

# Archives and Records Centers Information System (ARCIS)

NARA Records Administration Conference

May 8, 2007

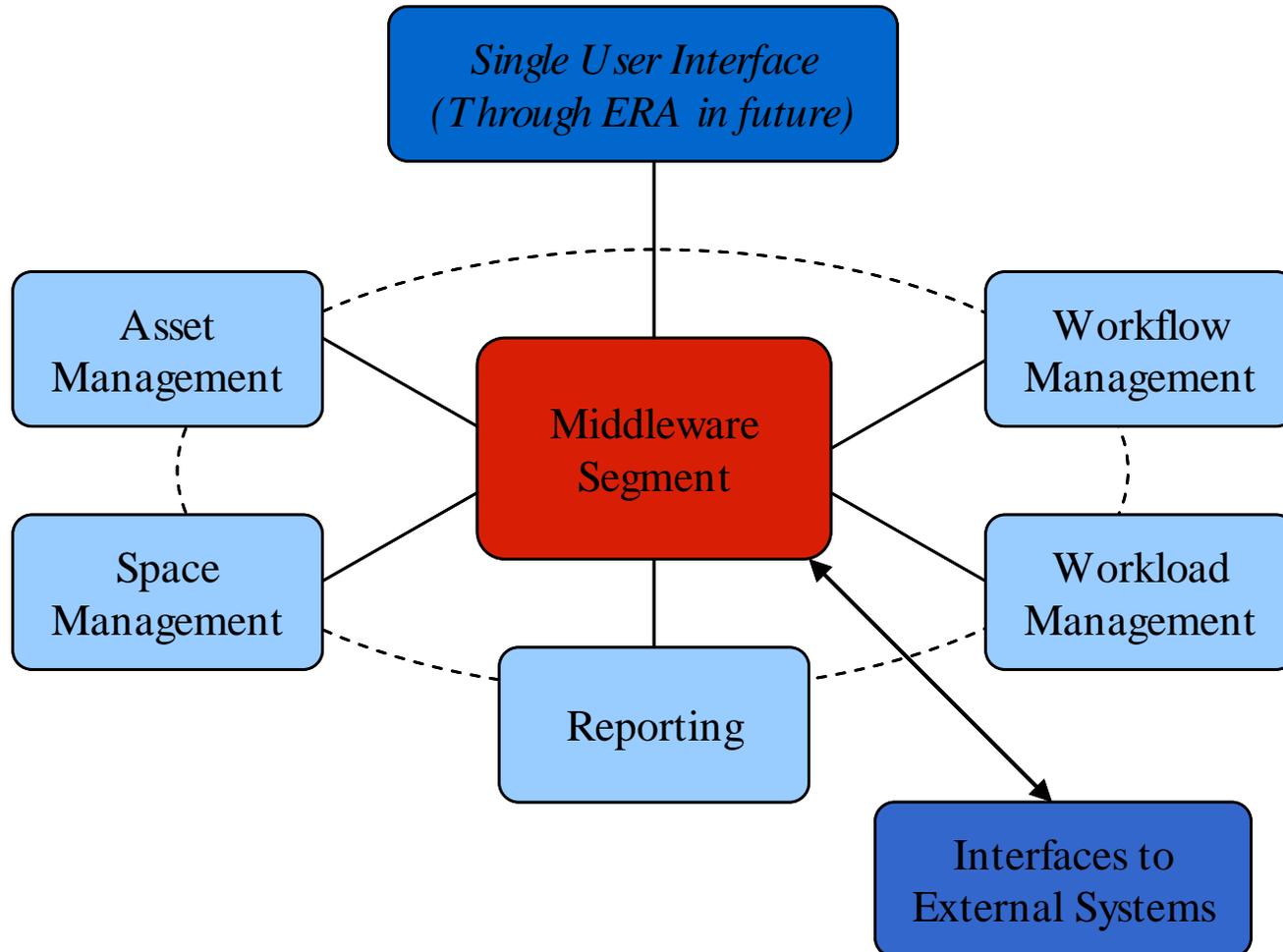
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Information System*



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# Functional Environment



# What are the objectives of ARCIS?

- Reduce IT operating costs
- Reduce the cost and cycle time and improve the quality of FRC transactions
- Provide growth opportunities with the development of new products and services
- Improve customer satisfaction

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# How will customer access be improved?

- Single Point of Entry – web-based interface that is secure, fast, easy to navigate and responsive to NARA staff and customers
- Notification – enter data, access data and receive status updates for all allowable transactions

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# How will customer control be improved?

- Authentication – levels of access will be tailored to the individual user needs
- Tracking – capable of tracking assets and transactions across functions

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# What else will ARCIS do?

- Records can be managed at the required level
- Each records object can be identified uniquely with a bar code
- Records status is updated whenever handled
- Customers are routinely notified of transaction status as frequently as desired
- Transaction data will populate the billing system for invoicing
- Scanned images can be attached to assets

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# Who is working on ARCIS?

- Internal (NARA)—Four Implementation Teams
  - Business Process
  - Data Migration
  - Transition Support
  - Testing
- External—Customer Resource Board

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# How will agency staff learn about ARCIS?

- Customer briefings
- Training (currently under development) to perhaps include:
  - Web-based training
  - Classes in key geographic areas
  - NARA participation in agency trainings
  - Ongoing training at FRCs

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# Timeline

- FY 2007, Third Quarter (April – June, 2007)
  - Complete space maps at all centers
  - Award development contract
  - Ensure that legacy data is “migration-ready”
- FY 2007, Fourth Quarter (July – Sept, 2007)
  - Pilot at Philadelphia FRC
  - Complete interagency agreements for custom interfaces
  - Implement organizational changes

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# Timeline, cont'd

- FY 2008, First Quarter (Oct – Dec, 2007)
  - Obtain non-personnel resources
  - Approve for IOC
  - Develop training for FRC staff and customers
- FY 2008, Second – Fourth Quarter (Jan – Oct, 2008)
  - Implement ARCIS in three FRCs
  - Implement ARCIS in remaining FRCs

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# Thank you!

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[www.archives.gov/frc](http://www.archives.gov/frc)

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