



# Pacific Currents

*A Regional Newsletter*

*National Archives and Records Administration - Pacific Region*

San Bruno, Laguna Niguel, and Riverside, California

[archives.gov/pacific/](http://archives.gov/pacific/)

January 2009

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## Electronic Discovery Discussed at NARA Long Beach Forum

On November 12, 2008, General Counsel, program staff, and records managers from fourteen Federal agencies met at the Glenn Anderson Federal Building in Long Beach, California, to learn more about the impact on agency records practices of requirements for electronically stored information (ESI) and electronic discovery.

The audience of sixty people spent the morning learning about E-discovery, recent changes to the Federal Rules of Civil Procedure, and practical aspects of litigation response. Jason Baron, NARA's Director of Litigation, and Ronni Solomon, Attorney with the law firm of King and Solomon, outlined the basics of ESI and best practices for responding to discovery requests.

Mr. Baron, focusing on changes to public records laws, emphasized the importance of e-mail in the Federal sector and reminded the audience of the challenges of implementing records retention schedules in an electronic records environment. He reviewed the new amendments to the Federal Rules of Civil Procedure and its effects on preservation orders.

Ms. Solomon, a specialist in E-discovery planning and practice, defined ESI and its importance in the amended Federal Rules of Civil Procedure. She also discussed current E-discovery practices in the private sector and in government agencies and suggested proactive strategies for compliance.

## U.S. Archivist Allen Weinstein Resigns



On December 7, Allen Weinstein, Archivist of the United States, submitted his resignation to the President, effective December 19, 2008. Professor Weinstein, who has Parkinson's disease, cited health reasons for his decision.

In his letter to the President, Weinstein said "During my tenure as Archivist, my team of colleagues and I have made substantial progress in achieving virtually all of our goals. Moreover, we at the National Archives have worked diligently and successfully on our primary mission of maximizing public access to the records of all three branches of government while protecting at all costs this agency's rock-solid nonpartisan integrity." Deputy Archivist of the United States, Adrienne Thomas, will serve as Acting Archivist until a new Archivist is appointed



## Linda Lux Retires from the Forest Service

Linda Lux retired in September after 30 years of service with the Forest Service in California. Linda devoted part of her career to collecting and preserving documentation about the Forest Service and its role in shaping natural and cultural resources in California. Over a twenty-year

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# Linda Lux Retires. Saved USDA Forest Service's History

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period she and other Forest Service staff reviewed thousands of Forest Service records which would otherwise have been destroyed. Recently, on Linda's initiative, the Forest Service transferred to the NARA San Francisco Archives the Donald S. Miller Historical Archives, which she had organized and cataloged at the FS Region 5 Headquarters on Mare Island in Vallejo, California.

In the 1990s, Linda worked with the California State University at Sacramento to conduct a dozen oral histories of early Forest Service staff who shaped policies in California forests.

She designed and led a national database project to make thousands of historical photographs available including, for example, the extensive collection of the Angeles National Forest. Linda and her team invited the public to help preserve and share existing documentation in a Passport in Time event, especially rural communities that were influenced by the presence of the Forest Service.

Because of Linda's passion about the importance of historical documentation, the Forest Service in California, its scientists and planners, and public researchers can better understand past human impact on the land and the changing nature of forest ecosystems.

# Message from the Regional Administrator



David Drake, Regional Administrator  
NARA Pacific Region

NARA's Pacific Region has long had a tradition of community outreach to spread the word on our programs. For example, Regional Archives staff has participated in professional conferences, community programs, and training for family, cultural, ethnic, and other types of research. We participated in over 50 such programs in FY 2008 alone. We devoted significant resources to this public programs effort.

Now, we have received a new mandate to complete full processing of our archival collections in the next five years. Processing means preserving the records, describing them in finding aids and databases, and making them more accessible to the public and our federal customers. In order to do this, we must to some extent reallocate our resources away from our public programs work.

However, as Regional Administrator, I pledge our ongoing support for major outreach and public programs activities. For example, we will continue to attend the National and

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### Check Out Our Website

[archives.gov/pacific/](http://archives.gov/pacific/)

Send comments to:

[laguna.workshops@nara.gov](mailto:laguna.workshops@nara.gov)

## ARCIS is Coming!

The Archives and Records Centers Information System (ARCIS), is a new web-based system being developed by the Federal Records Centers (FRCs) of the National Archives and Records Administration.

The system will serve as an online portal through which your agency will do business with the FRCs. Through ARCIS, you will be able to request the transfer of records to an FRC (SF 135), request files already stored at an FRC (OF11), and review current holdings information for your agency. ARCIS will help you



- Reduce paperwork – all transactions can be submitted from your computer;
- Expedite transactions – submitted information is instantly received by your FRC;
- Find your records faster – ARCIS maintains all holdings information, including locations of your records; and
- Track your records – all new transactions will be bar-coded.

On October 14, 2008, ARCIS was successfully launched (with limited functionality) at the Philadelphia Federal Records Center.

Throughout 2009, the system will be launched at all of the other FRCs and additional functions will be added. The current deployment schedule calls for ARCIS to roll out in the Pacific Region records centers in Riverside and San Bruno CA, in May 2009.

Information about the new ARCIS system is available on our website at [archives.gov/frc/arcis/](http://archives.gov/frc/arcis/)

### 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**

Mar. 10, 2009  
May 19, 2009

##### **Where**

San Bruno, CA  
San Bruno, CA

##### **When**

July 16, 2009  
Sept. 8, 2009

##### **Where**

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**

Feb. 10, 2009  
Mar. 17, 2009  
April 14, 2009  
May 12, 2009

##### **Where**

Perris, CA  
Phoenix, AZ  
Las Vegas, NV  
Perris, CA

##### **When**

June 23, 2009  
July 14, 2009  
Aug. 11, 2009  
Sept. 8, 2009

##### **Where**

Los Angeles, CA  
Perris, CA  
San Diego, CA  
Perris, CA

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## Message from the Regional Administrator

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California Council for Social Studies conferences, work with the Angel Island Immigration Station Foundation, and help expand access and services to our National Historic Route partners.

Other educational programs, such as National History Day, Teaching American History, and Primarily Teaching, will continue to enjoy our support, although that support may be at lower levels.

For those programs that we have supported with major resource efforts

in the past, and for whom we will have to limit such allocations in the future, we hope that the improved access, condition, and availability of our archival holdings will be just compensation until we complete the processing plan, and can return to previous levels of direct services to our customers and supporters.



**Save a Tree!**

**Read *Pacific Currents* On-line!**

Send an email to [laguna.workshops@nara.gov](mailto:laguna.workshops@nara.gov)  
Ask to be taken off our snailmail list and we will email a notice with URL

# Records Management Training Workshops for the Pacific Region January - April 2009

*To register, or to get our full schedule through September 2009, go to*

[archives.gov/records-mgmt/training/](http://archives.gov/records-mgmt/training/)

or email our training registrar at [laguna.workshops@nara.gov](mailto:laguna.workshops@nara.gov)

### Creating and Maintaining Agency Business Information

*Knowledge Area 2*

March 10-11, 2009, Las Vegas

This course covers Federal records management requirements and polices and procedures for proper documentation of agency business.

### Asset and Risk Management

*Knowledge Area 5*

February 4-5, 2009, Phoenix

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

### Records Scheduling

*Knowledge Area 3*

February 18-19, 2009, San Francisco

March 12-13, 2009, Las Vegas

Scheduling records determines the basis for meeting your agency's operating, fiscal, and legal needs. The course covers legal requirements and practical advantages in scheduling records.

### Records Management Program Development

*Knowledge Area 6*

February 6, 2009, Phoenix

This course covers the concepts and practices involved in developing a successful records management program and subsequent evaluations

### Records Schedule Implementation

*Knowledge Area 4*

February 2-3, 2009, Phoenix

March 30-31, 2009, Las Vegas

This course teaches how to apply NARA-approved records schedules to Federal records. It covers the key elements of a records disposition program.

### Basic Records Operations

January 21, 2009, San Francisco

This course describes what to file, how to file it, and how to remove files no longer needed for current business. It covers records maintenance and use, and disposition.

### Emergency Planning and Response for Vital Records and Essential Information

January 14-15, 2009, San Francisco

February 10-11, 2009, Long Beach

April 9-10, 2009, Sacramento

This course teaches how to identify, protect, and access vital records in the event of a disaster, how to incorporate records emergency planning into agency COOP plans, and how to recover damaged records