

NARA

Staff Bulletin

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NARA aims to reduce costs through hiring freeze

NARA will institute a hiring freeze and may need to take additional steps in response to an anticipated budget shortfall.

NARA faces a significant funding shortfall if Congress accepts President Bush's recommendation for the agency's 2007 Operating Expenses (OE) appropriation. This appropriation funds NARA staff; costs related to our facilities, such as rent, utilities, guards, and maintenance costs; and day-to-day operational costs.

Personnel costs make up the largest part of the OE appropriation. In order to continue key agency programs, NARA must reduce those costs.

The hiring freeze, which will go into effect in early July, will apply only to positions paid in whole or in part with OE funds. It will not apply to positions funded from the Revolving Fund, Trust Fund, or ERA appropriation, or to positions paid entirely through

the reimbursable program or other congressionally mandated positions and programs.

A number of personnel actions will not be affected by the freeze, including career ladder promotions, promotions based on accretion of duties, and student temporary appointments and extensions of these appointments within approved ceiling levels.

Performance awards will remain available. **Hank Leibowitz** (NAH), director of NARA's Human Resources Division, observed that exceptional staff performance will be crucial as the agency strives to meet its budgetary challenges.

Currently, NAH is focused on backfilling existing critical-need vacancies. Since the number of personnel actions that can be completed before July is limited, offices have been asked to prioritize their recruit actions. No new vacancy announcements will be posted after

June 1, and all employment offers must be made by June 30. The freeze goes into effect July 3.

It will be the agency's first hiring freeze in more than a decade. At present, there is no way of knowing how long it will last.

To achieve a high enough staff reduction to offset the anticipated budget shortfall, Leibowitz said, the agency may need to use Voluntary Early Retirement Authority ("early outs") and Voluntary Separation Incentive Payments ("buyouts") in addition to the hiring freeze. Senior staff is currently considering whether such programs are feasible for the agency and, if so, how they would be used.

Leibowitz emphasized that buyouts in particular would be targeted very narrowly and offered only in areas where senior staff thinks the agency could make do with less staff. "We need to focus our resources as strategically as

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Agency works to restore public access to records, improve procedures for classification, declassification

NARA has taken initial steps toward restoring to open stacks records that had been withdrawn for possible reclassification and toward developing a permanent protocol for dealing with how records at NARA are classified and declassified.

On May 3, Archivist **Allen Weinstein** directed the Office of Records Services—Washington, DC (NW), to assume responsibility for identifying documents that had been withdrawn and restoring public access to them, working with the appropriate agencies.

Weinstein also temporarily detailed **Jay Bosanko** of the Information Security Oversight Office (ISOO) to NW to lead the team that will develop the concept of operations for a pilot National Declassification Initiative (NDI), which will address Federal records of all types held by NARA that contain classified national security information.

The pilot NDI team will work closely with the other agencies involved. The team consists of **Rob Bledsoe** (NAS), **David Brown** (N), **Neil Carmichael** (NW), **John Davenport** (NGC), **Susan Donius** (NL), **Steve Heaps** (NH), and **Greg Pomictor** (NR).

The Archivist said he expects reports back on both these efforts by early July.

Weinstein's actions came following the public release of an audit by ISOO that focused on the re-review efforts undertaken since 1995 by various Federal agencies. More than 25,000 declassified records have been removed from NARA's shelves since 1999 based upon the requests of reviewing agencies, purportedly because the records contain classified information. The agencies believed certain records at NARA had been made public improperly because they had not been declassified under proper authority.



Photo by Earl McDonald

Archivist Allen Weinstein listens as **J. William Leonard**, director of ISOO (left), discusses the audit results at an April 26 press briefing.

To determine the scope of the withdrawals, an ISOO audit team consisting of **Kris Johnson** and **Lee Morrison** sampled 1,353 of the 25,000-plus records and concluded that

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Hats off to our Federal Records Centers

This month I would like to focus the National Archives spotlight on NARA's Federal Records Centers (FRCs), which carry out one of the core missions of NARA quietly and efficiently from coast to coast. That mission, of course, is nothing less than preserving and making accessible the records of the Federal Government day in and day out.

Of the 83 billion pages of records in NARA facilities nationwide, only about 10 percent have been officially archived and placed under the legal control of the National Archives. Nonetheless, the remainder is still used by the agencies that created the records. These records are housed in NARA FRC facilities at 17 locations nationwide, including the Washington National Records Center (WNRC) in Suitland, MD, and the National Personnel Records Center (NPRC) in St. Louis, MO. Simply put, the FRCs are partners in records management with approximately 400 Federal agencies.

In this role, the FRCs provide "back office" support by housing records for which these agencies do not have storage space but still use and continue to control legally. They provide a bridge between the records' active phase at the agency and their ultimate fate: disposal as temporary records at the end of their useful life or accession as permanent records to be preserved at NARA.

Every year, FRC staffers perform some 13,000,000 retrievals and refiles for agencies in the Washington, DC, area; for regional offices; and for individuals who need the records for either personal or professional use. The FRCs dutifully care for and make accessible at a moment's notice a wide range of records vital to the functioning of the Government and to our fellow citizens.

A small sampling:

- Tax records that the Internal Revenue Service needs to retrieve to deal with individual cases;
- Copies of Federally assisted mortgages from the Department of Housing and Urban Development;
- Records of Native American tribes, part of the American Indian Records Repository for the Bureau of Indian Affairs; and



- Passport applications by Americans that are retained by the Department of State.

In addition:

- Military files of all those men and women who served in uniform during the 20th century

provide documentation of their service and eligibility for veterans' benefits.

- Personnel files of millions of former Federal employees chronicle the work life of these citizens.

- Records of Federal courts provide a wealth of information—not only from the legal filings and judicial decisions but from documents entered into evidence during proceedings in Federal courts.

In only the sixth year of operation, the Federal Records Centers operate like a business within the Federal Government. The FRC program receives no direct congressional appropriations and funds all of its operations—rent, payroll, and other expenses—with fees it charges Federal agencies using its services. Last year, for the fifth consecutive year, the FRCs earned a profit.

This work is carried out by some 1,200 full- and part-time employees who retrieve, deliver, and refile Federal records for NARA's client agencies. At the same time, the volume of records—now more than 25 million cubic feet of paper—continues to grow. As a result, the need for storage space also continues to grow.

Last year, new records centers in Ellenwood, GA, for the Southeast Region, and Riverside, CA, for the Pacific Region, were opened. We broke ground for another in the Southwest Region in Fort Worth, TX. Underground storage space has been expanded in caves in Lenexa, KS, and an 80,000-cubic-foot cold storage facility was built there to house aerial photographs and similar special media holdings. We are now building special media vaults to store and service electronic records at Suitland and Fort Worth.

The FRCs' staffs have also brought

NARA accolades for a quality that is precious to the agency—customer service. Another small sampling, this time of kudos:

An official of the State Department writes, "Your staff has always been friendly and accommodating, even when outside pressures forced us to be a bit demanding."

From the Agriculture Department: "These days it's not very often that you run across someone who is so willing to go above and beyond his duties."

The Labor Department adds: "Thank goodness for the service availability. I continue to be one of your very satisfied customers."

Omar Herran reports that the Bureau of Prisons has used the FRCs for many years and appreciates their responsiveness to customer needs. He says, "Without doubt, FRC's collaborative efforts with Federal agencies will continue to strengthen its services and program operations."

With customers and clients like that, there's very little to add in conclusion, except to salute NARA's energetic and creative Federal Records Center program and those who staff it.

A handwritten signature in black ink that reads "Allen Weinstein". The signature is written in a cursive, slightly slanted style.

ALLEN WEINSTEIN
Archivist of the United States

NARA Staff Bulletin

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Articles and photographs are welcome. Please submit items by e-mail to "Submissions Bulletin," by fax to 301-837-0319, or by mail to NCON, Room 4100, 8601 Adelphi Road, College Park, MD 20740. You may call 301-837-1703 with story ideas, suggestions, or comments.

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Check out the online version of the *NARA Staff Bulletin* at:
www.nara-at-work.gov/nara_news/bulletin/index.html

ISOO audit reveals scope of withdrawals

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64 percent did contain information that met the standards for continued classification. However, it found that 24 percent were records inappropriate for classification and another 12 percent were questionable.

In releasing the audit to the public on April 26, Weinstein noted that it had found that in some cases the CIA “withdrew a considerable number of purely unclassified records in order to obfuscate, in order to hide, the classified equity that the agency was intent on protecting.”

The Archivist added, “That practice, which undermined NARA’s basic mission to preserve the authenticity of files under our stewardship must never—repeat, never—be repeated.”

The ISOO audit also found that even when a withdrawn record met the standard for continued classification, in a number of instances insufficient judgment was applied to the decision to withdraw the record from public access. In many of these instances, the audit

found, withdrawal did little to mitigate the potential damage to national security, especially if the record had been published elsewhere.

At times, the audit concluded, withdrawal could actually serve to exacerbate the potential damage by drawing attention to a record.

There were a number of contributing factors to the issues identified by the audit. Sufficient quality control and oversight by both the agencies and ISOO has been lacking, as has proper documentation for declassified records. In addition, NARA has, at times, acquiesced too readily to the withdrawal of records. Furthermore, NARA has not had the resources available to keep pace with agencies’ re-review activity, let alone the overall declassification activity of the recent past.

The most significant deficiency identified by this audit, however, was the absence of standards, including requisite levels of transparency, governing agency re-review activity at NARA.

“To be effective, the classification process is a tool that must be wielded with precision,” said **J. William Leonard**, director of ISOO. He said it was disappointing that those engaged in reclassifying records were correct only 64 percent of the time. He said ISOO would be offering new training opportunities to personnel from the agencies on the proper criteria and methods to be used in classifying materials.

The full ISOO audit, along with statements by Weinstein and Leonard and background materials, is available at www.archives.gov/declassification/.

The removal of previously declassified records from open shelves was brought to the attention of NARA earlier this year by a historian who noticed that certain documents that had already been used by researchers had been removed from NARA’s stacks. Subsequently, two classified agreements regarding the removal of the records from NARA’s stacks, one with the Central Intelligence Agency and another with the U.S. Air Force, also came to light. Both agreements have subsequently been declassified, either in whole or in part, and made public.

Initially, Weinstein imposed a moratorium on removal of records from the shelves. He lifted that moratorium on April 26. He said that the agencies involved had agreed to a new set of guidelines that will be turned into Federal regulations in a process that will involve a period of public comment.

NARA to institute hiring freeze

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possible,” he explained.

If senior managers decide that early outs and buyouts are feasible and necessary, they will put together a detailed business case that will need to be approved by the Office of Personnel Management. Additional information will be provided if these programs are requested and approved.

Directives

The following policy directives were issued in April and are available at www.nara-at-work.gov/nara_policies_and_guidance.

- Interim Guidance 273-2, Requests for a Security Clearance
- NARA 232, Parking at Archives II
- Interim Guidance 278-1, Inspection of Personal Property at NARA Facilities

NARA reaches out for Maryland Day, Public Service Recognition Week

In late April and early May, staff members spread the word about NARA programs and resources at two DC-area events—Maryland Day, an annual festival that celebrates the University of Maryland and its place in the community, and the annual Public Service Recognition Week festival on the National Mall. At both events, employees staffed booths, handed out literature, and engaged visitors in games highlighting NARA records.



Photos by Maureen Macdonald (left and below)

Sporting Maryland Day T-shirts, Michael Kurtz, Paul Wester, and Jim Hastings (above, from left) help staff NARA’s booth at the April 29 event in College Park. Below, Testudo, the University of Maryland’s terrapin mascot, seems pleased to welcome Archivist Allen Weinstein to campus.



Photo by Earl Macdonald

At the Public Service Recognition Week festival, Cathy Farmer (above, at right) helps a visitor play Patent Puzzlers, a game based on drawings found in patent applications. Roughly three dozen NARA employees staffed and supported the booth for the three-day event, May 4–6.



NR celebrates Public Service Recognition Week with 'telereception' honoring its own staff

By NAOMI REVZIN

NR Staff

The challenge: To gather more than 1,300 staff members in 23 locations and to recognize almost 300 people individually in 30 minutes.

On May 4, using teleconference technology, the Office of Regional Records Services (NR) did just that, bringing together staff across the country and honoring the 298 staff members who have given at least 20 years of Federal service. The event celebrated Public Service Recognition Week.

Tom Mills (NR), Assistant Archivist for Regional Records Services, hosted this first-ever NR "telereception." He noted that it was a historic occasion—the first time that everyone in NR had had the opportunity to come together—and expressed satisfaction that this first all-NR gathering paid tribute to the office's own dedicated staff.

"NR is fortunate to have this exceptional group of people who understand the National Archives' mission and their role in making it happen," Mills stated. "It is most fitting for NR to mark Public Service Recognition Week by recognizing its staff, who exemplify such dedicated public service."

Vurniece Jackson (NRDD), with 32 years of service, responded on behalf of the honorees. She described how, during her tenure, the Dayton staff has increased from only 16 to more than 100 as its holdings have grown tenfold. She also described the technology advances she's experienced, including an early challenge she faced to sign up 100 percent of NRDD staff for direct deposit.

After reading the names of the seven College Park staff members who have completed at least 20 years of service, Mills called on representatives from each region to recognize their honorees. **Brenda Bernard** (NRB), **Ken Casey** (NRDCC), and **Gene Jackson** (NRCAC)



Photo by Norman Eisenberg

In the military records building of the National Personnel Records Center, in St. Louis, employees await the start of the telereception.

were honored for their 40 years of Federal service, and 37 staff members were recognized for more than 30 years of service.

"NR's first telereception was a great success," declared **Greg Pomicter**, NR's Assistant for Operations. "Everyone liked being together. As the names were read, friends recalled specific times they had worked closely together and smiled at amusing events that had happened over the years. It was meaningful to hear the names and think about what these committed people give to NR and NARA."

Barbara Voss (NRG), Regional Administrator of the Rocky Mountain Region, expressed her appreciation to Mills for giving NR staff this opportunity to honor their colleagues' years of service. "I feel very lucky to work with such a dedicated and talented group of people," she said.

Already the planning for a 2007 recognition event has begun.

Northeast Region hosts 'expeditionary' learners

On four mornings during the week of April 2, eighth-grade classes from Boston's Harbor School visited the regional archives in Waltham, MA.

Accompanied by their teachers, approximately 80 students learned about NARA and gained hands-on experience in using census records, passenger arrival records, and Chinese Exclusion Act case files to study

patterns of immigration for various nationalities.

The Harbor School, a public middle school with students from primarily minority and underserved communities, is an Expeditionary Learning Center. Student lessons, like this visit to the National Archives, are designed to provide learning experiences both within the classroom and out in the community.

The school's own resources are enhanced by partnerships with several Greater Boston organizations, including UMass Boston, Thompson Island Outward Bound Center, and the Harvard Graduate School of Design as well as NARA's Northeast Region.

Regional Administrator **Diane LeBlanc** (NRA) welcomed the students and spoke about Federal career opportunities and the importance of public service. **Walter Hickey** and **Horace Waters** (both NRABA) provided an overview of the regional archives' holdings and an in-depth look at the records the students would be using later in the day.

After a tour of the research and stack areas, students searched microfilmed records for information on Irish, Japanese, Mexican, Chinese, Polish, Russian, German, and Haitian immigrants. Then students researched specific families and answered a series of questions prepared by their teachers in conjunction with archival staff.

"The sessions were fun for all involved and proved to be a great opportunity for the regional archives to teach the students about archival research," said LeBlanc.



Photo by Stuart Cully

Walter Hickey (at left) and **Diane LeBlanc** (above Uncle Sam) were among the Northeast Region staff who welcomed middle school classes from Boston's Harbor School for an "expeditionary" learning experience centered on immigration.

Truman Library's decision center goes 'virtual'

Over the past few months, the Truman Library has piloted two "virtual" versions of its innovative White House Decision Center.

The White House Decision Center (WHDC) is a unique experiential learning program in which students assume the roles of President Harry S. Truman and his advisers. Using copies of actual historical documents, they explore real historical crises, such as the 1948 Soviet blockade of Berlin.

They work together in advisory teams, analyze options, and supply the President with recommendations. Students also participate in a press briefing where one student, portraying the President, fields questions from the media.

Until recently, this experience has always unfolded in the center itself, which has been built to resemble the West Wing of the White House. Now, however, the Truman Library can bring the experience to students who may not be able to travel to the center.

The first pilot, which took place February 24, included both on-site and remote participants. Through the use of standard group videoconferencing and desktop videoconferencing technology, a group of students at the center itself was linked to groups of students in Pennsylvania and Texas.



Photo by Mary Sturm

During the April 25 pilot, students at St. Clement of Rome School in Des Peres, MO, use desktop videoconferencing equipment to confer with students at two other schools.

Students in any location could interact with students in the other locations to share information and discuss options.

"It was a great day here!" exclaimed Associate Education Coordinator **Tom Heuertz** (NLHST). "Students at all locations experienced all of the activities as if they had been here at the Truman Library."

On April 25, the library took the virtual experience one step further with a second pilot that had no on-site component. The entire program was broadcast from the technology "control room" of the St. Louis Cooperating School Districts, a consortium of school

districts in the St. Louis area. The students all were in remote locations—at two schools in Missouri and one school in Pennsylvania.

Important assistance for both pilots was provided by two Clayton, MO, middle school teachers, Tim Gore and Jim Sturm. "They are the technical gurus who really know how to do distance learning," Heuertz said.

Heuertz pointed out that whereas much distance learning is not very interactive, the virtual WHDC pilots involved a great deal of interaction. Students in multiple locations were debating issues with each other and asking questions of the "President" as if they were all in the same room. "This is on the cutting edge of distance learning," Heuertz said.

Evaluations by teachers and students were enthusiastic. "I thought it was impressive how the videoconferencing worked," wrote one student. "It was neat being able to interact with the students live and being able to see them and hear them." A teacher wrote, "We should be conducting this type of educational activity on a daily basis."

Heuertz explained that the next step will be exploring how to move forward with the virtual version of the program, including seeking sponsors to help fund it.

ReSource Room opens in NARA's new Learning Center

In late April, NARA launched the latest phase of the National Archives Experience when it opened the ReSource Room in the new Learning Center, on the Exhibits Level of the National Archives Building.

This space has been designed to accomplish two main objectives: to provide educators and parents with methods and materials for using primary sources as teaching tools, and to provide the public with engaging activities that introduce them to the holdings of the National Archives and that encourage further research.

The ReSource Room is a materials headquarters where educators and parents can make copies of document facsimiles and instructions for document-based exercises. Full-color facsimiles of the more than 1,100 documents featured in the Public Vaults exhibit, as well as every *Teaching with Documents* article ever written by NARA's education specialists, are here and available for copying.

Visitors also can preview materials available for sale in the Archives Shop, learn more about what the National Archives has to offer, and exchange ideas with others.

Also in the ReSource Room, visitors are

encouraged to participate in "Archival Adventures"—hands-on activities that have been developed by NWE's education specialists and that employ gaming approaches.

Each activity invites visitors to participate in a simulated research project in which they retrieve facsimiles from archival boxes, wear white gloves to protect the materials, and experience other aspects of primary-source research. Each activity also addresses specific historical thinking skills outlined in the National History Standards.

"The opening of the ReSource Room is a dream come true," said **Lee Ann Potter**, head of education and volunteer programs for NWE. "It speaks volumes about how NARA feels about education, the value of primary sources as teaching tools, and the important roles that educators and parents play."

The second phase of the Learning Center is scheduled to open in late

fall. It will be a Learning Lab that will offer middle school and junior high school students an on-site simulation experience linked to pre-visit and post-visit in-class activities. NWE's education specialists are developing a scenario in which students use documents to assist the President in illustrating the Constitution's relevance.

As it did for the development of the Public Vaults permanent interactive exhibit, the Foundation for the National Archives has provided important support for the development of NARA's Learning Center.



Photo by Earl McDonald

In April, NARA opened the doors to the ReSource Room in the new Learning Center.

Awards and honors



Robert Chadduck holds NARA's IDEA award at the Internet2 Spring Member Meeting.

NARA has been awarded one of four inaugural Internet2 Driving Exemplary Applications (IDEA) awards for its Transcontinental Persistent Archives Prototype, developed in partnership with the University of Maryland and the San Diego Supercomputing Center as part of NARA's research for its Electronic Records Archives (ERA) program. The Transcontinental Persistent Archives Prototype is a set of independently administered computing platforms that function as a single virtual repository. The IDEA awards, which recognize leading innovators who have created and deployed advanced network applications, are presented by Internet2, a consortium of universities working in partnership with industry and government to develop and deploy advanced network applications and technologies. **Robert Chadduck** (NHER), head of the ERA Research Division, accepted NARA's award at Internet2's Spring Member Meeting, which took place April 26 in Washington, DC.

On May 3, the Atlanta Federal Executive Board (FEB) honored **Mary Evelyn Tomlin** (NRCAA) at its 33rd Annual Employee of the Year Awards luncheon, an event that recognizes



With Jim McSweeney at her side, Mary Evelyn Tomlin displays her FEB award.

outstanding performance and contributions by Federal employees in the Atlanta metropolitan area. Tomlin received the award for Outstanding Partnership (External) by an Individual Federal Employee. This category recognizes exemplary efforts that required significant coordination with entities outside of the Federal Government. During the past year, Tomlin, the Southeast Region's public programs specialist, has worked with Teaching American History Grant educators; social, cultural, and faith-based institutions; and professional genealogical and historical societies to establish the region as a "go to" partner for exhibits, educational initiatives, public programs, and cultural tourism. Regional Administrator **Jim McSweeney** (NRC) observed, "This is the first time since my arrival in the region 10 years ago that a NARA employee has won an FEB award. Way to go, Mary Evelyn!"

Michael Petersen (NWCT) is the recipient of this year's Richard T. Farrell Dissertation Prize, awarded by the University of Maryland's Center for Advanced Historical Studies on May 1. The prize honors the best dissertation produced during the 2005 academic year on a historically significant subject in any discipline. Petersen's dissertation, "Engineering Consent: Peenemuende, National Socialism, and the V-2 Missile, 1924–1945," examines the political, social, and cultural world of the scientists and engineers who designed the V-2 missile in Nazi Germany. Petersen received a Ph.D. in history from the University of Maryland in May 2005. At NARA, he works on the staff of the Nazi War Crimes and Japanese Imperial Government Interagency Working Group (IWG). "We're uncovering records on the people I wrote about all the time," he explained. "That, and my background in Nazi German history generally, make this a really great job."

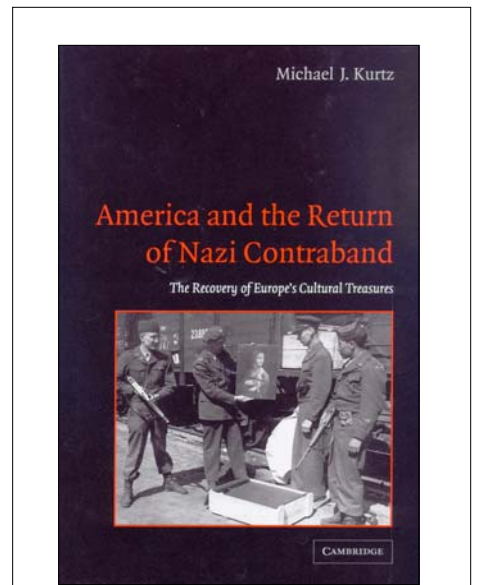
Gene Fielden, who was a student employee with the IWG during the past year, was named a 2006 Fulbright Scholar. Fielden graduated from American University this month with a degree in history and significant coursework in German. His Fulbright award will take him to Germany, where he will teach English to German high school students.

On March 7, Central Plains Region volunteer Judy Oakley received the Frist Humanitarian Award, presented by Research Medical Center, of Kansas City, MO, to honor a volunteer who



Judy Oakley shows her Frist Humanitarian Award.

"demonstrates extraordinary concern" for both medical center patients and the wider community. In addition to volunteering at the medical center, Oakley volunteers at least one day a week at the regional archives. A past board member of the Kansas City National Archives Regional Volunteer Organization, she is a knowledgeable genealogist who works in the microfilm research room and assists staff with a variety of archival projects. She also volunteers for a number of other organizations, including the Salvation Army and the American Red Cross. In the aftermath of Hurricane Katrina, Oakley went to New Orleans with the Red Cross. "All of us in the Central Plains Region are proud of Judy and her accomplishments and feel privileged to have her as one of our volunteers," said **Lori Cox-Paul** (NREKA), the region's volunteer coordinator.



Cambridge University Press has published a new book by Michael Kurtz, Assistant Archivist for Records Services—Washington, DC. The book explores American efforts to recover cultural treasures seized by the Nazis.

News Notes

On April 19, at the Organization of American Historians meeting in Washington, DC, **Lori Cox-Paul** (NREKA) participated in a special daylong workshop, “What Has TAH Wrought? The Impact of Teaching American History (TAH) Grant Projects on Historians and the Historical Community.” As part of a panel titled “Professional Development for Teachers,” Cox-Paul discussed how teachers who were part of a TAH grant came to the Central Plains Region to do research. She described how the Central Plains staff worked with teachers to help them understand record groups and find primary source documents and how the teachers, in turn, helped educate regional staff about what topics they emphasize in the classroom and what types of documents would engage students. “It was a win-win situation for all involved,” said Cox-Paul.

Karen Bell (NWMD) was one of 25 invited speakers at the International Graduate Student Conference on the Global Cold War, April 6–8 in London. The conference was sponsored by the London School of Economics and Political Science Cold War Studies Center. Bell, a Ph.D. candidate in U.S. history at Howard University in Washington, DC, presented “Developing a Sense of Community: U.S. Cultural Diplomacy and the Place of Africa during the Early Cold War, 1953–1964.” Her paper is based upon research in NARA’s State Department record groups.

Doris Hamburg (NWT), Director of Preservation Programs, presented an illustrated lecture titled “The National Archives: Preserving America’s History” at the Getty Center in Los Angeles on February 16. Her presentation was part of “Conservation Matters,” series of public lectures hosted by the Getty Conservation Institute and examining conservation issues around the world. Hamburg discussed NARA’s ongoing work to preserve Federal records and described the recent projects to preserve the Charters of Freedom and the Barry Faulkner murals and to renovate the National Archives Building.

NARA was well represented at the annual conference of the National Council for History Education (NCHE) in Austin, TX, March 30–April 1. **Lee Ann Potter** (NWE), **Meg Hacker** (NRFFA), **Shirley Hammond** (NLGB), and **Marsha Sharp** (NLLBJ) presented a session titled “Exciting, Inspiring, and Relevant: Our National Archives.” The four staff members highlighted a variety of NARA programs and publications for educators and used space-related documents from each of their facilities to show how materials on a single subject can be found in multiple NARA locations. Hacker and **Melinda Johnson** (NRFFC) arranged for and staffed a NARA booth in the exhibit hall. **Kim Barbieri** (NLDDE) and **Dorothy Dougherty** (NRAN) also attended the conference. After the conference, Hacker received an e-mail message from an inspired teacher who wrote, “I have been using your web sites a great deal since NCHE—that conference absolutely changed my professional life. I loved it.”



Photo by David Brown

Archivist **Allen Weinstein** stands surrounded by members of the first chartered history club in the Washington, DC, public school system. The 10 students, from **Stuart Hobson Middle School**, visited Archives I in January, led by their teacher, **Amy Trenkel** (second from right), a graduate of NARA’s **Primarily Teaching** institute. Weinstein talked with the group about why he loves history and encouraged the students to continue pursuing their interest in the past. Then **Cindi Fox** shared a sample of original records from the **Freedmen’s Bureau**, and **Rebecca Martin** took the group on a tour of the **Rotunda and Public Vaults**. According to **Trenkel**, a **National Board–certified teacher**, the visit was a highlight of her teaching career. In an **April 11** note to **Lee Ann Potter** (far right), who coordinated the visit, **Trenkel** wrote, “The students still talk about it—they think history and History Club are the coolest because of that trip.”

Staff changes

The following lists of recently hired, retired or resigned, and transferred permanent employees were provided by the Human Resources Services Division (NAH).

Arrivals: **Lynn Blackmer** (NRHP), **Derrick Brown** (NRPMZ), **Christopher Carlin** (NABB), **Susan Clifton** (NWE), **Steven Hamilton** (NWCT), **Frank Harris** (NRPMZ), **David Lassman** (NWE), **John Ragsdale, Jr.** (NRPMZ).

Departures: **Torrance Adcock, Jr.** (NHT), **Teresa Alcorn** (NRFFC), **John Ashlin** (NFT), **James Edmunds** (NFS), **Leslie Farkas** (NWCTF), **Jeanette Harley** (NWMWR), **Michael Jewell** (ISOO), **Barbara Jordan** (NRDDC), **Karen McCray** (NCON), **Fanita Pegues** (NAT), **Nora Rogers** (NRCAC), **Deon Rowe** (NWCS), **John Smith** (NRFFR), **Fidel Taparra, Jr.** (NWCTF), **Jorg Wetzel** (ISOO).

Transfers: **Analisa Archer**, NAH to NAHW; **James Byrnes**, NWML to NWM; **David Fort**, NWMD to NWCTF; **Kate Maxwell**, NWCS to NWCM; **Giovanna McKnight**, NAHO to NAHW; **Annie Mitchum**, NWML to NWM; **Michael Noto**, NWCC2 to NWMD; **Arian Ravanbakhsh**, NWML to NWM; **Jennifer Seitz**, NWCT to NWTS; **Deneine Wilson**, NAO to NWCC2.

Donated leave

The following employees are currently eligible to receive donated leave under the Voluntary Leave Transfer Program outlined in NARA 304, Absence and Leave. For additional information, contact **Ginny Conrad** (NHHR) at 301-837-1817.

Karen P. Anson (NLFDR), **Zenaida Bradley** (NRHSC), **Gregory W. Dear** (NRISC), **Patricia A. Dorsey** (NLHST), **Kevin A. Frazier** (NWMWR), **Carol Harris** (NHEP), **Ruth Hollingsworth** (NRDD), **Rose Hudson** (NRPMO), **Judy Kreher** (NLHST), **Lanita A. Logan** (NWMD), **Gerard Magri** (NLJFK), **Leslie Malek** (NRISR), **Pamela Richards** (NRCAA), **Bruce W. Scott** (NLRR), **Charles Shaughnessy** (NWCTM), **Mitchell Stevenson** (NWMD), **Bruce Tolbert** (NRPM3), **Michael E. Tucker** (NWCTI).



Photo by Dorothy Dougherty

From left, **Marsha Sharp**, **Shirley Hammond**, and **Meg Hacker** listen to **Lee Ann Potter**.

ERA team holds the first ERA Town Hall

By the ERA Program Staff

On April 20, the ERA team held its first Town Hall meeting to talk with NARA staff about the coming ERA system.

In a show of support for ERA, Archivist **Allen Weinstein** introduced the program, stating that “future generations are counting on us to have available for their use the records being created today.... We have to make the ERA process work. We need to be successful in implementing it, and we will be.”

Rita Cacas (NHE), ERA Communications Officer, kicked off the program with a screening of the ERA Program’s award-winning introductory video.

Tom Mills (NR), Assistant Archivist for Regional Records Services, took the podium to speak about the benefits of ERA. Mills told the audience that ERA will be more than just a records repository; it will be a records management system designed to handle a huge volume of electronic records, both scheduled and unscheduled.

Next up was **Jim McKan** (NHE), ERA’s Executive Officer, who provided an overview of the ERA Program. McKan reviewed the founding of the ERA Program Management Office (PMO), its constraints, and its structure.

McKan was followed by ERA’s Program Director, **Ken Thibodeau** (NHE), who described the ERA acquisition process, outlining it from its start in 1998 to the present day. Since the beginning, many members of

The ERA Program provides this monthly column to keep employees informed about the development of the Electronic Records Archives (ERA).

the NARA staff have worked tirelessly to identify and refine requirements, select an appropriate contractor, and evaluate the design presented by Lockheed Martin, the winning contractor.

Dyung Le (NHES), Director of the ERA Systems Engineering Division, presented further details about ERA’s initial increment. This first increment, he said, will be limited to operational business workflows—such as records scheduling and appraisal and lifecycle processing. He reviewed some of the functional areas that will be included in Increment 1, including Ingest, Records Processing, Storage, Dissemination, and Local Services and Control.

Le also described the limitations to the first

increment of the ERA system. The system at this stage will support the transfer and storage of a limited number of unclassified electronic records types. There will be no direct public access to ERA during the first increment; only selected Government agencies will have access.

ERA will not be able to translate records into new electronic formats in Increment 1. There will be no certified destruction of records or media, and there will be only 30 percent of the originally planned volume. Future increments will overcome these limitations and make ERA a more robust system.

Rick Rogers, of the Lockheed Martin engineering team, followed with a discussion of how Lockheed Martin is designing an interface that most users should be able to use with little training. Rogers showed examples of prototype screen shots of the ERA system as it is currently envisioned, but he explained that the screens are likely to evolve as Lockheed Martin works toward an even better product.

Adrienne Reagins (NHEP), ERA Training Officer, encouraged everyone present to become an “expert user” and explained how doing so could benefit both the individual and the agency. She assured the audience that classroom training on ERA features and functions will be provided for all NARA users.

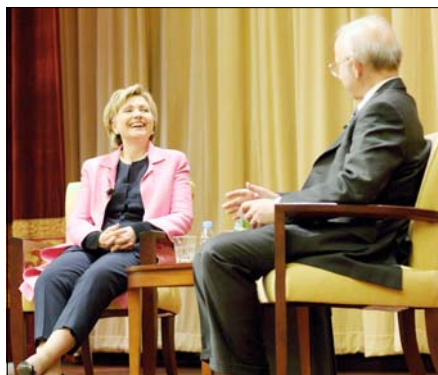
The Town Hall wrapped up with a question and answer session led by **Fynnette Eaton** (NHEP), ERA Change Management Officer.

If you missed the first ERA Town Hall, a video recording of the program and all presentation materials and handouts are available on the ERA web page, at www.nara-at-work.gov/project_information/era/index.html. If you have questions, contact Eaton (ext. 72007) or Cacas (ext. 71564).



At the first ERA Town Hall, **Dyung Le**, Director of the ERA Systems Engineering Division, discusses the functions that will be included in Increment 1 of ERA.

One week in May, two American Conversations



The second week of May was a big one for the American Conversations series. On May 9, Senator Hillary Rodham Clinton (left) joined Archivist Allen Weinstein on the stage of the McGowan Theater for a conversation about her life as First Lady, Senator, and best-selling author. The next day, May 10—just a few days before Mother’s Day—journalist Cokie Roberts (at left in the photo at right) and her mother, former Congresswoman Lindy Boggs, spoke about their mother-daughter relationship in an influential political family. Video recordings of both programs can be seen at www.archives.gov/about/archivist/conversations/.

Photos by Darryl Herring

