

FISCAL YEAR 2008

ANNUAL PERFORMANCE PLAN



Revised Final
February 22, 2008

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Means and Strategies When fully populated, ARC will be a comprehensive, self-service, online "card catalog" of descriptions of our nationwide holdings. Previously, to locate records you wanted to see or copy, you had to search through various published and unpublished catalogs, indexes, and lists, many of which were out of date, out of print, or available in one location only. ARC will ensure that anyone, anywhere with an Internet connection can browse descriptions of all of our holdings, including electronic records, in our Washington, DC, area archives, regional archives, and Presidential libraries. ARC also contains links to more than 125,000 digital images of some of our most popular and interesting holdings. The available online historical documents include many of the holdings highlighted in NARA's permanent Public Vaults exhibit.

In developing ARC, we built two systems—a read-only web version of the system for use by staff and the public, and a data entry system in which archivists enter and edit records descriptions. Fully launched in 2004, we have worked steadily since that time to get more descriptions of our holdings in ARC. Today, ARC contains more than one million descriptions. But with 65 years worth of existing descriptive information to place into ARC, we have a multi-year challenge ahead.

We are undertaking a major effort to put the data from existing finding aids into ARC. This project includes folder and item lists, and a wide variety of indexes. We expect it to add hundreds of thousands of detailed descriptions to ARC, and to provide a valuable tool for researchers. We are also working to redesign the ARC web interface, the public face of ARC. The redesign will provide an improved easier-to-navigate user interface based on customer feedback.

Verification and Validation

<i>Performance Data</i>	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
<i>Performance target for traditional holdings in an online catalog.</i>	25	30	40	50	55	60
Percent of traditional holdings in an online catalog.	20	33	43	51	56	
Number of traditional holdings described in an online catalog (thousands of cubic feet).	602	1,033	1,366	1,671	1,886	
Number of traditional holdings in NARA (thousands of cubic feet).	3,025	3,100	3,167	3,299	3,349	
<i>Performance target for artifact holdings in an online catalog.</i>	25	30	40	50	55	60
Percent of artifact holdings in an online catalog.	17	40	43	57	57	
Number of artifact holdings described in an online catalog (thousands of items).	90	215	233	309	309	
Number of artifact holdings in NARA (thousands of items).	528	540	544	544	544	
<i>Performance target for electronic holdings in an online catalog.</i>	0	5	10	20	55	60
Percent of electronic holdings in an online catalog.	0	17	63	98	99	
Number of electronic holdings described in an online catalog (millions of logical data records).	—	535	2,539	4,517	4,692	
Number of electronic holdings in NARA (millions of logical data records).	—	3,225	4,037	4,612	4,737	
Number of series described in ARC (cumulative).	—	—	—	—	49,691	
Number of ARC users (in thousands of visits*).		158	286	254	290	

Milestones

FY 2003

- Testing and launch of ARC data entry system completed.

FY 2004

- ARC rollout to 97 percent of NARA archival units nationwide complete.

