



Pacific Currents

Newsletter of the U.S. National Archives and Records Administration

Arizona, California, Hawaii, Nevada, American Samoa & Trust Territory of the Pacific
Facilities and staff in San Bruno, Laguna Niguel, and Riverside, California

archives.gov/pacific/

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Pearl Harbor: In Their Own Words

Seventy years ago the people of the United States were stunned by the surprise attack on Pearl Harbor. The next day, President Franklin Roosevelt asked Congress for a declaration of war against Japan, and the country was embroiled in World War II. The story of what FDR called "a date which will live in infamy" has been told many times in print and on film.

A new "Inside the Vaults" video short from the National Archives highlights a source that chronicles the events of December 7, 1941, from the point of view of the men on board the ships in the harbor. National Archives employees Lopez Matthews and Eliza Mbughuni describe the firsthand accounts in U.S. Navy deck logs. The video is on NARA's YouTube channel at <http://www.youtube.com/USNationalArchives#p/c/ADF4A0EDC3A3CC13>

The logs—created as routine administrative documents—give modern readers a sense of the shock, surprise and confusion felt by the soldiers and sailors who experienced this pivotal moment in American history.

Excerpts from several deck logs are in an article in the winter issue of *Prologue*, the quarterly of the National Archives and Records Administration, at <http://www.archives.gov/publications/prologue/2011/winter/ph-decklogs.html>



Presidential Memo



President Obama to Government: Fix records management

On November 28, President Obama issued a Presidential Memorandum - "Managing Government Records" - that launches an executive branch-wide effort to reform records management and promote open government.

Stating that records in the National Archives "provide the prism through which future generations will understand and learn from our actions," it asserts that modernized records management will help agencies become more cost effective and efficient, "allowing them to assess the impact of programs and share knowledge across their organizations."

Greater reliance on electronic communication and systems in recent decades "has radically increased the volume and diversity of information that agencies must manage," the memo states.

"With proper planning, technology can make these records less burdensome to manage and easier to use and share. But if records management policies and practices are not updated for a digital age, the surge in information could overwhelm agency systems, leading to higher costs and lost records."

Urging the creation of a 21st-century records management framework, the memo requires that all executive branch agencies make records management a senior leadership priority and devote sufficient resources to support it. It also requires that agencies report to NARA and OMB **within 120 days (by March 28, 2012)**, their plans for improving their records management programs, especially with regard to electronic records.

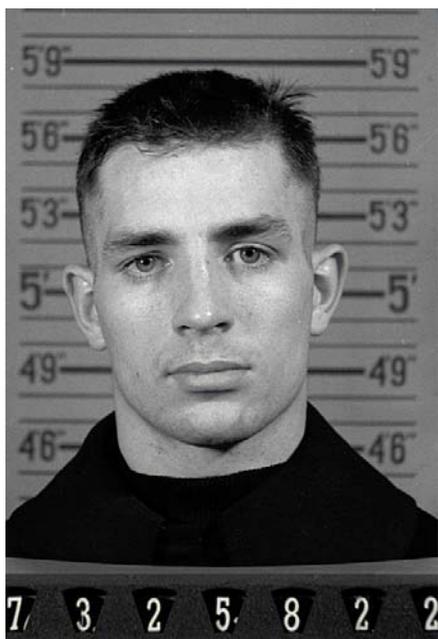
Perhaps most importantly, a Records Management Directive is to be issued by OMB and NARA next summer that will direct agencies to take specific steps to improve records management in six areas, including transition from paper-based to electronic records management "where feasible."

The text of the Presidential Memorandum is at <http://www.whitehouse.gov/the-press-office/2011/11/28/presidential-memorandum-managing-government-records>. For the latest information about this topic, please visit our blog *Records Express* at <http://blogs.archives.gov/records-express/>

Contact us!
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then scroll down to
"Ways to Reach Us"

*Our past in archives:**Prologue Magazine Fall Issue*

Jack Kerouac enlisted in the U.S. Navy but was found "Unfit for Service"



Jack Kerouac—American counterculture hero, king of the Beats, and author of *On the Road*—was a Navy military recruit who failed boot camp, according to an article in the fall 2011 issue of *Prologue* magazine.

While some Kerouac biographies mention his military experience, the extent of it was unknown until 2005, when the National Personnel Records Center in St. Louis, Missouri, made it public. It was part of the release of military files of about 3,000 prominent Americans who had been deceased for at least 10 years.

Kerouac enlisted in the U.S. Naval Reserve during World War II. But he did not leave the United States or see action in the War.

In all, he lasted 10 days in boot camp before being referred first to the sick bay and then the psychiatric ward for 67 days. Kerouac's extensive medical and psychiatric evaluations produced both a large file and the conclusion that he was "unfit for service."

The qualities that made *On the Road* a huge success and Kerouac a powerful storyteller, guide, and literary icon are the same ones that rendered him remarkably unsuitable for the military: independence, creativity, impulsivity, sensuality, and recklessness.

This article was excerpted from an article by Miriam Kleiman, a public affairs specialist with NARA, in *Prologue*, the quarterly journal of the National Archives. The full article can be found at <http://www.archives.gov/publications/prologue/2011/fall/kerouac.html>

Hard copy subscriptions to *Prologue* costs \$24 for one year (4 issues). Single copies are \$6 each. Toll-free: 1-800-234-8861, or order online at <http://estore.archives.gov/ProductInfo.aspx?productid=P-SUBSCRIPTION>

Certificate in Records Management Training classes coming to San Francisco and Guam

This year we are offering the full certificate work shops series for the first time in San Francisco and Guam. To be held in March, April and May, the series includes:

- *Creating and Maintaining Agency Business Information*
- *Records Scheduling Records Schedule Implementation*
- *Asset and Risk Management* and
- *Records Management Program Development*

For locations and dates, see our full records management training workshop schedule for FY 2012 on the next page. Guam work shops are highlighted. We have also added an additional certificate workshop series in Perris, CA.

RECORDS TRANSFER, REFERENCE, and DIGITAL CAPTURE SERVICES WORKSHOPS

These **FREE** full-day **Federal Records Center Program** workshops teach you:

- ▶ About our Archives and Records Center Information System (ARCIS)
- ▶ How to transfer non-current records to your Federal Records Center
- ▶ How to make a request for reference services using our on-line Reference Services
- ▶ About our digital-imaging services

When

February 16, 2012
 March 26, 2012
 April 25, 2012
 May 15, 2012
 June 14, 2012
 August 28, 2012
 September 12, 2012
 September 14, 2012

Where

Palm Springs
 Perris, CA
 Las Vegas
 Perris, CA
 Ventura, CA
 San Diego
 Phoenix
 Flagstaff

Information and Registration

Diane Jones (951) 956-2064
diane.jones@nara.gov

Records Management Training, February-September, 2012

To register go to archives.gov/records-mgmt/training/ or email our training registrar at laguna.workshops@nara.gov
For more information on our workshops, go to <http://nara.learn.com/recordsmanagement-training>

Basic Records Operations

February 15, Palm Springs
March 7, Sacramento
June 13, Ventura, CA
August 15, San Francisco
September 11, Phoenix
September 13, Flagstaff

Records Management Overview (*Knowledge Area 1*)

March 19, Riverside
May 14, Guam
July 23, San Diego

Creating and Maintaining Agency Business Information (*Knowledge Area 2*)

March 20-21, Riverside
March 27-28, San Francisco
May 15-16, Guam
July 24-25, San Diego

Records Scheduling (*Knowledge Area 3*)

March 22-23, Riverside
March 29-30, San Francisco
May 17-18, Guam
July 26-27, San Diego

Records Schedule Implementation (*Knowledge Area 4*)

February 6-7, Las Vegas
April 16-17, Riverside
April 23-24, San Francisco
May 21-22, Guam
August 20-21, San Diego

Asset and Risk Management (*Knowledge Area 5*)

February 8-9, Las Vegas
April 18-19, Riverside
April 25-26, San Francisco
May 23-24, Guam
August 22-23, San Diego

Records Management Program Development (*Knowledge Area 6*)

February 10, Las Vegas
April 20, Riverside
April 27, San Francisco
May 25, Guam
August 24, San Diego

Vital Records

June 6, Sacramento
August 16, San Francisco

Records Emergency Planning and Response

June 7, Sacramento

NARA issues guidance on managing content on shared drives

Issued in December, NARA Bulletin 2012-02, *Guidance on Managing Content on Shared Drives* tries to strike a balance between problems associated with shared drive storage and the reality of widespread use of shared drives to store electronic files, including records. The guidance is at (<http://www.archives.gov/records-mgmt/bulletins/2012/2012-02.html>)

NARA knows that agencies have long used shared drives to store content, but this method of managing their Federal

records may be problematic. Shared drives, also known as network drives, are typically used to store and share digital content such as documents, images, audio, video, spreadsheets, presentations, and databases.

On its own, a shared drive does not provide the functionality of an electronic recordkeeping system. Recordkeeping systems must meet the requirements in 36 CFR 1236.

Through a combination of manual and automated policies and procedures a shared drive can be a recordkeeping system, but the process requires intervention, is labor intensive and will be a challenge.

Small units or individual offices within an agency can successfully meet some of these records management challenges when using a shared drive. However, scaling this across

a large organization is difficult.

There may be benefit in organizing shared drives. Agencies that lack policies and procedures to control the content stored on a shared drive are likely to have large volumes of unmanaged files spanning many years.

Any agency office can organize its local shared drives. Once a shared drive has been organized, it will be easier to retrieve and store information and ensure records are properly managed and protected from unauthorized destruction.

The bulletin outlines strategies and best practices for organizing and managing content on a shared drive

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National Archives and Records
Administration

24000 Avila Road, Suite 3513

Laguna Niguel, CA 92677-3497