

AI User's Group Meeting

February 26, 2010 at 1pm-2pm in G24

Marie Melchiori started meeting and Diane Dimkoff lead.

I. Genealogy Fair

- Theme: The World of Genealogy
- lecture topics and schedule of presenters
- volunteer opportunities

II. Know Your Records/From the Records Book Group

- Upcoming events (see www.archives.gov for calendar)
- Questions or comments to KYR@nara.gov

- **New Communications Strategy**
- What we do and what we can do
- Know Your Records continues
- Researcher News continues
- Discussion on NARAtions Blog
- Researcher webpage – up-to-date news and events weekly
- Monthly Meetings – next meeting on March 19 AT 1PM, ARCHIVES II in the auditorium
 - alternate between A1 and A2 and between Wednesday and Thursdays at 1pm
 - Open to ALL
 - Agenda by Diane Dimkoff with Marie Melchiori's input. Agenda published in advance. Researchers can send items for the agenda to Diane Dimkoff at diane.dimkoff@nara.gov
 - Staff from other offices will be available
 - Report published on Archives.gov and given to Hastings, Kurtz, Ferriero, and Dimkoff
- Quarterly Open Forums with the Archivist
- NARA staff kept informed
- Surveys for Archives II on tables specifically for that day. Short survey (about 10 questions).
- Rebecca Warlow of Digital Strategies and Services Staff
 - Online Communication blog – NARAtions
 - Started Feb. 12 with equipment comments
 - Available already for DC area researchers to address ideas, topics, suggestions
 - NARAtions Blog address is: <http://blogs.archives.gov/online-public-access/>

- Facebook address is: <http://www.facebook.com/pages/Nationwide/US-National-Archives/128463482993>
- Questions on the blog can go to Diane Dimkoff, Rebecca Warlow at socialmedia@nara.gov or to socialmedia@nara.gov

III. Textural Reference Service in NWEAC Plan for a Comprehensive Review and Analysis

- Goal: To conduct customer focused/work process reviews and analyses of all aspects of textual reference service at A1 and A2 to determine how well we are providing the services and if we need to make changes to better serve our researchers.
- Archives II -- Began September 2009 and will finish May 2010
- Archives I – Begin May through August 2010
- Components include 40 unique parts:
 - Pull and Refile process streamline was done by Shawn Smith
 - Finding Aids and Consultation Process by Ann Cummings
 - Time Analysis from Submission of Pull Slip to Availability of Records by Diane Dimkoff
 - Analysis of Percentage of on Time Reference Correspondence Responses by Jodi Floor
- Public Forums at Archives II in March 2010 and Archives I in April 2010
- Final Report will come out August 2010

IV. Jen Collins read summary of the January 29, 2010 Public Meeting with the Archivist

V. Remodeling of National Archives Building by John Bartell

- 95% design complete at end of month
- 3 weeks staff offices to be complete by April
- Glass front doors types and finishes for Research Center almost picked
- Any design changes are small to include life/safety issues like relocating doors
- Research final electrical requirements such as Wi-Fi being finalized
- No equipment ordered, but two scanner/printers available for feedback

Q: Budget delays and adequate amount in 2011?

A: Don't know at this time. Will build when told to do it.

Q: Hard figure for current FY?

A: Knows how much is needed, but don't know if funds available. #1 is Research Center and bathrooms included in design.

Q: New design includes new equipment?

A: Yes, designed for newer units and power, but equipment not selected.

Q: Concerned about more equipment footprint space for scanners needed.

A: Yes, taken into consideration. New model coming for March 5 viewing and reviewing. Fill out comment card. We are limiting to 30 minutes so all can try.

Q: Same or mix of equipment?

A: 15 readers and 15 scanners. Some printers already there.

Q: Problems like old ones?

A: Try new ones and please give comments. Can save documents to MS and JPEG files.

VI. Census

- Census Bureau submitted proposed schedule for 2010 census to NARA
- NARA meets with them next week.
- Proposed draft will be all electric. Forms scanned permanently kept. Metadata kept. Opens 72 years from now.
- Experts in discussion from NARA
- Final Schedule published in Federal Register for public comment (as all records schedules do). We respond to and reconcile all comments. Communications plan will be developed.
- Goal: Permanent, useable, all-electronic 2010 Census (first in 21st Century)

Q: Digital image scanned from original form?

A: Yes

Q: Once scanned, then original destroyed?

A: Paper not kept and has been done this way since 1880. Kept digitally.

Q: Was the 2000 Census scanned or microfilmed?

A: Microfilmed. Proprietary format was a problem then, so microfilm was the better format.

VII. New York Regional Move

- Diane Dimkoff read statement from Diane LeBlanc, NE Regional Administrator on the move to the Alexander Hamilton U.S. Custom House at One Bowling Green.

For more information about the Alexander Hamilton U.S. Custom House, visit <http://oldnycustomhouse.gov/>

Questions can be referred to Diane LeBlanc, Regional Administer, at diane.leblanc@nara.gov or at 781-663-0133 or to Nancy Shader, Archives Director, at nancy.shader@nara.gov or at 212-401-1626.

- Marie Melchiori added:
 - Some material stored at the Federal Records Center in Philadelphia. NARA will have a shuttle service available to bring the records to New York.
 - Microfilm kept in Pittsfield and can be sent over.

Mailing list will now be handled by Diane Dimkoff. Let Marie know if you want your name removed.

Next meeting March 19 at 1pm at Archives II in the auditorium.