



## ELECTRONIC RECORDS ARCHIVES PROGRAM STATUS SEPTEMBER 2008

On June 27th, 2008, The ERA system reached Initial Operating Capability and began to be used for NARA business on the 30th. In its initial stage, the new system will support the basic process of determining how long federal agencies need to keep records and whether the records should be preserved in the National Archives afterwards. ERA will support this process for all Federal records, whether they are paper, film, electronic, or other media.

In July 2008, NARA started moving approximately 3.5 million computer files into ERA. These historically valuable electronic records range from databases about World War II soldiers to the State Department's central files on foreign affairs. The records eventually will be accessible online in ERA."

### What the ERA System does in its first official release?

At its Initial Operating Capability – also known as *IOC* – the ERA System is a tool to automate some of the records management processes that agencies use to interact with NARA. It provides the ability to:

- Manage the lifecycle of ALL records
- Create, modify and submit a *Records Schedule* (formerly SF-115)
- Create, modify and submit a *Transfer Request and Transfer Plan* (formerly SF-135)
- Create, modify and submit a *Legal Transfer Instrument* (formerly SF-258)
- Search for existing business objects (and in some cases, use them to generate new ones)
- Securely package electronic records for transfer
- Ingest, open, and verify electronic records that were transferred to NARA using ERA

### Who will be the first people to use ERA?

Only persons who have completed ERA Training, and who have been approved to receive an ERA account and password will be authorized to work in ERA.

NARA staff, including people from:

- Appraisal Archivists from the Lifecycle Management Division (NWML);
- Archivists and Technicians from the Electronic Records and Special Media Division (NWME);
- Archivists and Technicians from the Textual Archives Division (NWCT);
- Archivists and Technicians the Special Media Archives Services (NWCS); and
- Records Management staff from the national Regional Records Services Program (NR)

Agency Records Officers and certified records management staff from:

- The Department of Commerce's U.S. Patent and Trademark Office (USPTO)
- The Department of the Navy's National Oceanographic Office (NAVO)
- The Department of Energy's National Nuclear Security Administration (NNSA/Kansas City Plant)
- The Department of Labor's Bureau of Labor Statistics (BLS)

### When will other agencies use ERA?

As ERA System capabilities and capacity expand, and as NARA becomes more familiar with the way it works, more staff members, Federal agencies, and eventually the public will be added.

There is currently no schedule for when additional Federal agencies will begin to use ERA. For now, records officers from outside the four ERA pilot agencies (listed above) will continue to work with their contacts at NWME and NWML to schedule and transfer records.

First public access is currently projected for 2010, with Full Operating Capacity (FOC) slated for 2011.

### **For more information about the ERA Program:**

Web site: <http://www.archives.gov/era>

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The NARA web site is: <http://www.archives.gov>