

**ADVISORY COMMITTEE ON THE ELECTRONIC RECORDS ARCHIVES
MEETING NO. 3
NATIONAL ARCHIVES BUILDING**

**MINUTES
DAY 2 OF 2
NOVEMBER 16, 2006**

In accordance with the provisions of Public Law 92-463, the meeting was open to the public from 9:00 a.m. to 12:00 p.m. The meeting commenced at 9:03 a.m.

COMMITTEE MEMBERS – FIVE (5) MEMBERS WERE NOT PRESENT.

<u>Name</u>	<u>Organization</u>
Lewis Bellardo	National Archives and Records Administration
Laura E. Campbell	Library of Congress
David Carmicheal – not present	Georgia Archives
Sharon Dawes	Center for Technology in Government
Luciana Duranti – not present	University of British Columbia
Dr. Richard Fennell	Administrative Office of the U.S. Courts
Daniel Greenstein – not present	University of California
Chris Geer – sitting in for Dr. Daniel Atkins	University of Michigan
Jerry Handfield	Washington State Archives
Robert Horton	Minnesota Historical Society
Dr. Robert E. Kahn	Corp. for National Research Initiatives
Andy Maltz	Academy of Motion Picture Arts and Sciences
Richard Pearce-Moses	Digital Government Information
John T. Phillips	Information Technology Decisions
Dr. Dan Reed – not present	University of North Carolina at Chapel Hill
Adrienne Reagins	National Archives and Records Administration
Jonathan M. Redgrave – not present	Redgrave Daley Ragan & Wagner LLP
David Rencher	Federation of Genealogical Societies
Mr. Richard L. Testa	U.S. Air Force
Dr. Ken Thibodeau	National Archives and Records Administration
Allen Weinstein	National Archives and Records Administration
Dr. Kelly Woestman	Pittsburgh State University

1. Comments from the Chair – Dr. Robert Kahn

Robert Kahn reviewed the meeting agenda, then introduced the two presenters from the DoD's Advanced Distributed Learning (ADL) Program, Robert (Bob) Wisher and Paul Jesukiewicz. They were accompanied by Larry Lannom, who is involved in ADL technical development.

2. Presentation on Metadata Registries – ADL Program

- * Please see “Advanced Distributed Learning (ADL) and Content Object Repository Discovery and Registration Architecture (CORDRA)” slides posted on the Core.gov site.

Kahn asked the presenters to focus on the interests of ACERA, namely the archival side of the world.

Brief Description of the ADL Initiative:

In 1997, the U.S. Department of Defense developed a DoD-wide strategy to use learning and information technologies to modernize education and training. The ADL Initiative was the first effort to establish a new framework to provide DoD personnel access to high quality education and training, tailored to individual needs and delivered cost effectively, whenever and wherever it is required.

Relevance to NARA:

In May 2000, an ADL implementation plan was introduced to provide a federal framework. DoD is interested in ADL capability to find and provide access to learning content.

Bob Wisher gave a management overview of the ADL Initiative and Paul Jesukiewicz gave a technical view.

Highlights included the following.

- DoD directive: All distributed content will be Shared Content Object Repository Management (SCORM) compliant
- SCORM is a reference model developed by other industries
- Sharable Content Objects – SCOs –are smaller parts that together build a course
- ADL does coding to tie all components together to develop a learning architecture
- Context is important. You just can't take a component and put it into another course.
- There are four (4) joint ADL co-labs in the US and partnerships centers across the globe
- There are 30 vendors building SCORM compliant Learning Management Systems (LMSs)
- CORDRA provides how to find context and use it across LMSs.
- DoD directive: All data must become visible on the Global Information Grid

- All content must be registered in CODA (metadata repository)
- Registry is a metadata index that provides a single search for the repository
- Metadata is created using an automation tool when the content object is created.
- ADL mandates the use of the HANDLE System as the Identification and Resolution System for unique persistent identifiers
- Only those approved may register metadata
- The goal of the federated registries is to federate outside of DoD
- ADL's next steps are to provide repositories for other types of data

The committee asked ADL to report some of the lessons learned so far in their initiative.

Lessons Learned:

1. It is hard to get people to enter metadata.
2. The authority source is important in the approving process.
3. The portal format must be easy to use.

Kahn: How do you keep the registry up-to-date? It's not a harvest but a push model. People have to put the metadata in. You want your repository maintenance to automate updating the ADL Registry. Data is going to move and the HANDLE System works to help users get access to the data wherever it is.

Hunter: I can see putting a HANDLE system at the front end of ERA's unique identification capability.

Phillips: It would be nice to have a one (1) pager compiling the SCORM requirements and ERA's approach to consistent identifiers.

Kahn: How do we get the one (1) pager done?

Thibodeau: The focus to date is how we persistently use identifiers across our instance. When we nail that down, then we can think about linking it to a HANDLE system to link to the world.

After some discussion, it was decided that ADL, NARA, and LMC would get together to talk initially then the group would talk with Lew Bellardo.

Action Item #3: ADL, NARA, and LMC will meet to compile a one (1) pager on SCORM requirements and ERA's approach to consistent identifiers.

Kahn: What I like is that ADL is focused on what the user is looking for and that is one notion NARA needs to think about when researchers look for data. NARA needs to provide information

to communities and ERA is more mission oriented in getting records in. There is a fundamental difference.

Break

Meeting resumes at 11:30am

3. Group Discussion

Kahn reconvenes the meeting by asking the committee how they can be of value to NARA. He asks for suggestions on the best method of delivering information. He starts the discussion by asking if the committee should produce a document.

Testa: Some of us from fields outside of this committee may have some insight such as DoD.

Kahn: Who?

Testa directed a comment to Maltz: Let's look at the Air Force and the way they plan to archive records and get them to NARA and find issues that may come up.

Maltz: We don't. That's why I'm here.

The discussion then returned to the top 10 topics listed in the April 5th minutes provided in the committee binders. The committee concluded that most of the topics are still important.

Pearces-Moses: Outreach needs to be bumped up. ACERA needs to find support. NARA should look for bundle users in the community. Put a bundle of records out there for the genealogists.

Thibodeau: NARA has the Archives for Archival Databases (AAD) available online.

Campbell: For our born digital project, we used television commercials.

Hunter suggests a theme: What would you do if the Declaration of Independence was digital?

Thibodeau: The December issue of Popular Mechanics features an article on digital preservation.

Pearces-Moses: We must look at the user and meet user expectations.

Thibodeau: The user feedback that we've received indicates that users expect to see NARA's holding digitized.

Campbell: Perhaps, NARA should consider a campaign centered on the Declaration of Independence. Currently, there is no common understanding about making records available.

Kahn interjects and turns to the discussion back to the original topic of how ACERA can best be of value to NARA. Kahn asks the committee to consider three (3) questions:

1. How do they want to proceed? Do they want to meet as mandated and let NARA benefit from the discussion?
2. What is ACERA's specific goal? Kahn adds that he does not see that overseeing the LMC activity is the goal for ACERA.
3. What is ACERA's long term guidance; issues for the long term? Kahn adds that he sees a need to produce a document for long use for people to synthesize. The topic would be "Advice to NARA for the Long Term."

Kahn opens the discussion to the committee.

Handfield: The issue we've had the most difficult with is the ingestion of born digital data. Changing the mind set of Information Technologists and Record Officers as well as the flux in leadership has made it a moving target in getting cooperation in getting records in.

Thibodeau indicates that NARA has a User Adoption Plan.

Action Item #4: Post the ERA User Adoption Plan on Core.gov.

The discussion returns to what will make NARA successful at IOC.

Kahn: We need to give the Archivist recommendations on what he can do.

Pearces-Moses: We need to write a letter of support and make some collections available to the public.

Thibodeau: My top priority is not building ERA but how the Archivist can help NARA meet its mission. ACERA's help should be for NARA.

Kahn informs the committee members that after lunch, he would like them to break out into the sub-committees A and B as defined during their last meeting in April. Their assignment is to determine what the nuggets of advice are to give to the Archivist and how best to give them to him.

Kahn concluded the discussion by stating he would collect the output of each sub-committee and move the activity forward via email. The meeting would not adjourn after their break out sessions.

Kahn closed the meeting at noon after which the members went to lunch then reconvened in their sub-committees to complete their assignment.

4. Action Items for Next Meeting: Committee members

Please see the remaining open action items listed in the ACERA Open Action Items file posted on Core.gov.

5. ADJOURNMENT

The meeting adjourned at 12:00 p.m.

I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete.

Adrienne M. Reagins
Secretariat
Advisory Committee on the Electronic Records Archives

Robert Kahn, Ph.D.
Chairman
Advisory Committee on the Electronic Records Archives

These minutes will be formally considered by the Committee at its next meeting, and any corrections or notations will be incorporated in the minutes of that meeting.