



# The Electronic Records Archives (ERA)

## BRIDG Meeting

August 17, 2006

### ERA Program Update

Fynnette Eaton  
ERA Program Staff



# Agenda

- Review
- Agency Orientation
- Agency Involvement in Human Factors
- Next Steps



# Review

## ***Why does NARA need Agency Involvement in ERA development?***

- To provide user acceptance of ERA system
- To standardize schedule creation and submission across agencies.
- To identify potential problems early on
- To minimize of risks
- To promote information sharing across agencies

**Collaboration is critical to ERA's success.**



# Review

- Selection Process Developed for Increment 1 Agencies
- Increment 1 Test Agencies Selected:
  - Bureau of Labor Statistics
  - U.S. Patent & Trademark Office
  - U.S. Naval Oceanographic Office
  - National Nuclear Security Administration- Kansas City Plant



# Agency Orientation

- Occurred June 1, 2006 at Archives I in Washington, DC
- Three of four of the agencies participated (NNSA had separate presentation via conference call)
- Provided ERA overview, overview of new e-115, and discussed their level of involvement in the program



# Agency Involvement in Human Factors

- Review of ERA user interface and its ease of use given NARA process
- Focus group held on June 1, 2006
- Reviewed screens associated with creation and submission of a records schedule
- Comments were on the screens ONLY – not the process itself
- Schedule creation examples on following slides



# Agency Involvement in Human Factors – Scheduling

- All aspects of scheduling and appraisal for the 4 agencies to be done using ERA tool (with release 3)
  - Creation and submission of schedules
  - NARA processing, including appraisal report
  - Final approval

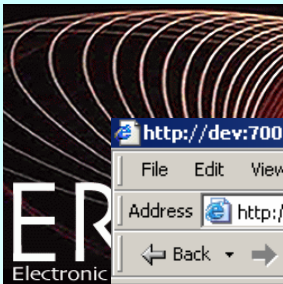


# Agency Involvement in Human Factors - Scheduling

- **New E-115**
  - Fielded data
  - Mandatory fields/dependencies
  - Structured disposition instructions



# Agency Involvement in Human Factors – Welcome Screen



http://dev:7001/Portals/Static/about\_era.html - Microsoft Internet Explorer provided by Lockheed Martin T55

File Edit View Favorites Tools Help

Address http://dev:7001/Portals/Static/about\_era.html

Back Forward Stop Refresh Home Search Favorites Media Print Copy Paste

## Electronic Records Archives

U.S. National Archives & Records Administration

Welcome to ERA June 8<sup>th</sup>, 2005 ERA Home Search Contacts Forum Help Login

### ERA Home

- About ERA
- ERA News & Events
- What's New
- Digital Classroom
- Presidential Libraries
- NARA Home Page
- Related Websites
- Site Index

#### Quick Login

User ID:

Password:

Login

#### Government Links

- The National Archives EXPERIENCE
- ourdocuments
- FIRST GOV Your First Click to the U.S. Government
- REGULATIONS.GOV
- No Fear Act

## Welcome to NARA - Electronic Records Archives

### About ERA

The electronic records challenge is formidable, but as an agency, NARA is committed to addressing this challenge head on. NARA's vision is to create a system that will authentically preserve and provide access to any kind of electronic record, free from dependency on any specific hardware or software, enabling NARA to carry out its mission into the future.

### Description

NARA ERA will be a leader in innovation in electronic records archiving. In coordination with our Federal partners, we will develop policy and technical guidance to enable responsible electronic records creation and management. With help from our research partners, we will develop and maintain the technical capability to capture, preserve, describe, access and appropriately dispose any Government electronic record.

We will manage a coherent, nationwide, and sustainable system for permanent archival electronic records of the Federal Government. We will develop the capability to manage Federal agency electronic records within the NARA records center system.

We will ensure that anyone, at anytime, from any place, has access to the best tools to find and use the records we preserve.

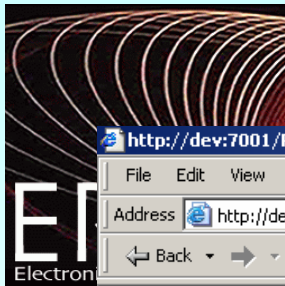
Our staff will be capable and consistent users of the electronic tools at every point of the life cycle. We will sustain widespread support from all our stakeholders and customers by listening to their needs, meeting their requirements, and seeking their feedback.

### Background Information

More and more we communicate by computer. That means our records' records of critical importance to every one of us, such as email messages and word processing documents, are increasingly electronic.

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | http://dev:7001/Port... | Local intranet | 4:26 PM

# Agency Involvement in Human Factors – User Log-in



http://dev:7001/Portals/Static/login.html - Microsoft Internet Explorer provided by Lockheed Martin T55

File Edit View Favorites Tools Help

Address http://dev:7001/Portals/Static/login.html Go

Back Forward Stop Home Search Favorites Media Print Copy Paste

## Electronic Records Archives

U.S. National Archives & Records Administration

Welcome to ERA June 8<sup>th</sup>, 2005 ERA Home Search Contacts Forum Help Login

- ERA Home
- About ERA
- ERA News & Events
- What's New
- Digital Classroom
- Presidential Libraries
- NARA Home Page
- Related Websites
- Site Index

### Member Login

User ID

Password  [Forgot Password](#)

Login

Quick Login

User ID:

Password:

Login

### Government Links

- The National Archives EXPERIENCE
- our documents
- FIRSTGOV Your First Click to the U.S. Government
- REGULATIONS.GOV
- No Fear Act

For site security purposes and to ensure that this service remains available to all users, this Government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, such evidence may be provided to appropriate law enforcement officials. Unauthorized attempts to upload or change information on this server are strictly prohibited and may be punishable by law, including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.

### QUESTIONS

- [What can I do without login access?](#)
- [Why would I need login access?](#)
- [How do I request login access?](#)
- [I forgot my password](#)

What can I do without login access? [Back to Top](#)

Done Local intranet

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | http://dev:7001/Port... | 4:27 PM









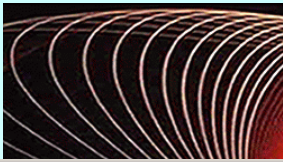
# Agency Involvement in Human Factors - Workbench

**Electronic Records Archives**  
U.S. National Archives & Records Administration

Welcome Frank Nemeth Thursday January 26 2006

My ERA ▾ Search ▾ Templates ▾ Schedules ▾ Transfer and Disposal ▾ Help 🌐 🔍 🔑 👤 ⓘ 🔒

<h3>My ERA <span>?</span></h3> <ul style="list-style-type: none"><li>Search Contacts</li><li>Current Tasks</li><li>Notifications</li><li>Calendar</li><li>NARA News</li></ul> 	<h3>Search <span>?</span></h3> <ul style="list-style-type: none"><li>Search NARA Website</li><li><b>Browse ERA</b></li><li>Records</li><li>Schedules</li><li>Templates</li><li>Browse Asset Catalog</li></ul> 	<h3>Help <span>?</span></h3> <ul style="list-style-type: none"><li>Search Help</li><li>Tutorials</li><li>Glossary</li></ul> 
<h3>Templates <span>?</span></h3> <ul style="list-style-type: none"><li><b>Create Template</b></li><li>Document Template</li><li>Presentation Template</li><li><b>Edit Template</b></li><li>Document Template</li><li>Presentation Template</li></ul> 	<h3>Schedules <span>?</span></h3> <ul style="list-style-type: none"><li><b>Request Disposition Authority</b></li><li>Create New Request</li><li>Review Current Requests</li><li>Generate Agency Schedule</li><li>Revise Agency Schedule</li></ul> 	<h3>Transfer and Disposal <span>?</span></h3> <ul style="list-style-type: none"><li>Transfer Calendar</li><li>Records Storage Inventory</li><li>Records Disposal Scheduling</li><li><b>Transfer Requests</b></li><li>Update Pending Request</li><li>Status Current Transfer</li><li><b>New Request</b></li><li>Transfer to the Archives</li><li>Transfer to the FRC</li><li>Request return from the FRC</li></ul> 



# Agency Involvement in Human Factors – Records Schedule Gen Info

Welcome John Smith Tuesday April 25<sup>th</sup> 2006

My ERA ▾ Search ▾ Templates ▾ Schedules ▾ Transfer and Disposal ▾ Help ▾

TBD

General Info Item Info Supporting Materials Certification Submit to NARA

### Records Schedule

General Info Item Info Supporting Materials Log

\* Required

\*Agency or Establishment: National Archives & Records Administration

Department: {options based on Agency}

\*Organization: NWML

Subdivisions:  Add Subdivision

\*Record Scheduler Name: Paul M. Winston \*Title: Director, NWML

\*Phone: (PP) \*Email Address: paul.winston@nara.gov

Contact same as Record Scheduler

GAO Concurrence:  Required  Not Required  Internal agency concurrences attached

\*Agency Certification

Name: {options based on Agency}

Title: (PP)

Organization: (PP)

Date: 03/21/2006

**Schedule Overview** (Maximum number of characters for this text box is 255)

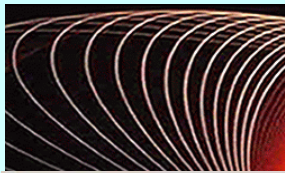
This schedule covers records created and maintained by temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as

You have 255 characters remaining

Cancel Save Next



# Agency Involvement in Human Factors – Records Schedule Gen Info (cont'd)



Welcome John Smith Tuesday April 25<sup>th</sup> 2006

My ERA ▾ Search ▾ Templates ▾ Schedules ▾ Transfer and Disposal ▾ Help ▾

TBD

**General Info** Item Info Supporting Materials Certification Submit to NARA

### Records Schedule

**General Info** Item Info Supporting Materials Log

\* Required

\*Agency or Establishment:

Department:

\*Organization:

Subdivisions:

\*Record Scheduler Name:  \*Title:

\*Phone:  \*Email Address:

Contact same as Record Scheduler

GAO Concurrence:  Required  Not Required  Internal agency concurrences attached

\*Agency Certification

Name:

Title:

Organization:

Date:

**Schedule Overview** (Maximum number of characters for this text box is 255)

You have 255 characters remaining



# Agency Involvement in Human Factors – Disposition Instructions

- Clear statement of Permanent or Temporary
- Clearly identified physical transfer instructions (optional)
- Disposal date linked to cutoff of records
- Legal transfer of permanent also linked to cutoff

# Agency Involvement in Human Factors – Disposition Instructions

Welcome John Smith Monday April 24<sup>th</sup> 2006

My ERA Search Templates Schedules Transfer and Disposal Help

TBD

General Info Item Info Supporting Materials Certification Submit to NARA

### Records Schedule

**Item Details** \* Required

\*Number:

Title:  Agency Identifier:

Does agency have an associated manual?  Yes  No

Manual ID Name:  Item ID:

Publication Date:

Is this a change to an approved schedule?  Yes  No

Superseded NARA/GRD Number:

Superseded Authority Number:

Superseded Item Number:

Is this a change in retention period for an approved temporary schedule?  Yes  No

---

**Item Description**

Records Types:  Is it media neutral?  Yes  No

\*Summary of content:

\*Subject of record:

\*Relevant work process:

---

**Instructions**

**Cut-Off**

Event:  End of Year:

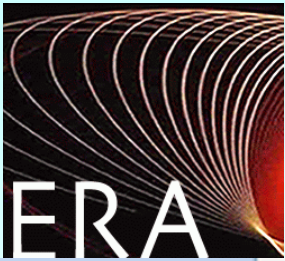
Retirement to NARA?

---

**Physical Transfer**

When:  Where:

Is the record permanent or temporary?  
 Permanent  
 Temporary



# Agency Involvement in Human Factors – Disposition Instructions

Permanent  
 Temporary

**Legal Transfer Instructions**

When:  years after cut-off      If over 30 years, justification:

Date span of series: from  to:   Present

Volume:  
 Electronic/Digital  
 Microform  
 Paper  
 Traditional Special Media

Annual accumulation:  
 Electronic/Digital  
 Microform  
 Paper  
 Traditional Special Media

Arrangement:

Estimated date of first transfer:       Location:

If any of the above information cannot be provided, please explain below:

Request Review      Cancel      Save      Next





# Review

- Agency and NARA scheduling activities will be carried out using ERA
  - Schedules routed internally using ERA
  - New format for appraisal reports
  - Communications carried out through ERA
- Easier, quicker process (we hope)



# Next Steps

- What are the next steps?
  - Follow up on questionnaire submittal
  - Follow up with records officers of the 4 agencies on strategies to promote ERA buy-in with Agency leadership
  - Human factors early user involvement (EUI) activities



# Your ERA Contact

**Fynnette.Eaton@nara.gov**

(301) 837-2007

ERA Communications

[ERA.Program@nara.gov](mailto:ERA.Program@nara.gov)

301-837-0740

**[www.archives.gov/era](http://www.archives.gov/era)**