The Electronic Records Archives at the National Archives and Records Administration

Kenneth Thibodeau, Director

ERA Program

Town Meeting
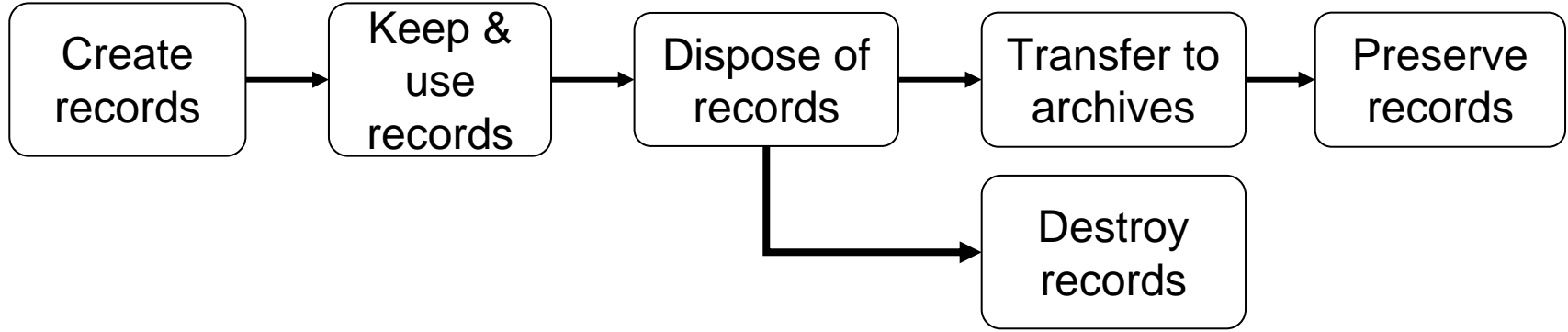*New Orleans, July 16, 2007*

ERA
Electronic Records Archives

AMERICAN ASSOCIATION OF LAW LIBRARIES
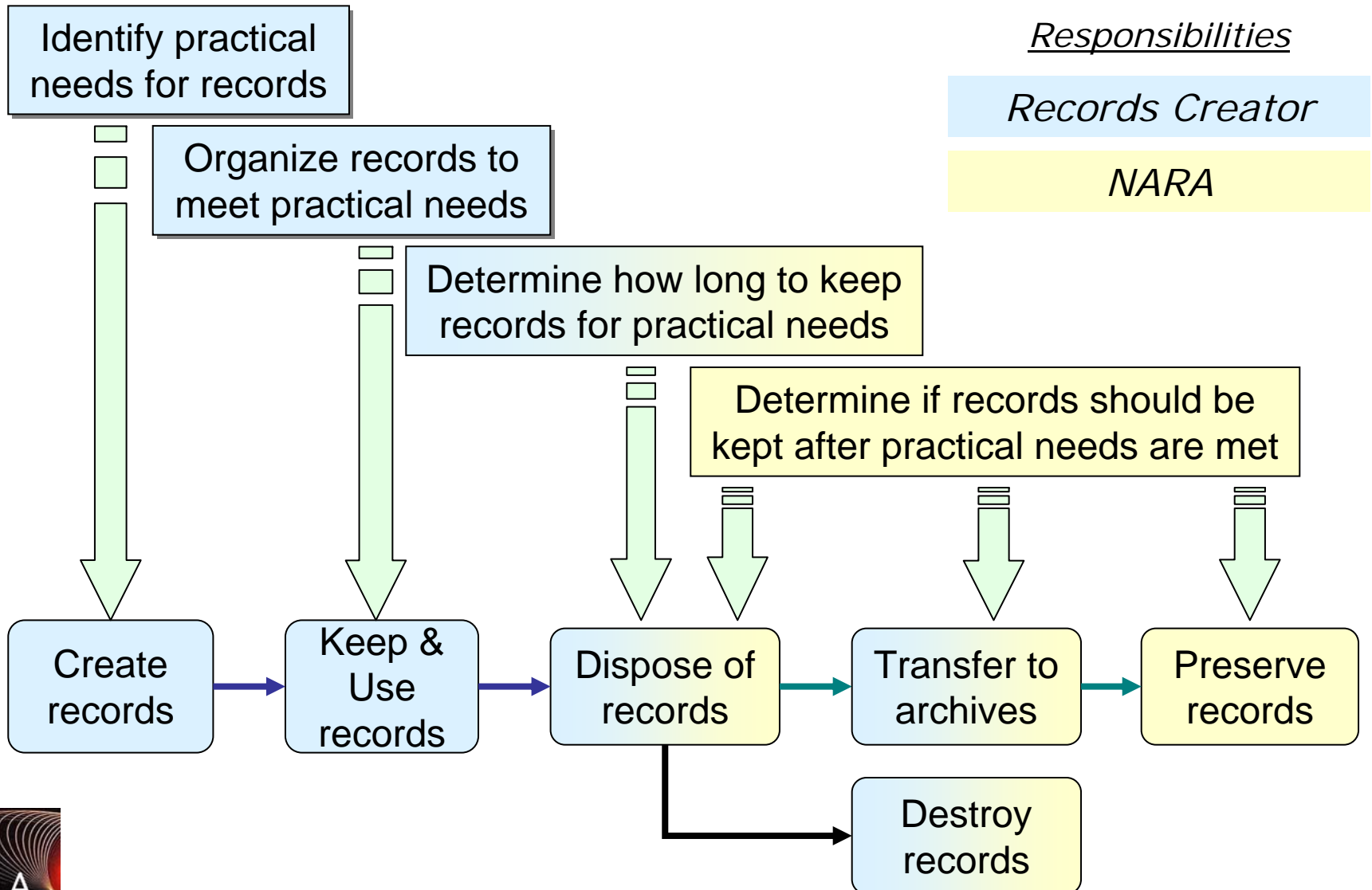
The Electronic Records Archives System

- NARA's strategic investment to
  - Preserve and provide sustained access to electronic records of the U.S. Government
  - Re-engineer and automate the lifecycle management of all records of the U.S. Government
- A *major* system development
  - Over $130,000,000 funding to date
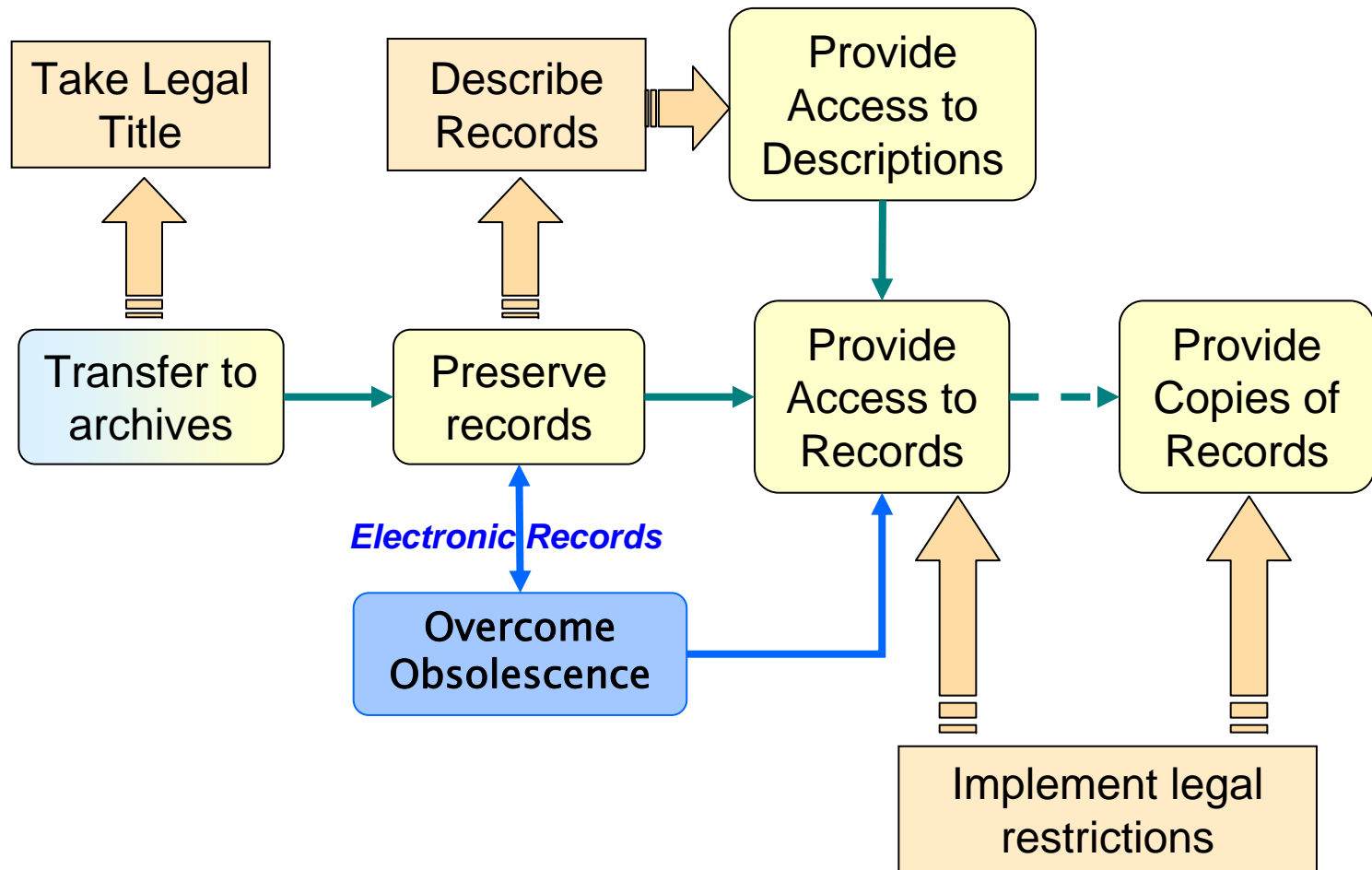 - Constant oversight by OMB, GAO, Congress

The Lifecycle of Records

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┌──────────┐    ┌──────────┐    ┌──────────┐    ┌──────────┐    ┌──────────┐
│  Create  │──▶ │  Keep &  │──▶ │Dispose of│──▶ │Transfer to│──▶│ Preserve │
│ records  │    │   use    │    │ records  │    │ archives │    │ records  │
│          │    │ records  │    │          │    │          │    │          │
└──────────┘    └──────────┘    └────┬─────┘    └──────────┘    └──────────┘
                                     │
                                     ▼
                                ┌──────────┐
                                │ Destroy  │
                                │ records  │
                                └──────────┘
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Electronic Records Archives

Lifecycle Management of Records

Identify practical needs for records

Organize records to meet practical needs

Determine how long to keep records for practical needs

Determine if records should be kept after practical needs are met

Responsibilities

Records Creator

NARA

Create records → Keep & Use records → Dispose of records → Transfer to archives → Preserve records

Destroy records

The "*After Life*" of Records

Scope of the Electronic Records Archives

| Function	All Records	Electronic Records
Determine how long to keep		
Determine whether to preserve		
Transfer		
Preserve	*Automate workflow,*	
Destroy		
Take legal title	*business rules,*	*Process Records*
Describe	*collaboration*	
Provide access to descriptions		
Provide access to records		
Provide copies		
Review/redact		

Incremental Development

- Increment 1
  - Workflow for records scheduling and transfers
  - Transfers of electronic records, ingest, archival storage
- Increment 2
  - Workflow for processing presidential records
  - Content search of electronic records
  - Review of electronic records
  - Classified electronic records
- Increment 3
  - Public access to descriptions of all records
  - Access to electronic records
  - Electronic records preservation
- Increment 4
  - Expansion of capacity and enhanced functionality
  - Redaction of electronic records
- Increment 5
  - Expansion of capacity and enhanced functionality

System Acquisition

12/03   9/04   9/05   9/07 3/08   2011

Increment 1

Design Selected

Initial Operating Capability

Initial Deployment

Design Competition: 2 Contracts

Request For Proposal

Increment 2

Increment 3

Increment 4

Increment 5

Full Operating Capability
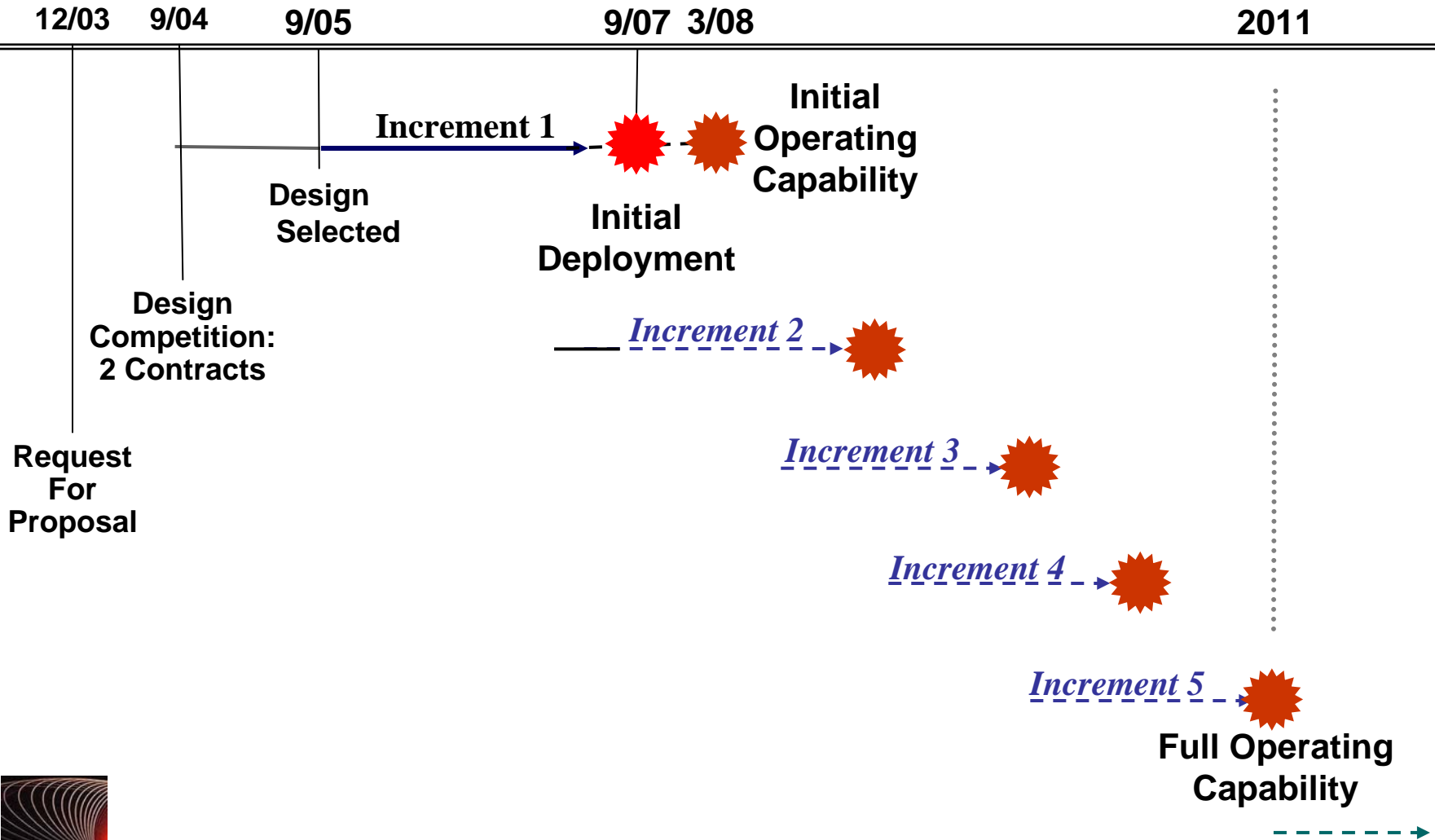
Some Benefits of ERA

✓ Ease of access to NARA services and holdings

✓ A one-stop-shopping, e-government-based approach

✓ Comprehensive, uniform lifecycle management of paper and electronic records

✓ Preservation of electronic records

✓ Aids for

➢ Finding and accessing NARA holdings,

➢ Managing the lifecycle of U.S. Government records

➢ Maximizing access while protecting confidentiality

✓ Communication & collaboration forum

✓ *Pushing the frontiers of IT and computer science*
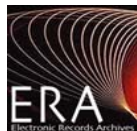
For Additional Information

www.archives.gov/era