Minutes
ICSP Meeting
1:00 pm until 3:00 pm
January 24, 2008

National Institute of Standards & Technology
Employee Lounge – 1st Floor
Administration Building (101)
Gaithersburg, MD 20899

Attendees:
David Capozzi, Access Board
Colin Church, CPSC
Scott Heh, CPSC
Trudie Williams, DoD
Greg Saunders, DoD
Jeffrey Feit, DOE
Stephen L. Domotor, DOE
Don Marlowe, HHS
Suzie Burke-Bebee
Mary McKiel, EPA
Michael Crowe, FCC
Win Aung, NSF
Jason Baron, NARA
Milt Bush, ACIL
Bert Coursey, DHS
Janice Ausby, Treasury
Virginia Fitzner, DOL
Mary Saunders, NIST
Mary Donaldson, NIST
David Alderman, NIST
Gordon Gillerman, NIST
Michael Moore, NIST contractor
Erik Puskar, NIST

Via telephone call-in:
Jenny Heaps, NARA
Tim Klein, DOT
Kathleen Baden, GSA

1. *Welcome – Mary Saunders, Chair*
   Self introductions – All
   Changes to the agenda – None

2. *eDiscovery Presentation -Implications for agency policies, procedures, technology and standards related to records management and retention – Jason Baron, Director of Litigation, National Archives and Records Administration*

Jason Baron presented an overview of requirements for preserving electronically stored information (ESI). ESI includes (but is not limited to) email and attachments, databases, voice mail, instant and text messaging, proprietary applications, metadata, etc. These requirements were recently codified in a December 1, 2006 amendment to the Federal Rules of Civil Procedure.   Mr. Baron discussed best practices, defined temporary and permanent records and the necessity of having specified "record schedules" establishing time period for retention. Records should be migrated across technology platforms in order to maintain searchability/retrievability. Visit http://toolkit.archives.gov/pls/htmldb/f?p=102:1:16015929465931895529 for access to NARA's electronic records management tool kit (eNARA). Mr. Baron also discussed techniques for searching electronic records and the need for a "fuzzy button" for keyword searches. NARA endorses the DoD 5015.2 standard for electronic records management, a copy of which may be found at the following URL: http://jitc.fhu.disa.mil/recmgt/standards.html.

For additional training, Mr. Baron will be presenting a 3-hour seminar on the topic of eDiscovery at FOSE 2008 on Monday, March 31. Link to FOSE event: http://www.fose.com/index.cfm?do=ev.pubSearchEvents. NARA provides records management training for government and contractor personnel - see course listings on https://nara.learn.com/learncenter.asp?sessionid=3-2D95DF5B-3A21-4DEE-B8B7-2651B266FD5E&id=178413&page=104. Next free 3 hour training session for lawyers will be held on February 26, 2006 (see course catalog online.) Mr. Baron also indicated his availability for targeted agency briefings upon request.

3.   *The ANSI Government Member Forum – Its relationship to the ICSP and future joint meetings – Greg Saunders, DoD and Mary Saunders, NIST.*

There was a discussion of the ICSP and GMF including their differences, commonalities and possible approaches to reinvigorate the GMF.   Similarities include: common agendas and membership, although there are different members. ICSP meetings tend to be better attended and there have been successful joint meetings. The chairs of the two groups are considering holding the groups' meetings co-located and coincident to each other. Since the membership overlaps substantially, this would provide for more efficient use of time and resources. To ensure each group's autonomy, there could be an ICSP-only meeting and a GMF-only meeting around an overlapping joint meeting. (For example, the 1st half hour could be an ICSP-only meeting and the last half hour could be GMF-only meeting.) ANSI staff will research any potential legal concerns.   ICSP chair is willing to try this approach and will circulate potential meeting dates to the ICSP membership.

4.   *American Council of Independent Laboratories (ACIL) presentation – Locating qualified laboratories to assist with federal testing program requirements - Milt Bush*

Mr. Bush presented an overview of the ACIL. Agencies interested in identifying member laboratories may visit ACIL's laboratory search page: http://www.acil.org/displaycommon.cfm?an=8. A copy of Mr. Bush's

presentation: A Background Presentation to the Interagency Committee on Standards Policy (ICSP) is attached.

5. *Upcoming Standards Education Workshop - Global Perspectives and Strategies for Education about Standardization, February 21-22, 2008 at NIST – Erik Puskar, NIST*

    Erik Puskar announced the upcoming workshop on standards education that is open to all interested parties and encouraged ICSP members to solicit participation from within their agencies. Objectives of the workshop are to raise awareness of the state of standards education in this country and internationally and to develop strategies to improve the delivery and availability of standards education in the U.S. through various educational forums. The workshop is free. Interested persons may register for the workshop online at http://ts.nist.gov/Standards/ICES-Workshop.cfm.

6. *Strategic Standards Management Policy Survey Results/Objectives, NTTAA Training Needs and NTTAA Reporting for FY 2007, Status Update – Mary Donaldson, NIST*

    NIST is gathering information on agency standards management policies. Background for this is OMB Circular A-119 which tasks NIST with providing guidance to agencies in implementing the Circular. We plan to post the findings of the agency survey, including examples of standards management policies, on the ICSP website. Contact Mary Donaldson for additional information or assistance in completing the information request.

    The FY 2007 NTTAA report is being prepared at this time by NIST and a draft will be circulated upon completion. Agencies that have not completed their FY 2007 reports are requested to finalize them as soon as possible.

7. *Once Around the Table/Other Business*
    DoD – Defense Standardization Conference upcoming March 4-6 in Arlington, VA. Register at : www.sae.org/events/dsp. Defense standardization awards will be announced at the conference. The awards are the basis for the standards success case studies that DoD publishes. DoD is willing to make their award criteria available to any agency interested. Each service and agency may nominate up to 5 case studies for $5K awards.

    NIST – Work continues on identifying and conducting economic impact studies of voluntary standards. The recently completed study of the WiMax standard is now available the SSD website:
    http://ts.nist.gov/Standards/upload/NISTIR_7473.pdf

    DHS – Department of Homeland Security standardization program efforts are highlighted in the July/December 2007 issue of the Defense Standardization Program Journal.   This issue will be posted on the DSP website at the following URL:
    http://www.dsp.dla.mil/APP_UIL/displayPage.aspx?action=content&accountty pe=displayHTML&contentid=75

Access Board – Electronic Accessibility Standards are being updated. Information will be posted on http://www.access-board.gov

CPSC – 2007 Annual Voluntary Standards Report is posted on CPSC's webpage, http://www.cpsc.gov/library/foia/foia08/brief/fy07VolStd.pdf

Adjourn