



ERA Adoption and the Annual Move of Records to NARA

June 27, 2012

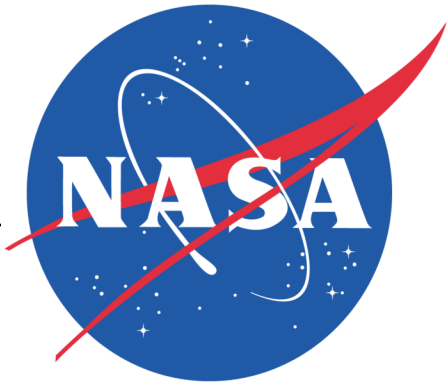
Michael Carlson, NARA

Lynn Stewart, NARA



Today's Agenda

- Who's Using ERA Now
- The Adoption Plan
- Training and Support
- Annual Move



Thanks!!

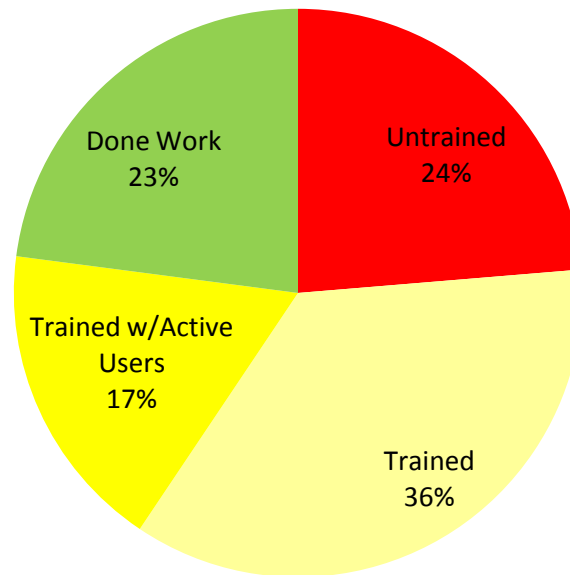


Who's Using ERA Now

Federal Agencies Using ERA

Total Agencies = 266

As of June 15, 2012



Trained w/ Active
Users = 108
(61 out of 108 have
'done work')

Trained Only = 95

Untrained = 63

After September 30, 2012...

A screenshot of a 'Request for Records Disposition Authority' form. The form is a complex document with multiple sections, including 'Requesting Agency Information', 'Requesting Agency Contact Information', 'Requesting Agency Justification', 'Requesting Agency Approval', and 'Requesting Agency Signature'. It contains various fields for text entry, checkboxes, and a table at the bottom for tracking the request's progress.

Support



Sign up at:

<https://nara.learn.com/learncenter.asp?id=178413&DCT=1&sessionid=3-875C8901-F338-4DD9-9C58-71446C79438E&page=48&mode=preview&CookieTest=CookiesAllowed>

July 10
August 2
September 6
October 4



Email or telephone:

Michael Carlson at
michael.carlson@nara.gov or 301-837-1578

July 12
August 7
September 13



Support

ERA Help Desk



877-372-9594 or
ERAHelp@nara.gov



Agency Visits

Email or telephone:

Michael Carlson at
michael.carlson@nara.gov or 301-837-1578

Use ERA for the Annual Move

P2013 Annual
Move



Transparency

Track the progress
of an ERA
Transfer Request
at every point
in the process



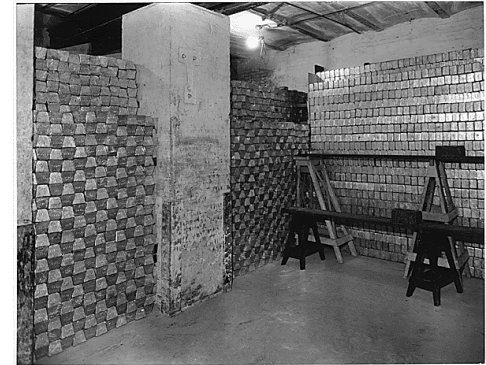
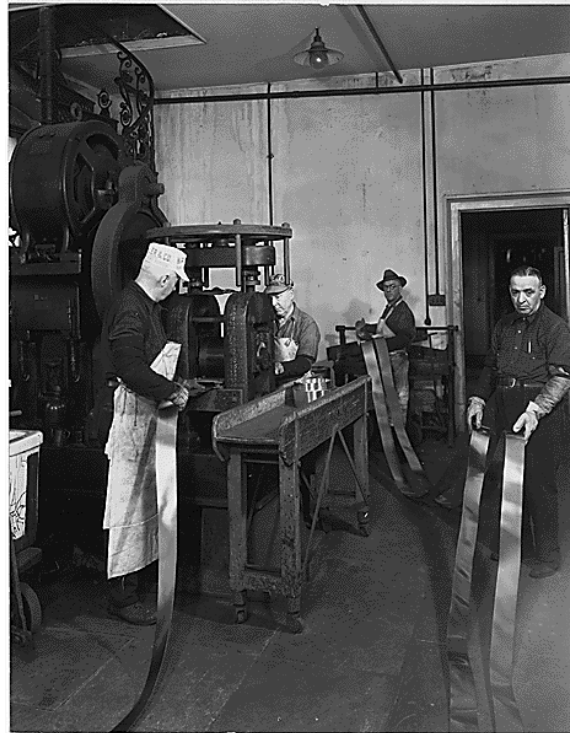
Consistency

Agency and NARA

processes

consistent

nation-wide



Who is affected?

All Federal agencies,
all Federal Records
Centers and all
NARA archival units





What is affected?

- ❑ All legal transfers of records to NARA, including electronic, paper, special media records
- ❑ SF 258 is no longer used
- ❑ Existing SFs 115 (legacy schedules) must be in ERA
- ❑ Transfer Requests created in ERA for annual permanent records move
- ❑ Timeline of annual process



What stays the same?

- ❑ ARCIS is used to identify eligible transfers
- ❑ Review and preview of records by agencies & by NARA
- ❑ Transfer “forms” still created by NARA for eligible permanent records in FRCs and made available to the agencies for review and approval
- ❑ FRCs and archival units coordinate move of records



We heard you

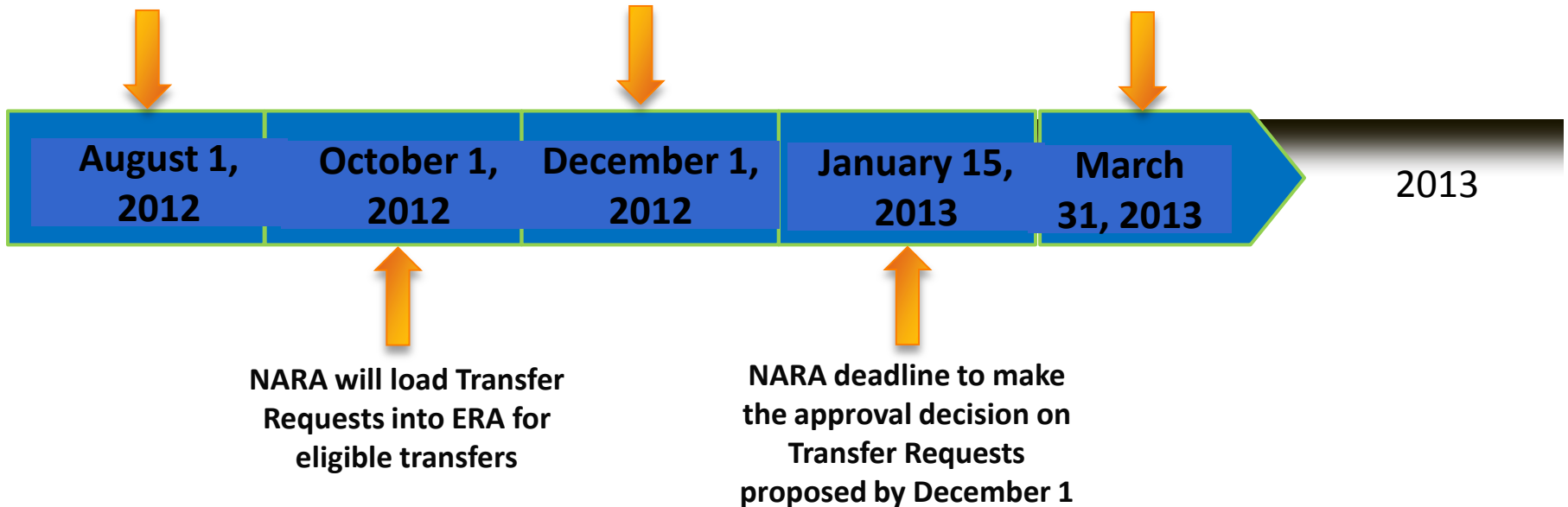
- ❑ List of potentially eligible FRC transfers will be available earlier
- ❑ List will be in spreadsheet format
- ❑ Longer internal agency approval window of 120 days

2013 Permanent Records Move

Agencies will receive lists of potentially eligible FRC transfers for January 2013 for their agency

Agency deadline for proposing Transfer Requests to NARA for movement in the January-March quarter

Deadline for physical transfer of all records with NARA approved transfer requests





ERA Support

ERA Home Page at

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



Training & Support

- Records Management Web Briefing:
 - 2013 Permanent Records Move: What Agencies Need to Know, July 11, 2012
- Webinars on Using ERA for the Annual Move
 - September 20, 2012
 - October 10, 2012
 - October 18, 2012



Contact

Michael Carlson

Michael.Carlson@nara.gov

301-837-1578

Lynn Stewart

Lynn.Stewart@nara.gov

301-778-1545

Or your appraisal or accessioning archivist

Or the ERA Help Desk at 877-372-9594 or ERAHelp@nara.gov