



# Building the Archives of the Future

## BRIDG Meeting

October 18, 2006

ERA Program Update

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ERA Change Management Officer



# What will be covered today?

- ✓ **ERA Progress to date**
- ✓ **ERAs Critical Design Review (CDR)**
- ✓ **ERA System Functions available to Agencies**
- ✓ **How business processes changed**
- ✓ **Your agency staff who will use ERA**



# ERA Progress to date

- ✓ **What's happened over the last year?**
  
- ✓ **What is CDR?**
  - The ERA System's Critical Design Review
  - Four intensive days – 9/25-28 of scrutinizing Lockheed's ERA system design
  - Focused on Increment 1 (Releases 1 & 2) Processes: Schedule, Transfer, Ingest, Access
  
- ✓ **What does this mean?**
  - **That system is ready to be built!**



# Your *ERA* Workbench: The Login Page might look like this...

The screenshot shows the ERA website interface. At the top left, it says "Electronic Records Archives" and "U.S. National Archives & Records Administration". A navigation bar includes "Welcome to ERA", the date "June 21<sup>st</sup>, 2006", and buttons for "ERA Home", "Search", "Contacts", "Forum", "Help", and "Login". A left sidebar contains a menu with items like "ERA Home", "About ERA", "ERA News & Events", "What's New", "Digital Classroom", "Presidential Libraries", "NARA Home Page", "Related Websites", and "Site Index". Below this is a "Quick Login" section with input fields for "User ID:" and "Password:" and a "Login" button. Further down is a "Government Links" section with logos for "The National Archives EXPERIENCE", "ourdocuments", "FIRSTGOV", and "REGULATIONS.GOV". The main content area features a "Member Login" box with "User ID" and "Password" input fields, a "Forgot Password" link, and a "Login" button. Below the login box is a security notice and a "QUESTIONS" section with a list of links.

Electronic Records Archives  
U.S. National Archives & Records Administration

Welcome to ERA June 21<sup>st</sup>, 2006 ERA Home Search Contacts Forum Help Login

ERA Home  
About ERA  
ERA News & Events  
What's New  
Digital Classroom  
Presidential Libraries  
NARA Home Page  
Related Websites  
Site Index

Quick Login  
User ID:   
Password:   
Login

Government Links  
The National Archives EXPERIENCE  
ourdocuments  
FIRSTGOV  
REGULATIONS.GOV  
No Fear Act

### Member Login

User ID   
Password  [Forgot Password](#)  
Login

For site security purposes and to ensure that this service remains available to all users, this Government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, such evidence may be provided to appropriate law enforcement officials. Unauthorized attempts to upload or change information on this server are strictly prohibited and may be punishable by law, including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.

### QUESTIONS

- [What can I do without login access?](#)
- [Why would I need login access?](#)
- [How do I request login access?](#)
- [I forgot my password](#)

What can I do without login access? [Back to](#)










# Your ERA Workbench, con't (another sample screen)

**Electronic Records Archives**  
U.S. National Archives & Records Administration

Welcome Susan Wright Thursday January 26 2006

My ERA ▾ Search ▾ Templates ▾ Schedules ▾ Transfer and Disposal ▾ Help

<h3>My ERA</h3> <ul style="list-style-type: none"><li>Search Contacts</li><li>Current Tasks</li><li>Notifications</li><li>Calendar</li><li>NARA News</li></ul> 	<h3>Search</h3> <ul style="list-style-type: none"><li>Search NARA Website</li><li><b>Browse ERA</b></li><li>Records</li><li>Schedules</li><li>Templates</li><li>Browse Asset Catalog</li></ul> 	<h3>Help</h3> <ul style="list-style-type: none"><li>Search Help</li><li>Tutorials</li><li>Glossary</li></ul> 
<h3>Schedules</h3> <ul style="list-style-type: none"><li><b>Request Disposition Authority</b></li><li>Create New Request</li><li>Review Current Requests</li><li>Generate Agency Schedule</li><li>Revise Agency Schedule</li></ul> 	<h3>Transfer and Disposal</h3> <ul style="list-style-type: none"><li>Transfer Calendar</li><li>Records Storage Inventory</li><li>Records Disposal Scheduling</li><li><b>Transfer Requests</b></li><li>Update Pending Request</li><li>Status Current Transfer</li><li><b>New Request</b></li><li>Transfer to the Archives</li><li>Transfer to the FRC</li><li>Request return from the FRC</li></ul> 	






# Your ERA Workspace: A sample Access screen

- Access from workbench

Welcome John Smith Wednesday June 28<sup>th</sup> 2006




My ERA ▾ Search ▾ Templates ▾ Schedules ▾ Transfer Requests ▾ Transfer Plans ▾ Tools ▾ Help ▾

My ERA ?	Search ?	Help ?
<ul style="list-style-type: none"><li>Search Contacts</li><li><b>My Workspace</b></li><li>Notifications</li><li>Calendar</li><li>NARA News</li></ul> 	<ul style="list-style-type: none"><li>Search NARA Website</li><li><b>Browse ERA</b></li><li>Records</li><li>Schedules</li><li>Templates</li><li>Browse Asset Catalog</li></ul> 	<ul style="list-style-type: none"><li>Search Help</li><li>Tutorials</li><li>Glossary</li></ul> 

- Access from toolbar

Welcome John Smith Monday August 28<sup>th</sup> 2006

My ERA ▾ Search ▾ Templates ▾ Scheduling ▾ Transfers ▾ Preservation ▾ Tools ▾ Help ▾

My ERA ?	Search ?	Help ?
<ul style="list-style-type: none"><li>Intro</li><li><b>My Workspace</b></li><li>Workbench</li><li>Notifications</li><li>Calendar</li><li>NARA News</li></ul> 	<ul style="list-style-type: none"><li>Search NARA Website</li><li><b>Browse ERA</b></li><li>Records</li><li>Schedules</li><li>Templates</li><li>Browse Asset Catalog</li></ul> 	<ul style="list-style-type: none"><li>Search Help</li><li>Tutorials</li><li>Glossary</li></ul> 



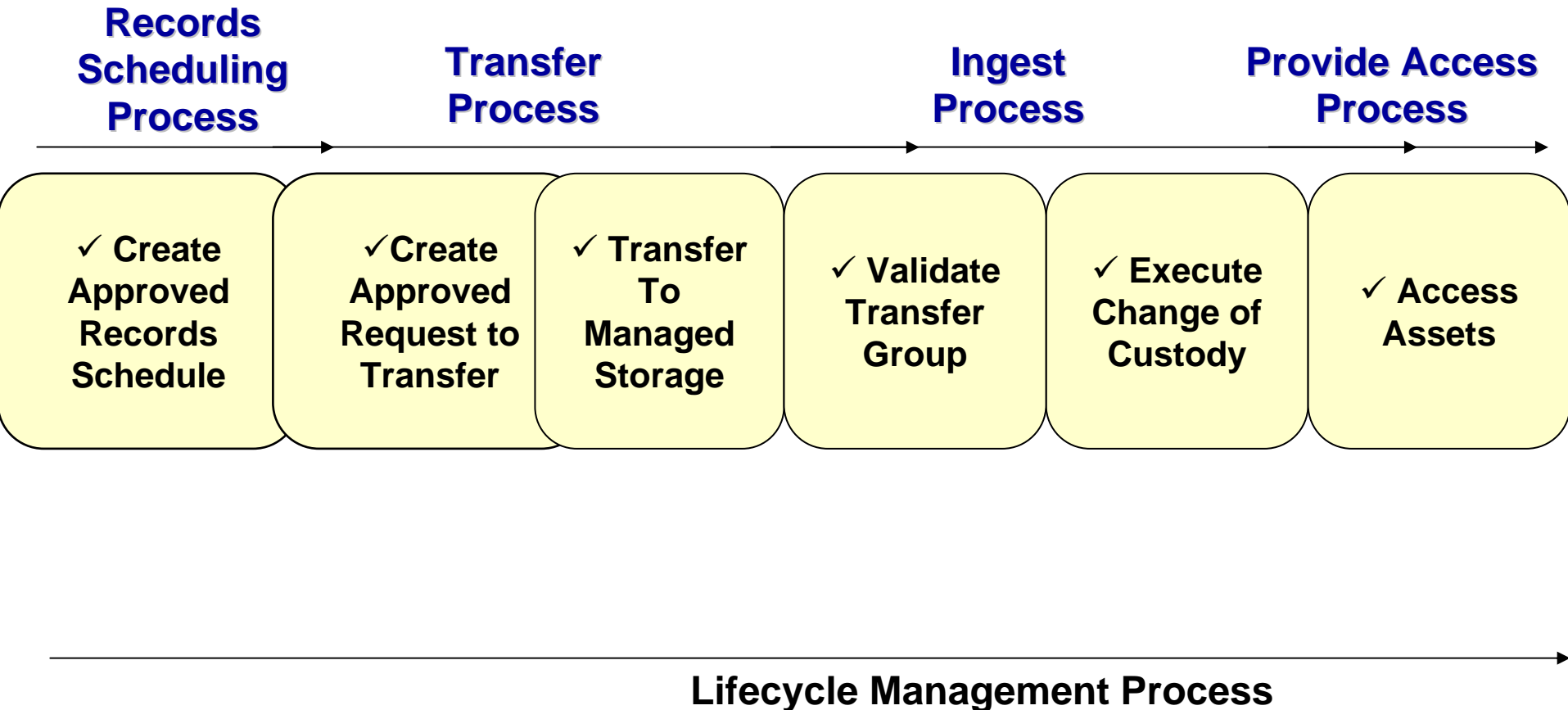
# OK, So How Does ERA Work?

## ✓ *Looking Under the Hood:*

- NARA's Business Processes
- How the ERA functions map to these processes



# The Map: What Happens in Increment 1, Release 2







# Road Map: The Records Scheduling Process

**Records  
Scheduling  
Process**

**Transfer  
Process**

**Ingest  
Process**

**Provide Access  
Process**

**Create  
Approved  
Records  
Schedule**

Create  
Approved  
Request to  
Transfer

Transfer  
To  
Managed  
Storage

Validate  
Transfer  
Group

Execute  
Change of  
Custody

Access  
Assets

**Lifecycle Management Process**



## **Records Scheduling Process, con't**

- ✓ **Create and propose Record Schedules**
- ✓ **Enter legacy schedules**
- ✓ **The ERA System generates a  
shell *Lifecycle Management Plan***



## **Records Scheduling in Release 2**

- ✓ **Centralized Repository of Records Schedules**
- ✓ **Structured records schedule items**
- ✓ **Transfer planning**
- ✓ **Flexible Scheduling**
- ✓ **Media-neutral scheduling**



# Your agency staff who will use ERA to schedule records

- ✓ ***Records Scheduler***
- ✓ ***Certifying Official***



# Creating a new Records Schedule (what the screen might look like)

Welcome John Smith Saturday September 16<sup>th</sup> 2006

My ERA ▾ Search ▾ Templates ▾ Scheduling ▾ Transfers ▾ Preservation ▾ Tools ▾ Help ▾

General Info Item Info Certification Submit to NARA

## Records Schedule

**General Info** Item Info Log

Disposition Authority Number: ◆ Optional

Agency or Establishment:   Department:

Organization that creates or maintains the records: NWML ▾  Agency-wide  Government-wide

Name	Phone
<input type="text"/>	<input type="text"/>

Record Scheduler Name:

GAO Concurrence:  Required  Not Required  Internal agency concurrences attached

Items:

Concurrence:  Attached  Requested

**Schedule Overview** (Maximum number of characters for this text box is 255)

This schedule covers records created and maintained by temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as

You have 255 characters remaining

**Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Name:	<input type="text" value="{options based on Agency}"/> <input type="button" value="E2"/>	Title:	<input type="text"/>
Organization:	<input type="text"/>	Date:	<input type="text"/>
Certification Indicator:	<input type="checkbox"/>		

**NARA Information**

P-Job Number:

Disposition Authority:

Date of NARA:





# How to create, certify, and submit a new Records Schedule

1. Open a blank records schedule,  
or open an existing one
2. Edit the schedule, and  
provide schedule item instructions
3. ERA creates a draft of the transfer plan

# Creating a new Records Schedule, con't

General Info Item Info Certification Submit to NARA

## Records Schedule

General Info Item Info Log

Find:

- I. Internal Agency Committees
  - A. Internal agency committees unrelated to an agency's mission
  - B. Internal agency committees related to an agency's mission
- II. Records created by Federal Advisory Committee Act groups
  - A. Files documenting the Commission's establishment, membership...
  - B. Files that relate to day-to-day Commission activities and/or...
  - C. Web site records
    - 1) Electronic version of web site(s).
    - 2) Design, management, and technical operation records.
    - 3) Electronic version of content records duplicated in textual...
- III. Committee Records Not Maintained by the Sponsor or Secretariat
- IV. Committee management records
- V. Electronic mail and word processing
  - A. Copies that have no further administrative value...
  - B. Copies used for dissemination, revision, or updating...

Select an item in the View (left) then select a button below:

Add Above Undo  
Add Below Redo  
Delete

Expand all Collapse all

Number:

Add Item:  Heading  Overview  Schedule Item

Title: (max 60 characters)

Overview Description:

Add to Tree  
Add Subheading  
Add Schedule Item

Save as Custom Form Save Cancel Submit



## How to create, certify, and submit a new Records Schedule, cont'd

- 4. The certifying official receives the draft records schedule, reviews it, and provides certification**
- 5. A NARA manager then marks the proposed records schedule as '*approved.*'**

If there are problems with the schedule, NARA will send it back to the certifying official to make changes

Legacy records schedules can also be entered through this process

# Creating a new Records Schedule, con't

General Info   **Item Info**   Certification   Submit to NARA

## Records Schedule

General Info   **Item Info**   Log

Find:

- I. Internal Agency Committees
  - A. Internal agency committees unrelated to an agency's mission
  - B. Internal agency committees related to an agency's mission
- II. Records created by Federal Advisory Committee Act groups
  - A. Files documenting the Commission's establishment, membership...
  - B. Files that relate to day-to-day Commission activities and/or...
  - C. Web site records
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Select an item in the View (left) then select a button below:

Add Above   Undo  
Add Below   Redo  
Delete

Expand all   Collapse all

Number:

Add Item:  Heading    Overview    Schedule Item

Title: (max 60 characters)

Overview Description:

Add to Tree   Add Subheading   Add Schedule Item

Save as Custom Form   Save   Cancel   Submit



# Submitting and Certifying a Records Schedule (sample screen)

GAO Concurrence:  Required  Not Required  Internal agency concurrences attached

Items:

Concurrence:  Attached  Requested

---

**Schedule Overview** (Maximum number of characters for this text box is 255)


This schedule covers records created and maintained by temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as

You have 255 characters remaining

---

**Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Name:   Title:

Organization:  Date:

Certification Indicator:


---

**NARA Information**

P-Job Number:

Disposition Authority Number:

Date of NARA Receipt: 08/01/2006

Version:  

P Job sent to agency

Proposed schedule as initially submitted

Sent for LMT initial review

Associated with appraisal report

Sent to General Public

Sent for formal approval

Working Copy

Temporary

Permanent

Approval Indicator:

Name:  Title:

Date:

Save as Custom Form Save Cancel Next





# Road Map: Transfer Process

**Records  
Scheduling  
Process**

**Transfer  
Process**

**Ingest  
Process**

**Provide Access  
Process**

Create  
Approved  
Records  
Schedule

Create  
Approved  
Request to  
Transfer

Transfer  
To  
Managed  
Storage

Validate  
Transfer  
Group

Execute  
Change of  
Custody

Access  
Assets

Lifecycle Management Process



# What happens during The *Transfer* Process?

- ✓ **Initiation & Submission of Request to Transfer**
- ✓ **Ship Records to NARA**
- ✓ **Electronic Transfer of Records to NARA**
- ✓ **Receive Transfer at NARA**
- ✓ **Non-Electronic Transfer Problem Resolution**
- ✓ **Create Legal Transfer Instruments**
- ✓ **Ingest Electronic Records into System**



# The *Transfer* Process: Release 2

- ✓ **Centralized Repository of Requests to Transfer**
- ✓ **Transfer of physical and legal custody**
- ✓ **Non-electronic and electronic records**
- ✓ **Problem resolution**
- ✓ **Virus and security scanning**



# Your agency staff who will use ERA to transfer records

- ✓ **Transferring Official**
- ✓ **Transfer Staff**
- ✓ **Records Processor**



# Creating a Request to Transfer (what the screen might look like)

My ERA ▾ Search ▾ Templates ▾ Scheduling ▾ Transfers ▾ Preservation ▾ Tools ▾ Help ▾

## Transfer Request

**Agency Information**

Agency Name:  Records Schedule Item:

Major Division:  Transfer Plan:

Minor Division:  Legal Transfer Instrument:

Address:  Transfer Recommendation Summary:

City:  State:

Zip Code:  Country:

**Point of Contact**

First Name:  Last Name:

Phone:  Email:

Organization:

Transfer Date:   Series Range: from   to

Method of Transfer:

Electronic

Media

Paper

**Electronic Transfer**

Transfer Size in MB:

Container List			
Number	Container ID	Container Type	Special Handling Instructions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





# Creating a Request to Transfer, con't

## What the Transferring Official will do:

1. Organize records containers
2. Creates/edits a draft transfer request in ERA
3. Edits the transfer details
  - ✓ Are the records electronic?
  - ✓ On physical media?
  - ✓ In paper format?



# Creating a Request to Transfer (what the screen might look like)

Zip Code: [ ] Country: [USA]

Point of Contact

First Name: [ ] Last Name: [ ]  
Phone: [ ] Email: [ ]  
Organization: [ ]

Transfer Date: [ ] Series Range: from [ ] to [ ]

Method of Transfer:

Electronic  
 Media  
 Paper

**Media Transfer**

Media Type: [ ]  
Description: [ ]

Date Acquired: [ ]

Current Location of Records:

Name: [ ]  
Description: [ ]  
Address: [ ]

Shipping Information: [ ]

Container List			
Number	Container ID	Container Type	Special Handling Instructions
[ ]	[ ]	[ ]	[ ]

Add

Cancel Save Submit



# Creating a Request to Transfer, con't

Agency Name:

Major Division:

Minor Division:

Address:

City:

Zip Code:

State:

Country:

Records Schedule Item:

Transfer Plan:

Legal Transfer Instrument:

Transfer Recommendation Summary:

Point of Contact

First Name:  Last Name:

Phone:  Email:

Organization:

Transfer Date:

Series Range: from   to

Method of Transfer:

Electronic

Media

Paper

**Paper Transfer**

Current Location of Records:

Name:

Description:

Address:

Container List

Number	Container ID	Container Type	Special Handling Instructions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# How NARA staff will facilitate the *Request to Transfer* process

## How NARA transferring staff will help:

- ✓ Review and approve the request to transfer
- ✓ Resolve problems with the agency Transferring Official if there are transfer issues
- ✓ Facilitate the delivery of the transferred records to managed storage



# Recap: ERA Progress to date

- ✓ **Completed business process review (BPR)**
- ✓ **Completed critical design review (CDR)**
- ✓ **Software development is ongoing**
- ✓ **Human Factors focus groups are ongoing**





# Your ERA Contact

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**[ERA.Program@nara.gov](mailto:ERA.Program@nara.gov)**

**301-837-0740**

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