



THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

**Building the Archives of the Future**

ERA@IOC



**CURRENT STATUS OF THE  
ELECTRONIC RECORDS ARCHIVES  
(ERA) SYSTEM DEVELOPMENT**  
THE BI-MONTHLY RECORDS AND INFORMATION  
DISCUSSION GROUP (BRIDG)  
OCTOBER 29, 2008

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ERA Program Management Office

National Archives and Records Administration



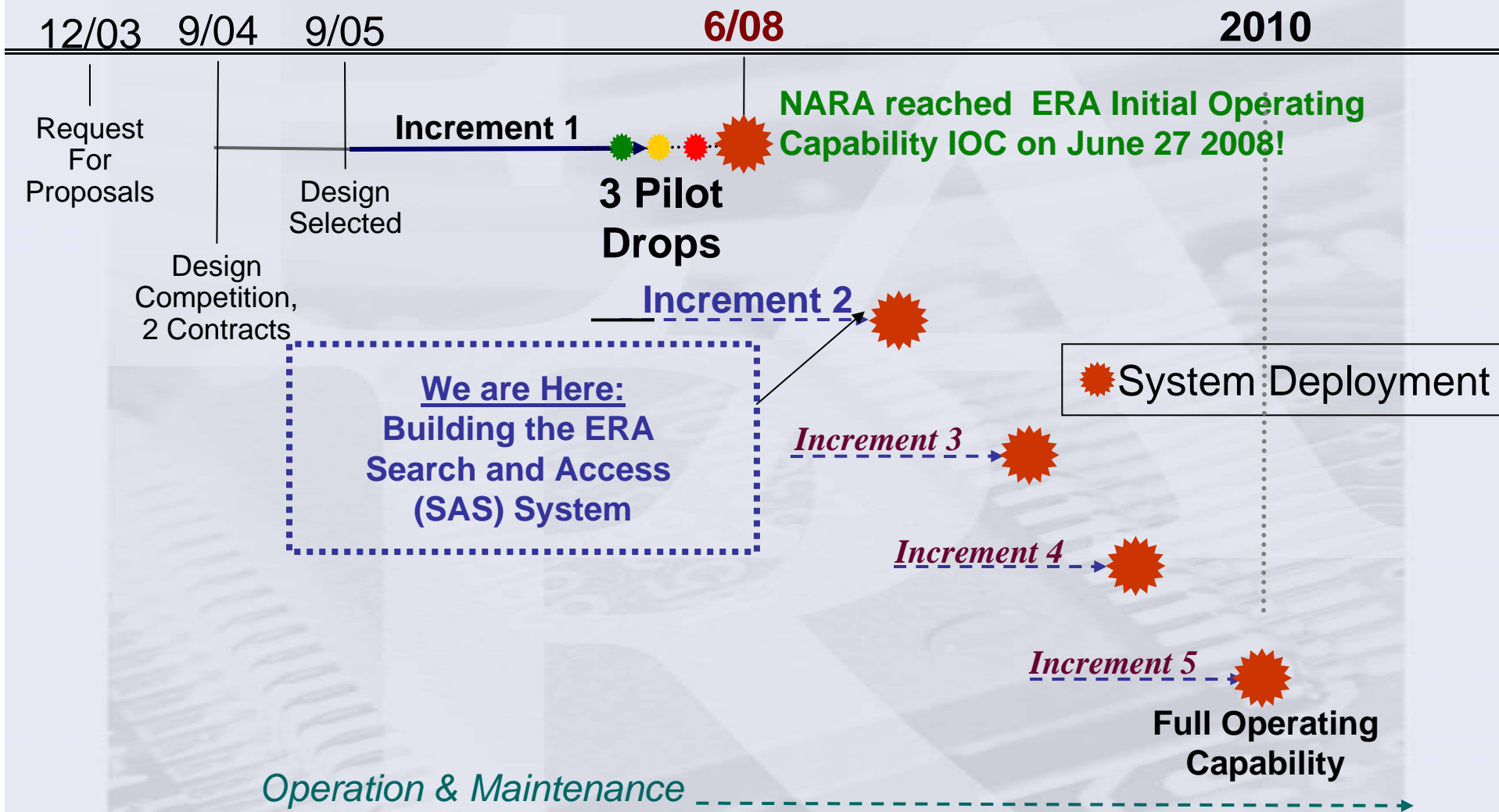
- **What is ERA?**
- **ERA System Development Timeline**
- **2004-2006: NARA Business Process Analysis Teams:**
  - Business Process Re-engineering (BPR)
  - Federal Records ERA Integration Team (FREIT)
  - Business Process Integrated Product Team (BP IPT)
- **September 2007:** ERA Pilot System in Three Deliveries
- **Jan-May 2008:** Human Factors Focus Groups and End User Testing
- **IOC 6/27/08:** Delivery and Acceptance of ERA
- **July-Aug/08:** Training the first people to use the system
- **Currently developing the ERA Search & Access (SAS) System**



The Electronic Records Archives (ERA) is NARA's strategic initiative **to preserve and provide long-term access** to uniquely valuable electronic records of the U.S. Government, and to transition government-wide **management of the lifecycle of all records** into the realm of e-government.



# Acquiring and Building ERA in Increments



10/29/2008



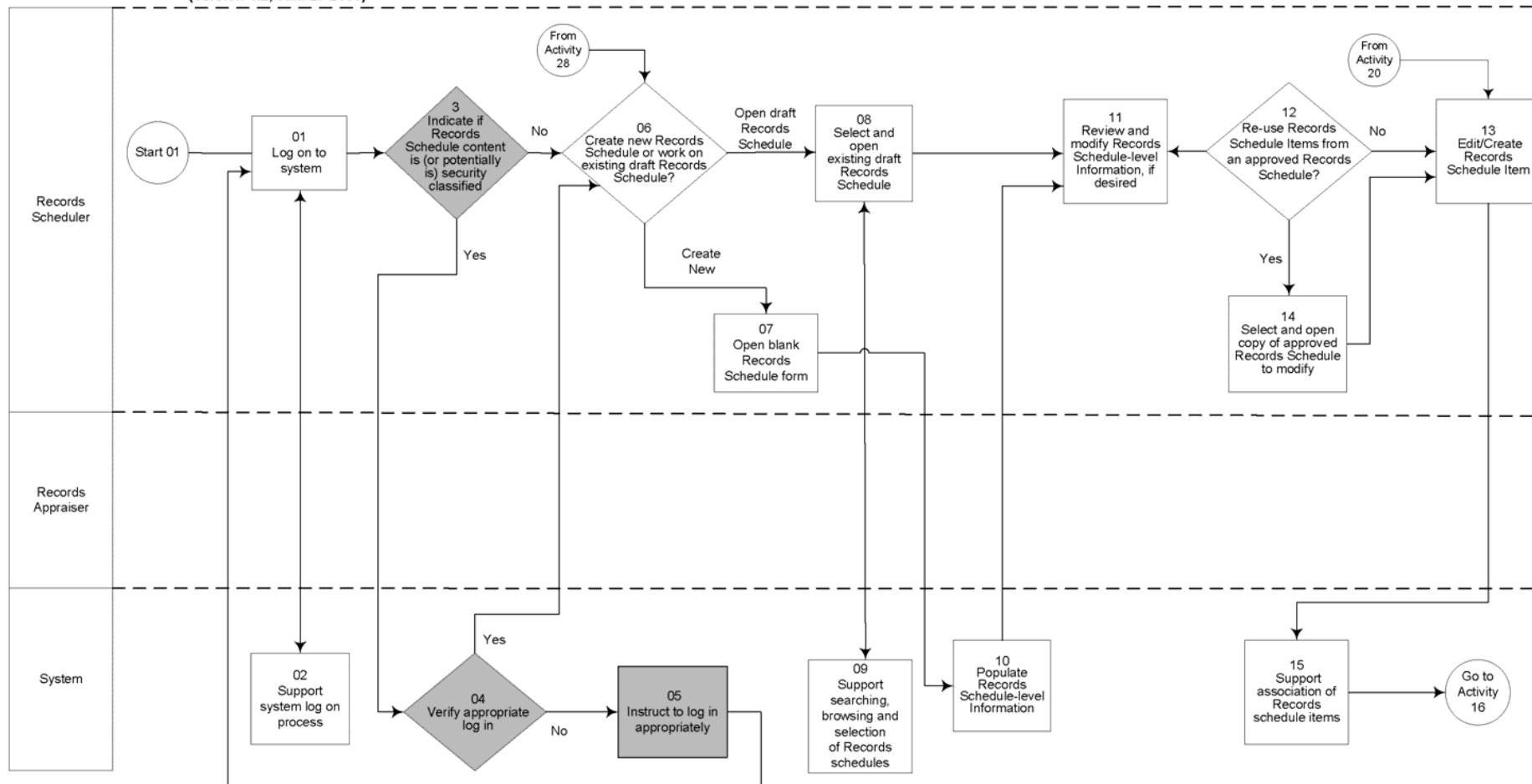
## NARA's Business Process Re-Engineering (BPR) Group

- **2004-05** - Cross office teams determined “as is” and “to be” workflows for NARA business activities
- **NARA's high level business activities:**
  - Scheduling and Appraisal
  - Donated Materials
  - Lifecycle Data Elements
  - Disposition Actions
  - Transfer Records to NARA
  - FRC Storage
  - FRC Storage
  - Destruction of Records
  - Processing Holdings for Access
  - Reference
  - FOIA and Special Requests
  - Appeals



# Sample BPR Map: Studying The Lifecycle of a Record

1.01 Creation and Submission of Records Schedule (page 1 of 2)  
(version 4.2, Jan. 27 2006)



**Legend**

- RCPOS Activities
- No ERA Role in the Activity
- ERA Increment 2+ Activity





## Testing Activities

- **2006** - Human Factors Testing with SMEs and NARA & Lockheed Engineers
- **2007-08** - Incremental End User Testing with variety of SMEs:
  - Those familiar with NARA business
  - Those who had never seen the system

**Recorded feedback** after each testing activity, and followed up with engineers to make fixes



## What can ERA do in its first official release?

- 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





# The Federal Records Scheduling Process: *Using a Standard Form (SF-115)*

Request for Records Disposition Authority <small>(See instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number	
1. From: (Agency or establishment)		Date Received	
2. Major Subdivision		<b>Notification to Agency</b> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision			
4. Name of Person with whom to confer		Date	Archivist of the United States
5. Telephone (include area code)			
<b>6. Agency Certification</b> 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies: <input type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative		Title	Date (mm/dd/yyyy)
7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)

115-109    NSN 7540-00-634-4064    Previous Edition Not Usable    Page \_\_\_\_ of \_\_\_\_    Standard Form 115 (Rev. 3/91)    Prescribed by NARA 36 CFR 1228

**The manual (paper) form used to capture information about the records**



# Using ERA to schedule records online:

## *The Electronic form: The e-115*

### Records Schedule

\* Required fields

General Info

General

*Records Schedule ID:	<input type="text"/>	*Internal agency concurrences will be provided:	<input type="text"/>
Schedule Subject:	<input type="text"/>	*Record Group:	<input type="text"/>
*Agency or Establishment:	<input type="text"/>	Records Schedule applies to:	
*Legacy Data:	<input type="text"/>	<input checked="" type="radio"/> Major Subdivision	<input type="radio"/> Agency-wide
Default Schedule:	<input type="checkbox"/>	<input type="radio"/> General Records	
Status:	<input type="text"/>	*Major Subdivision:	<input type="text"/>
		Minor Subdivision:	<input type="text"/>

Background

Background Information:

GAO Concurrence	Records Scheduler						
<input checked="" type="radio"/> Not Required <input type="radio"/> Requested <input type="radio"/> Received	<table border="1"> <tr> <td>*First Name</td> <td>*Last Name</td> <td>*Title</td> </tr> <tr> <td><input type="text" value="EndUser1"/></td> <td><input type="text" value="Rsn"/></td> <td><input type="text"/></td> </tr> </table>	*First Name	*Last Name	*Title	<input type="text" value="EndUser1"/>	<input type="text" value="Rsn"/>	<input type="text"/>
*First Name	*Last Name	*Title					
<input type="text" value="EndUser1"/>	<input type="text" value="Rsn"/>	<input type="text"/>					
Items:							

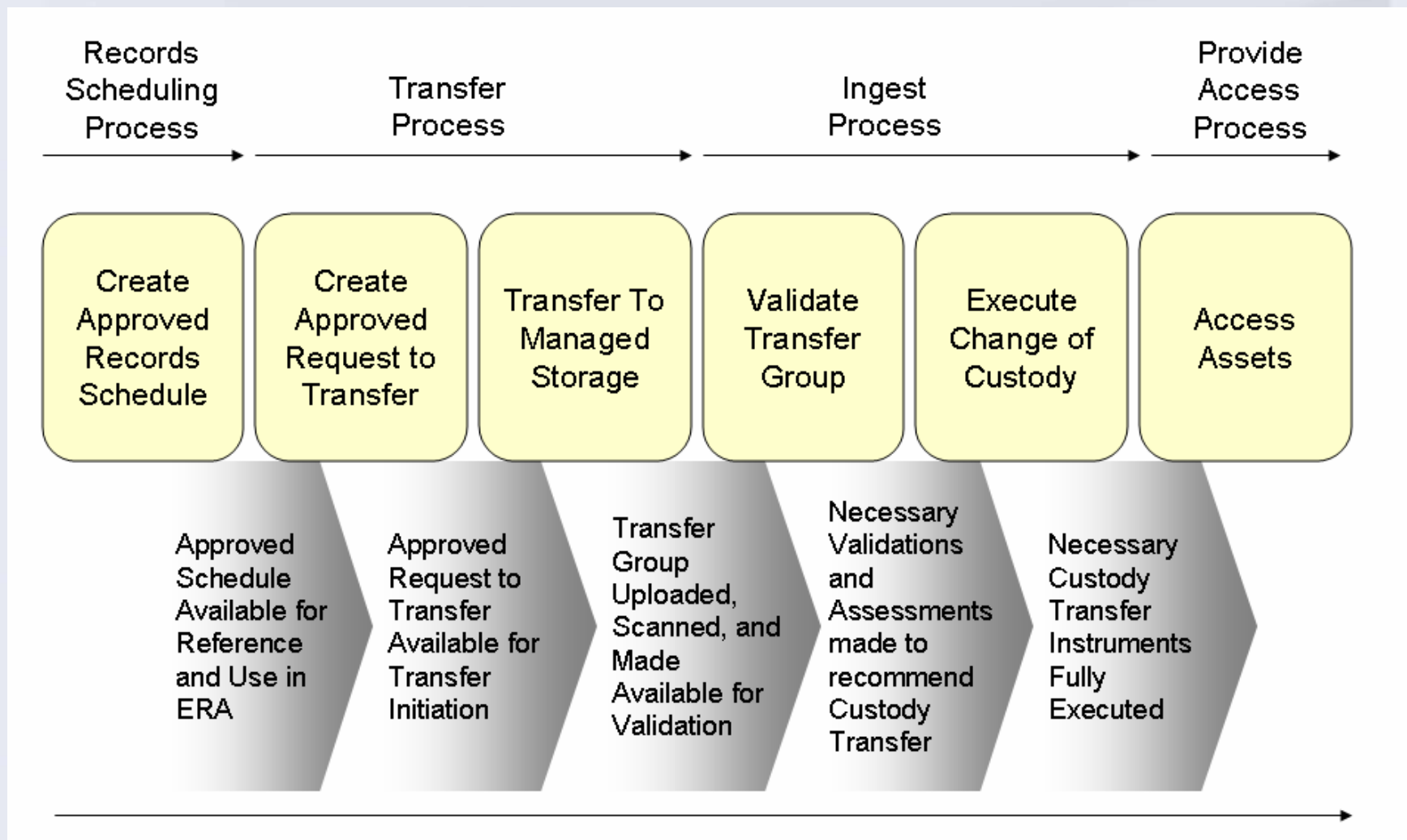
Functions Contact Persons

<input checked="" type="checkbox"/>	First Name	*Last Name	Title	*Phone	Email
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel

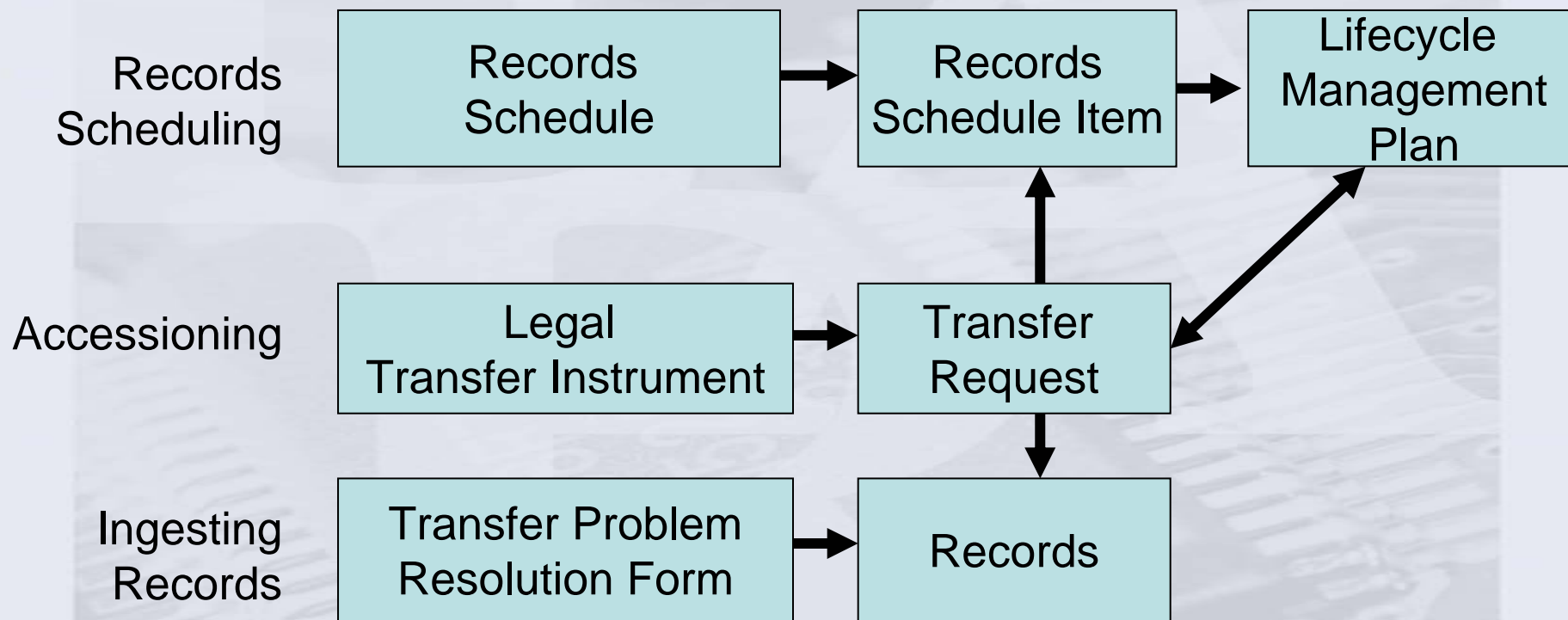


# ERA Functional Flow



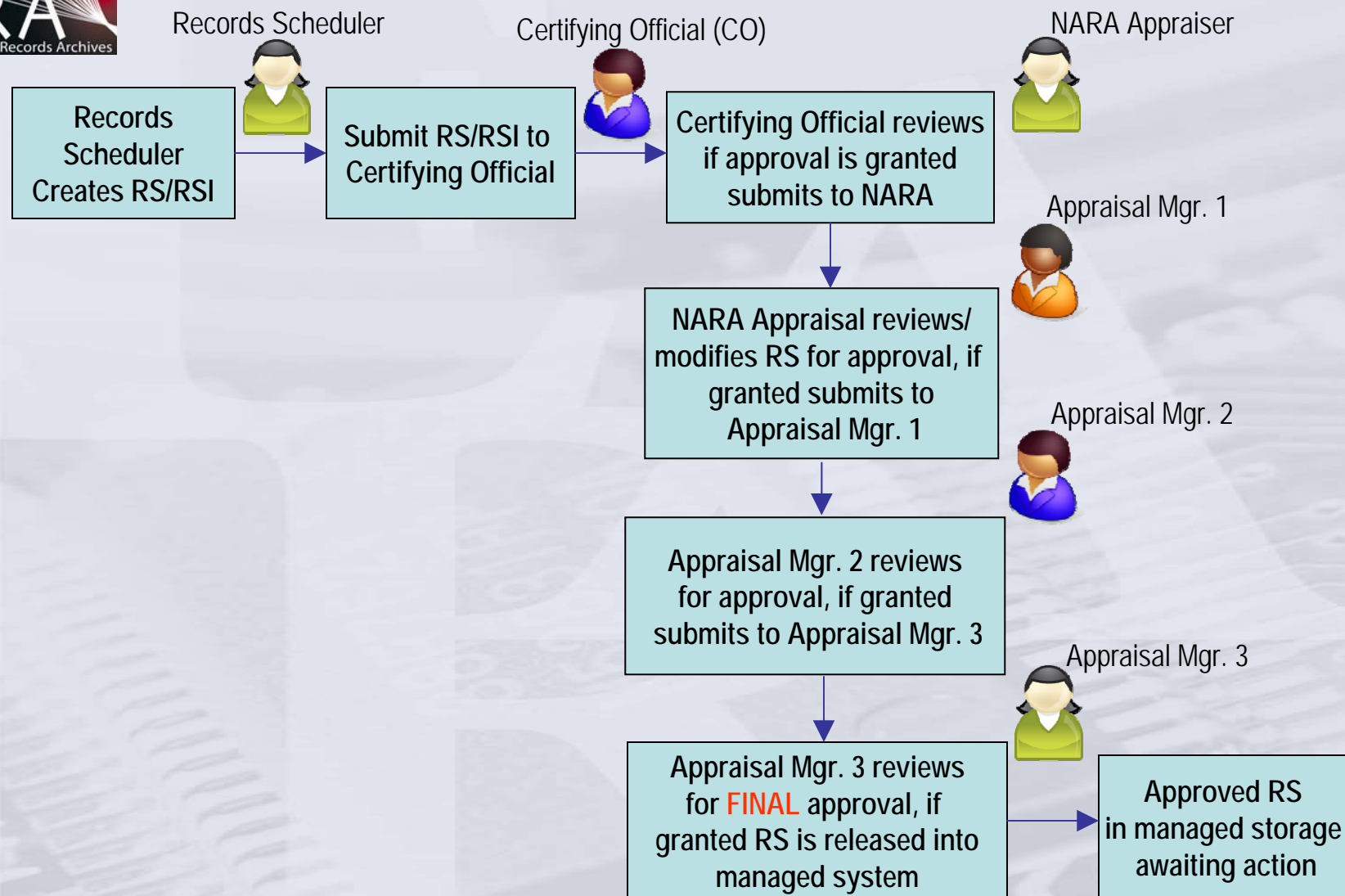


# ERA Workflow Model





# Creating and Approving a Records Schedule in ERA





- **Records Scheduler (non-NARA staff)**
- **Records Scheduler NARA (NARA staff)**
- **Certifying Official  
(Federal Agency Representatives):**
- **Records Appraiser (NARA Officials):**





# Some Screenshots: The ERA Log-On Screen



\*Username:

\*Password:

Submit

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Telephone: 1-866-NARA-NARA or 1-866-272-6272



# The ERA Records Schedule *Workbench*

Welcome Derica Carty

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## ERA Workbench

[Customize My Portal](#)

Notifications		
Title	Created Date	Created By
<a href="#">Records Schedule DAL-0029-2008-0001 certified.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0001 certified.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0001 certified.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0001 approved.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0001 approved.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0001 approved.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0002 certified.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0002 certified.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0002 certified.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0029-2008-0002 approved.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0059-2008-0001 certified.</a>	06/18/2008	ERA System
<a href="#">Records Schedule DAL-0059-2008-0001 certified.</a>	06/18/2008	ERA System

Inbox						
ID #	Type	Agency	Created By	Status	Due Date	
<a href="#">TR-0029-2008-0008</a>	TR	Bureau of the Census	Karuna.Sodhi	Draft	06/26/2008	
<a href="#">TR-0241-2008-0004</a>	TR	Patent and Trademark Office	Karuna.Sodhi	Draft	06/26/2008	
<a href="#">TR-0241-2008-0005</a>	TR	Patent and Trademark Office	Derica.Carty	Draft	06/26/2008	
<a href="#">TR-0241-2008-0006</a>	TR	Patent and Trademark Office	Derica.Carty	Proposed	07/01/2008	
<a href="#">TR-0241-2008-0007</a>	TR	Patent and Trademark Office	Derica.Carty	Draft	06/27/2008	
<a href="#">TR-0029-2008-0001</a>	TR	Bureau of the Census	kenneth.kang	Approved	07/18/2008	
<a href="#">TR-0241-2008-0002</a>	TR	Patent and Trademark Office	kenneth.kang	Approved	07/18/2008	
<a href="#">TR-0059-2008-0003</a>	TR	Department of State	kenneth.kang	Approved	07/18/2008	
<a href="#">TR-0029-2008-0002</a>	TR	Bureau of the Census	kenneth.kang	Approved	07/18/2008	
<a href="#">DAI-0059-2008-0003</a>	RS	Department of State	Jerome.Nashorn	Proposed	06/21/2008	
<a href="#">TR-0059-2008-0001</a>	TR	Department of State	kenneth.kang	Approved	07/18/2008	
<a href="#">TR-0241-2008-0001</a>	TR	Patent and Trademark Office	kenneth.kang	Approved	07/18/2008	

Help
<a href="#">Help - Main</a>
<a href="#">FAQ</a>
<a href="#">Glossary</a>



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

- **NARA Staff**
  - Lifecycle Management Division
  - Electronic Records and Special Media Division
  - Textual Archives Division
  - Special Media Archives Services
- **The four ERA Pilot Agencies**
  - 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)



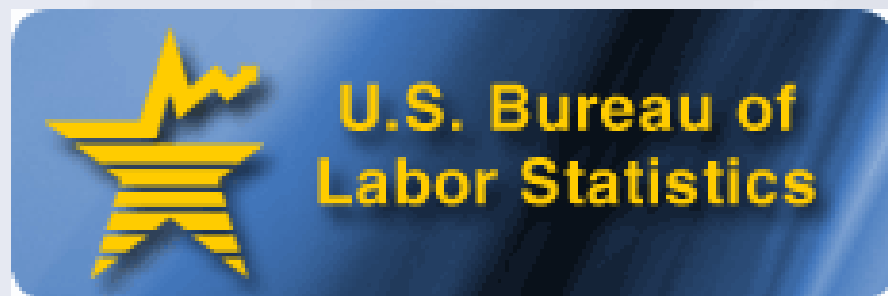
## When will other agencies use ERA?

- Future expansion of ERA system capabilities
- Ease of use to conduct NARA business
- Gradual addition of more users
- Continued partnership with NARA staff and Federal agencies



## The first four ERA Pilot Agencies

UNITED STATES PATENT AND TRADEMARK OFFICE





## **Your Contact in the ERA Program Office**

# **ERA Communications**

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**Fynnette.Eaton@nara.gov**  
**(301-837-0519)**

The ERA Web site is:  
**<http://www.archives.gov/era>**