



The National Archives and Records Administration
Building the Electronic Records Archives (ERA)
ERA Information Session #7
NARA and the ERA Increment 1 Agencies

Date: Wednesday, September 26, 2007
Place: Archives II, 2200 Conference Room
Time: 11:00 am – Noon EST

Teleconference Information:
1-866-213-9246 (Confirmation 8412553)

Co-Chairs: Rita Cacas and Laurence Brewer

Purpose of monthly meetings: To share information and provide updates about ERA system development with the ERA Increment 1 stakeholders.

I. Action Item(s) status, review, comment, and approve minutes from Meeting #6

II. Introductions and Re-Introductions

- Re-introduce ERA Deputy Program Director, Mr. Lee Stang
- Introduce new Division Director, ERA Customer Support and Logistics, Ms. Erum Welling

III. ERA Updates (Lee Stang, ERA Deputy Program Director)

- Lee Stang: Reiterate the new IOC schedule: **September – June 2008**
- Erum Welling: Drop 1 End User Testing Sessions: **October 10-11 and 16-17**
 - ✓ Participants: Authorized **NARA staff** and Increment 1 Agency **Records Officers**
 - ✓ NARA Business Functions (Scenarios) that will be tested: Records Schedules, Legal Transfer (and Transfer Request), and Viewing Transfer Plan
 - ✓ Note: Sessions will not test the Packaging Tool

IV. Agency Round-Robin: Status, Successes, Concerns

V. Question + Answers

VI. Next Meeting: Wednesday, October 17, 2007, 11:00am