

FISCAL YEAR 2004

ANNUAL PERFORMANCE PLAN



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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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experience will be diminished substantially. Moreover, as the business of government shifts more and more to electronic government and reliance on information technology, activities such as collecting taxes, providing veteran's benefits, and protecting our environment will suffer in both efficiency and effectiveness unless agencies are able to create, maintain, and readily access reliable electronic records.

Means and Strategies The growth in the volume of electronic records is enormous. At the end of the last Administration, the White House transferred several terabytes of electronic records to NARA for storage and preservation. The Census Bureau will be transferring electronic images of up to 600 million pages of information, comprising more than 40 terabytes of data, from the 2000 Census. Digital Military Personnel Files represent estimated transfers of a billion files over 10 years. A conservative 1999 estimate indicates that the yearly volume of email traffic in the Federal government is approaching 36.5 billion messages per year. Even if only 2 percent of those messages are appraised as necessary for preservation, the volume would be thousands of times greater than all the electronic records NARA has accessioned since the first such transfer in 1971. In the last three decades, NARA has captured and fully-processed less than 2 terabytes of data in approximately 180,000 files.

Our ability to promptly process archival electronic records will be significantly enhanced by the creation of Electronic Records Archives (ERA). While NARA's existing capacity to process electronic records is higher than it has ever been, it still lags woefully behind what we anticipate agencies will be sending to NARA over the next several years. NARA's existing systems and staff are able to copy about 385 gigabytes of data per year. Until the ERA system is operational, we will extend and expand our existing systems to attempt to keep up.

In FY 2003 we upgraded and replaced existing system components, purchased additional computer processing power and speed, and modified software to perform initial preservation (i.e., making an exact copy onto archivally acceptable media) on new file formats through our existing Archival Preservation System and Archival Electronic Records Inspection and Control System. These changes have allowed us to begin processing nearly 30 million email messages from the Clinton Administration and complete the processing of electronic records from the Reagan and Bush Administrations. In FY 2004 we plan to continue these efforts, adding processing speed, additional storage capacity, and new storage media, as well as making functional changes to systems to accommodate new transfer formats.

Key external factors The results of existing and future research and development into electronic records preservation may change the requirements for an electronic records preservation system.

Verification and Validation

<i>Performance Data</i>	FY 2001	FY 2002	FY 2003	FY 2004
<i>Performance target for median time to make archival electronic accessions available for access (in calendar days).</i>	--	--	--	250
Median time (in calendar days) for processing electronic records accessions from the time of transfer to NARA.	--	--	450	
Number of electronic records transferred (in file units).*	2,099 data files in 89 accessions	6,786 data files in 148 accessions	68,342 data files in 100 accessions	
Cost per electronic record transferred.	--	--	--	

* The number of electronic records transferred, in logical data records, which is the preferred unit of measure, is not available

