, Chicago, IL

Please contact Joseph Suster at 773-948-9040 or Joseph.Suster@nara.gov, if you would like one or more of these Power-Point presentations e-mailed to your office.

The Electronic Records Forum is an annual, free event sponsored by the Great Lakes Region's Records Management Program. Next year's Forum will be hosted by the region's Dayton Office at a time and location to be announced in the spring edition of *The Great Lakes Wave*. Stay tuned!