



Pacific Currents

A Regional Newsletter

National Archives and Records Administration - Pacific Region

San Bruno, Laguna Niguel, and Riverside, California

archives.gov/pacific/

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Riverside Federal Records Center to offer Digitization Service

In the coming months, the Production Scanning Team at the Federal Records Center (FRC) in Riverside, CA, will begin offering high-speed, high-quality, high-capacity digital records conversion services to Federal agencies. The FRC is currently training staff, purchasing hardware and software, and adding new office space. As part of a national NARA initiative, we will be undertaking projects of all sizes - from just a few high-use records to hundreds or even thousands of cubic feet of records. Eventually, our digital imaging services will be able to accommodate non-textual records, like 35mm slides and oversize maps and drawings.

The FRC's initial digital imaging services will include:

- ☞ Conversion services (paper to digital) for both temporary and permanent records
- ☞ Output to formats such as PDF, JPEG, TIFF, XML, and others
- ☞ Optical Character Recognition (OCR), Intelligent Character Recognition (ICR), and Optical Mark Recognition (OMR), as requested
- ☞ Custom levels of scanning, from basic scanning for administrative copies to premium scanning that meets NARA scanning specifications for permanent electronic records
- ☞ Strict quality-control measures, as requested, from a predetermined sample size or up to 100% verification
- ☞ Entry of as many metadata items as an agency requests
- ☞ Back-up storage for digitized records in the



Cover of 1969 regional annual report, "Ready for the 'Seventies," showing Thousand Island Lake and Banner Peak, Ansel Adams Wilderness, California. Forest Service Pacific Southwest Region.

Forest Service Regional Historical Documents Come to NARA San Bruno

In late August, 2008, the Regional Archives in San Bruno acquired an important Forest Service archives collected over a period of nearly 25 years by the agency's Pacific Southwest Region, which covers the state of California. The collection was begun by Donald S. Miller, head of the regional cultural resources program, and built since 1986 by his successor, regional historian Linda Lux. Lux, who retired September 3, had continued to preserve, catalog, and provide reference for the collection until it reached nearly 100 cubic feet in volume. Researchers at the NARA regional archives will now have access to more than 4,000 individually cataloged documents, reports, speeches, and publications related to the full range of Forest Service subjects and issues, such as conservation and preservation, fire management, forest planning, timber management, research, and recreation, to name a few. Records are described in a database searchable by author, date, subject, and other fields.



FRC Digitization Services

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new FRC Electronic Records Units (ERUs)

- ☞ All necessary document preparation, including removal of staples, paper clips, and binders.

Nothing will be outsourced or subcontracted. All scanning will be done by Federal employees at the Riverside FRC, with the paper records staying onsite under NARA's control.

Nationwide, only four FRCs - Ft. Worth, Atlanta, St. Louis, and Riverside - offer this digital conversion service at this time. However, Federal agencies from any region can use this service. Agencies that do not store their records in an FRC may still use the FRC document conversion services by shipping their records to a participating location. As an added service, the Riverside FRC offers storage of backup copies of an agency's newly created digital files.

To contact the Riverside FRC for more information, or to discuss a customized solution for your agency's specific needs, phone or e-mail Susie Bielawski at 951-956-2060 or susie.bielawski@nara.gov.

NARA Endorses Version 3, DOD Records Management Applications Standard 5015.2

The National Archives and Records Administration has issued NARA Bulletin 2008-07, Endorsement of DOD Electronic Records Management Software Applications Design Criteria Standard, version 3 (issued in April 2007). NARA endorses version 3 for use by all Federal agencies. The bulletin has been posted to our website at

<http://www.archives.gov/records-mgmt/bulletins/2008/2008-07.html>.

Additional information on DOD 5015.2-STD and certification process are available at

<http://jtc.fhu.disa.mil/recmgt/index.html>.

or through NARA's website at

<http://www.archives.gov/records-mgmt/resources/index.html>

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Left to right: Greg Greenway (Forest Service), Richard Boyden, Patti Bailey, Linda Lux (Forest Service), Kathleen Collins, and Valerie Guardia (Forest Service)

Forest Service Honors NARA Staff

The US Department of Agriculture, on behalf of the Forest Service, has given an Extra Effort Group Award to NARA employees Patti Bailey, Richard Boyden, and Kathleen Collins. They were honored for their work to preserve thousands of Forest Service historical documents. Since 1991, Forest Service and NARA staff reviewed thousands of cubic feet of records that were originally scheduled for destruction. During this process, the most significant records were reappraised as permanent and accessioned by the San Bruno Regional Archives, along with detailed inventories created by project staff.

Forest Service Archives

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Lux led the decade-long cataloging effort, assisted by agency staffer Mario Chocooj.

Included are materials on land management planning, administrative policies and initiatives, and information about Forest Service historic structures and cultural sites throughout California. A recent official history of the Forest Service in California, *The Ever-Changing View*, by Anthony Godfrey, made use of this collection.

Highlights include documentation of the Forest Service’s administration of the Civilian Conservation Corps during the Great Depression; national forests’ historical overviews and reports; fire reports; attempts to eradicate white pine blister rust; and timber nurseries and experimental forests.

Additional records include manuals on appraising and quantifying the value of individual trees; surveys of flora and fauna; assessments and policies about grazing lands; standardized building plans for a variety of structures (like ranger cabins and fire lookout stations); oral histories and memoirs; staff directories (a valuable source for genealogists); early agency manuals and directives; and many other publications and documents that trace the evolving priorities and programs of the Forest Service since 1906.

This collection adds to the nearly 2,000 cubic feet of Forest Service archives, dating from 1870 to the late 1990s, already held by the San Bruno Regional Archives. These records relate to regional planning, grazing and range management, forest insect pest control, fires and floods, recreation demands, land status, and other subjects, in California and Nevada. They consist of textual records as well as extensive fire history, Federal Power Commission, and General Land Office maps.

For information about this collection, contact Deborah Osterberg at deborah.osterberg@nara.gov or (650) 238-3484.

NARA-Sacramento State Electronic Records Forum Draws Crowd

"Building the Digital Archives," a symposium on preserving electronic records, was attended by about 60 people on July 8 at Sacramento State University. Lee Simpson, Sac State Professor of History, welcomed the group with a reminder of the ubiquitous nature of electronic information, our growing reliance on it for research in all fields, and our faulty assumption that electronic information will endure on its own.

Chris Garmire, the Electronic Records Archivist at the California State Archives, spoke about their project to capture and preserve the State’s geospatial records in the California Spatial Information Library (funded by the *National Historical Publications and Records Commission*, the granting arm of the National Archives).

Hao Tran, Assistant Director of the Forest Service’s Pacific Southwest Research Station, talked about national efforts to preserve research and development data produced in the past by Forest Service scientists using a variety of older software formats.

NARA's Kathleen Collins, outlined the steps Forest Service has taken to locate,

describe and schedule its electronic records using the Federal Enterprise Architecture Business Reference Model.

Richard Boyden, Pacific Region Records Management Program Director, reviewed the National Archives' E-Gov requirement that all Federal agencies schedule their electronic records by September 30, 2009.

NARA Pacific Region Has a New Web Page

Starting in September, we have a new look on-line. All three of our programs, Federal Records Centers, Regional Archives, and Records Management, are featured prominently on the front page.

We believe our new design will make it easier for our public and Federal customers to find information about us and our records. We hope you agree.

To find out, go to <http://www.archives.gov/pacific/>

And please, send us your comments and suggestions to: <mailto:laguna.workshops@nara.gov>

New NARA Records Storage Facility Standards Bulletin Issued

NARA Bulletin 2008-06, Records Storage Facility Standards, issued last month, reminds Federal agencies of their obligations to ensure that records storage facilities used to store their agency records meet NARA's records storage facility standards outlined in 36 CFR part 1228, subpart K. It also provides guidance to assist agencies with obtaining NARA approval.

The attachment to this bulletin provides the updated checklist that NARA uses to evaluate facility compliance with the standards. The bulletin also replaces NARA Bulletin 2005-07 Records Storage Facility Standards, dated September 27, 2005, which is now canceled. The bulletin is on the NARA website at

<http://www.archives.gov/records-mgmt/bulletins/2008/2008-06.html>

Records Management Assistance to Federal Agencies

NARA’s Pacific Region supports Federal agencies in Arizona, California, Nevada, Guam, the Pacific Trust Territory, and American Samoa.

We help federal agencies to manage their records and solve records management problems. We offer records management training tailored to your agency’s needs.

For assistance, contact:
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RECORDS TRANSFER and REFERENCE WORKSHOPS

These *FREE* half-day and full-day Federal Records Center Program workshops teach you:

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

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

When

November 4, 2008
January 8, 2009
March 10, 2009
May 19, 2009
July 16, 2009
September 8, 2009

Where

San Bruno, CA
San Bruno, CA
San Bruno, CA
San Bruno, CA
San Bruno, CA
San Bruno, CA

Information and Registration

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In Arizona, Southern California, and Nevada (classes held 9:00 am until 4:00 pm):

When

November 18, 2008
December 9, 2008
January 6, 2009
February 10, 2009
March 17, 2009
April 14, 2009
May 12, 2009
June 23, 2009
July 14, 2009
August 11, 2009
September 8, 2009

Where

Perris, CA
Los Angeles, CA
San Diego, CA
Perris, CA
Phoenix, AZ
Las Vegas, NV
Perris, CA
Los Angeles, CA
Perris, CA
San Diego, CA
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