



Pacific Currents

A Regional Newsletter

National Archives and Records Administration - Pacific Region
Laguna Niguel, Riverside, & San Bruno, California

October 2007
Volume 7, Issue 1

Inside this issue:

- ❖ October 5 Archives Month & National History Day at Laguna Niguel, page 4
- ❖ Report on San Bruno Open House, page 2
- ❖ Sons of Union Veterans of the Civil War, page 2
- ❖ Pacific Region Archives, Federal Records Center, and Records Management Contacts, page 2
- ❖ New Electronic Records Management training courses, page 3
- ❖ Free FRC workshops on transfer & reference, page 4
- ❖ Records Management Training FY2008 (Inserted flyer)

Managing Your Electronic Records - Are You Ready?

In this issue of *Pacific Currents*, we begin what will be a continuing series on managing your agency's electronic records.

Optical Storage for Federal Records



Agencies are increasingly relying on optical storage media - CDs and DVDs - for storage of business records and other information. Here's a summary of recently released NARA guidance.

- ❖ CDs and DVDs are *not* an archival storage medium. Do *not* rely on them to store permanent records.
- ❖ CDs and DVDs are made up of various layers of materials and are subject to physical, mechanical, and chemical changes that may render them unreadable in a relatively short period of time.

Continued on page 3

Records Center Customers: ARCIS - coming to your desktop!

The Archives and Records Center Information System (ARCIS) is a web-based system currently under development for NARA's Federal Records Centers (FRCs) and its Federal agency customers. When fully deployed, the new system will replace the present FRC legacy systems that currently affect how your agency records are initially processed and stored; and retrieved, disposed of, or retained as permanent holdings. ARCIS also will simplify the way your agency is billed and enable your agency to conduct electronically almost all FRC services. ARCIS should increase customer satisfaction by providing agencies with the means to customize FRC services.

ARCIS functions will include:

- ✓ the ability to fill out your SF-135 electronically, using drop-down menus and electronic transmittal of the form to your regional FRC.
- ✓ the option of printing and applying bar-code labels to your FRC boxes for tracking & inventory purposes.
- ✓ on-line calendars for scheduling shipments of records accessions to your regional FRC.
- ✓ the ability to retrieve records by searching the ARCIS database to locate the file or box that you need. The system will generate a reference request form, transmit it to the FRC, & notify you when the file has been pulled and shipped by the FRC.
- ✓ the ability to access the ARCIS database to track the shelving status of your re-files after returning files to the FRC.
- ✓ an extra level of records security by allowing your local agency systems administrator to determine who can access the ARCIS system.

Questions about ARCIS implementation can be directed to Gary Cramer, Director, FRC-San Bruno at: gary.cramer@nara.gov or (650) 238-3471





On July 18, Pacific Region FRC staff joined members of the Sons of Union Veterans of the Civil War (SUVCW) in Perris, California, for a BBQ lunch and a chance to learn more about the Civil War. Glen L. Roosevelt, a Civil War re-enactor and historian, came in full uniform representing the United States Marine Corps Guard Company from Mare Island, California. Roosevelt demonstrated firearms used in the Civil War era, including a Model 1855 Springfield rifle and a Colt 1861 Navy revolver. SUVCW members have done extensive research using NARA collections. From left to right: Rodolfo Giles, Daniel Perez, Glen Roosevelt, and Michael Wharrie, posing under a replica tent. Photo by Thomas Alaksin.

Pacific Region Contacts:

David Drake, Acting Regional Administrator
david.drake@nara.gov
(650) 238-3477

Richard Boyden, Director
Records Management Program
richard.boyden@nara.gov
(650) 238-3461

For help with Records Mgmt. Training Registration:

Audrey Shapin
audrey.shapin@nara.gov
(949)-360-2620

Riverside FRC Contacts:

Michael Kretch, Director
Federal Records Center
michael.kretch@nara.gov
(951) 956-2015

Susie Bielawski
FRC Transfer and Disposition
susie.bielawski@nara.gov
(951) 956-2060

Trudy Valo
FRC Agency Services (CIPS)
trudy.valo@nara.gov
(951) 956-2070

Laguna Niguel Contacts:

Paul Wormser, Director
Archival Operations
paul.wormser@nara.gov
(949) 360-2640

Cathy Westfeldt
Team Coordinator
Records Management Program
cathy.westfeldt@nara.gov
(949) 360-2642

San Bruno Contacts:

Daniel Nealand, Director
Archival Operations
daniel.nealand@nara.gov
(650) 238-3478

Gary Cramer, Director
Federal Records Center
gary.cramer@nara.gov
(650) 238-3471

Patti Bailey
FRC Transfer and Disposition
patricia.bailey@nara.gov
(650) 238-3475

William Stanley
FRC Agency Services (CIPS)
william.stanley@nara.gov
(650) 238-3470

San Bruno Open House

On August 16, NARA's Pacific Region in San Bruno held an open house for Congressional and Federal agency personnel. Thirteen agencies and three Congressional offices sent representatives, who toured the FRC and the Archives. Richard Boyden, director of the Records Management Program, talked about our efforts to support agencies' COOP planning and about training agency staff to establish vital records programs. Julie Haugen of the Regional Archives reported on efforts to expand and create online access to permanent Federal agency records. Gary Cramer, director of the Federal Records Center, introduced the new Archives and Records Centers Information System (ARCIS), now in development at NARA.



Patti Bailey leads a tour of the San Bruno FRC during the recent open house. Photo by Kenneth Thomas.

Records Management Assistance

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.

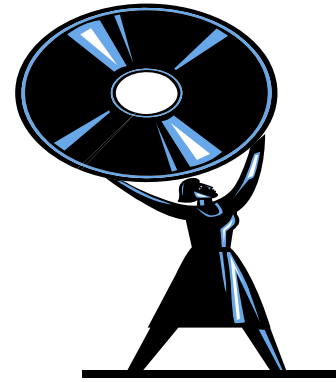
For assistance, contact:

Richard Boyden, Director
Records Management Program
650-238-3461
richard.boyden@nara.gov



Optical Storage for Federal Records

Continued from page 1



- ❖ Recordable CD-R disks store data by means of organic dyes, compounds that degrade over time. The CD-writing process permanently alters the optical properties of the dye, changing the reflectivity of those areas. When the disk is read, light pulses are translated into data that can be interpreted by computer systems. Direct sunlight accelerates the degradation of the CD-R dyes; heat may cause the CD-R structure to break down.
- ❖ CD-R/DVD-R have an expected life expectancy of only 2-5 years, far shorter than the published claims of many manufacturers. Test them every 2 years to be sure they are still readable. Unrecorded CDs and DVDs (properly stored) have a useful shelf life of between 5 and 10 years.
- ❖ Store CDs and DVDs upright, like a book, in jewel cases designed specifically for them.
- ❖ Cool, dry, stable storage conditions--62-70° F, 35-50% relative humidity, the same as office environments comfortable for staff--extend the useful life of CDs.
- ❖ Prepare a detailed inventory of the files on each CD or DVD, including information sufficient to identify individual records. Include the name and version of the software application used to create each file on each CD in the inventory.
- ❖ Verify the CD contents: 1) Read the disc immediately after writing to it and before storing it, to verify that your files were actually written to the CD and are readable. 2) Know that the discs might only be readable on the specific drive that produced them; test this. 3) The data recorded on CD-Rs or DVDs should not be zipped.
- ❖ Be aware that changes in computer hardware, operating systems, and software may render CDs/DVDs unreadable even if they have not chemically or physically degraded.
- ❖ Due to their instability, and depending on the retention period of the records stored on them, CD-Rs containing Federal records will need to be periodically refreshed to avoid loss. Your agency will need to develop policy and processes to assure access to electronic records stored on these media.
- ❖ When records reach the end of their retention period, or if damage occurs to media during storage, the media will need to be destroyed so that data are irretrievable. Shredding or disintegrating them will render their information contents unreadable and the confidentiality of the records will be protected.

NEW Electronic Records Management Courses

Basic Electronic Records Management

2 days, \$300 Offered by NARA's Pacific Region on January 29-30, February 5-6, and April 8-9, 2008.

Advanced Electronic Records Management

2 days, \$300 Offered by NARA's Pacific Region on March 4-5, May 13-14, and July 16-17, 2008.

For more detailed descriptions of these courses or to [register online](#), go to:

<http://nara.learn.com/recordsmanagement-training>

NARA's complete FAQs about CDs and DVDs are available on-line:

- ***Frequently Asked Questions About Optical Media*** www.archives.gov/records-mgmt/faqs/optical.html
- ***Frequently Asked Questions About Optical Storage Media: Storing Temporary Records on CDs and DVDs*** www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq/html



FREE half-day Records Transfer and Reference workshops at San Bruno & Riverside Federal Records Centers

How to transfer non-current records to the Federal Records Center (arrangement of records, completion of transfer paperwork, shipment of records); how to make a request for reference services; other services available from the Federal Records Center (Fast Pack, Metro Courier Service).

At the San Bruno FRC: 8:30 a.m. to 12:00 p.m.
1000 Commodore Drive, San Bruno, CA 94066

- ◆ November 1, 2007 ◆ May 21, 2008
 - ◆ January 10, 2007 ◆ July 17, 2008
 - ◆ March 13, 2008 ◆ September 9, 2008
- Register with Patti Bailey at (650) 238-3475
patricia.bailey@nara.gov

At the Riverside FRC: 9:00 a.m. - 1:00 p.m.
23123 Cajalco Road, Perris, CA 92570

- ◆ December 11, 2007 at Riverside FRC, Perris CA
 - ◆ February 12, 2008 at Long Beach, CA
 - ◆ April 8, 2008 at San Diego, CA
- Register with Diane Jones at (951) 956-2064
diane.jones@nara.gov

**Archives Month & National History Day at the National Archives in Laguna Niguel
Saturday, October 6, 9:30 to 3:00**

Join with representatives from archival repositories in Southern California, including the Nixon and Reagan Libraries. Panel discussions and workshops will help students learn more about archives, research, and the NHD competition.

- **Successful History Day Projects**, 12:00-1:30 p.m.
- **Accessing Archival Collections**, 9:30-10:45 a.m. and 1:30-3:00 p.m.
- **Workshop: Basic Research Methods**
11:00 -12:00 a.m.

24000 Avila Road, 1st floor, East entrance
Laguna Niguel, CA 92677
RSVP by October 1 to (949) 360-2641
laguna.archives@nara.gov

- ◆ May 13, 2008 at Las Vegas, NV
- ◆ July 15, 2008 at Riverside FRC, Perris CA
- ◆ September 16, 2008 at Phoenix, AZ

National Archives and Records Administration

1000 Commodore Drive
San Bruno, California 94066