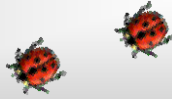




# The Rocky Mountain Record

## NARA

Spring/Summer 2006



Volume XIII, Issue 2

## NARA's Rocky Mountain Region can meet your electronic records needs

In February 2006, the Rocky Mountain Region conducted a NARA Federal Records Center E-Services Focus Group meeting. We invited customers from a cross-section of large and small agencies in the Rocky Mountain Region who have expressed an interest in e-services for temporary records. Participants included those with records management responsibilities and IT specialists.

### **A sampling of questions that participants were asked included:**

- (1) What is your number one issue/concern/challenge in electronic records management?
- (2) How does your agency currently store its electronic records, including your backup tapes and data?
- (3) Would you utilize a NARA system to store and maintain (functionally manage) your less active and inactive temporary e-records, including email?

The following comments in bold represent issues that the participants believed were relevant to the questions asked and

to e-records storage in general. A random selection of agency comments and concerns follow the topic headings.

### **Two major problems expressed by all agencies were a lack of resources and lack of emphasis on RM by top management for managing electronic records:**

- There is chaos in managing desktop-created records. It is up to individuals to properly store their emails, and therefore important records are surely lost daily (if not hourly).
- A recent Continuity of Operations Planning (COOP) tabletop exercise participant indicated that their agency was in poor shape when it comes to backup plans. Properly managing the quality and quantity of data to be backed up is a major challenge.
- Huge amounts of older scientific data are being moved into Storage Area Networks, sometimes without regard as to whether they really need to maintain ALL the data.

**Agencies have tackled their biggest challenges in a number of different ways. Because of a**

### **lack of resources, staff must employ less-than-ideal stopgap measures as e-data is managed.**

- Many are currently coping with huge volumes of e-data by buying more servers. All data, important and not important, is stored on these servers; nothing is ever cleaned out.



<http://www.archives.gov/research/electronic-records/images/electronic-storage-media-m>

### **Getting a handle on e-records is a huge challenge for all agencies.**

- Some would prefer not to use an external system as they do not want outsiders handling their records.

*(Continued on page 2)*

## ...E-Records (Cont.)

(Continued from page 1)

### Security, accessibility, and quality control were cited by agencies as the top requirements for e-records storage facilities.

- NARA should focus on getting all government agencies to store e-records on standardized, compatible formats--NARA alone is in a unique position to do this.



<http://www.acclaimimages.com-2006>

### NARA is rising to the challenge!

Over the past year, the National Archives and Records Administration's Federal Records Centers (FRC) have been exploring the feasibility of offering electronic records storage and services to our Federal customers. The Rocky Mountain Region was selected as one of the first of several regions to hold focus group discussions with customers on this topic. The information collected during these focus group discussions will help determine the direction of the Federal Records Center's e-records offerings.

### The Denver Model

Based upon feedback from our focus group session, the Rocky Mountain Region believes that there is a viable market in the greater Denver metropolitan area for a business unit that offers:

- Temporary e-records storage,
- Reference services for temporary e-records,
- E-vital records storage and provision for immediate customer access,
- Off-site tape rotation services,
- E-Records Management Consultative services, and
- Alternate COOP site space for Federal agencies in the event their primary business location is no longer functional.

Currently, the Rocky Mountain Region is partnering with the Department of Commerce, Institute for Telecommunication Sciences, to develop a "proof of concept" for Denver's FRC to provide temporary e-records storage and e-reference services to an existing FRC customer for the first two elements of the "Denver Model". The goal is to go operational with this proof of concept during FY 2007.

The NARA Rocky Mountain Region is scheduled to relocate to a new FRC facility beginning in FY 2008 and conclude the move during FY 2009. The Rocky Mountain Region's new facility will allow us to offer services that include:

- Service and Rotation of e-media units, including pick-up and delivery of e-media and media refreshing
- Possible related conversion services including creating e-finding aids via expanded metadata; appending converted records to existing e-index metadata; creating dissemination formats; and performing

optical character recognition scanning, and

- Shelf and store electronic records in an environmentally controlled, specially equipped storage area.

To learn more, please contact Barbara Voss, Regional Administrator at (303) 407-5700.

See also, <http://www.archives.gov/frc/services/electronic-records.html>



NARA—Electronic and Special Media Records Services Division, College Park, MD.

### Records Management Myths:

1. *Daily backups satisfy the need to maintain electronic records.*
2. *Data migration is something that IT takes care of automatically.*
3. *The paperless office is just around the corner.*

(Courtesy—Information Management Specialist, Inc., Copyright 2005)

# Cost Savings in Records Storage FY 2006

Data compiled by NARA Office of Regional Records Services

In January 2006, NARA headquarters estimated the average cost savings in space



Depiction of how records clutter can cost an agency valuable space and efficiency. (www.flickr.com/photos/etherflyer/125101737)

and equipment that may be achieved through transfers of records from agency offices to Federal Records Centers during Fiscal Year 2006.

Agencies have found this model to be useful in estimating the annual cost savings that may be realized from

their records retirements to records centers under 44 U.S.C. 3103. In order to calculate the cost savings more precisely, agency records officers may want to substitute their actual space and equipment costs for those shown in Table 1 below.

Table 1

FRC Storage Space	\$1.82
Operating Costs	0.31
Shelving	0.15
Total	\$2.28

The average cost to store a cubic foot of records in agency rented space (including equipment) during FY 2006 may be calculated as follows: For FY 2006, the national average rental cost per square foot of office space is \$21.40 (based on current information from

GSA) as noted in Table 2 below.

Table 2

Office Space	\$21.40
Filing Equipment	1.95
Box	0.29
Total	\$23.64

A 5-drawer letter size file cabinet holds approximately 7.5 cubic feet of files each.

Each cabinet requires approximately 7.5 square feet of floor space which includes space for opening the drawers and standing space to service the files. The cost of a 5-drawer letter size file cabinet (7110-00-286-3798) which houses 7.5 cubic feet of records is \$292.10 (GSA Global Supply Catalog, 2006), which equates to \$38.95 per cubic foot (\$292.10 divided by 7.5 equals \$38.95). This equipment

cost is amortized over 20 years giving an annual cost of \$1.95 for office filing equipment. The cost of a standard records center box is \$2.00, which can be amortized over 7 years for a total of \$0.29. For FY 2006, federal agencies are paying \$23.64 per box for storing records in offices. The cost to store a box in an agency office: \$23.64 less the cost to store a box in an FRC \$2.28 equals cost avoidance (savings) per box \$21.36!



Federal Records Center, Rocky Mountain Region

## Open House

*The National Archives and Records Administration*

*Federal Records Center*

*cordially invites you to attend an*

### *Open House*

*Thursday, August Seventeenth*

*Two Thousand and Six*

*Doors open at 9:30 a.m.*

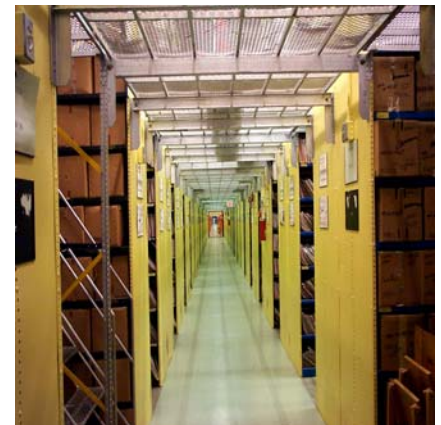
*Tours will be offered*

*Ten o'clock to Noon & One-thirty to three-thirty*

*Building 48, Fifth and North Street,*

*Denver Federal Center, Denver, Colorado*

*(303) 407-5762*



# Workshop Schedule

## NARA Workshop in Denver, Colorado July 11-12, 2006 *Disaster Preparedness & Response*

A two day workshop on the role of the records manager in preparing for disasters that affect records and other information resources. Workshop covers identifying and protecting vital records, disaster planning, mitigation, response, and recovery and salvage processes.

Cost: \$300 per student.

Time: 8:30 a.m.— 4:00 p.m. each day

Location Information and to register online at

OR via email at: [workshop.denver@nara.gov](mailto:workshop.denver@nara.gov).

## Free NARA Briefing in Denver, Colorado July 13, 2006

*Survival Guide for IT Professionals  
Information Assurance  
& Records Management*

Time: 8:00 am to 11:30 am

Location: GSA Lecture Hall  
Building 25, Entrance E-14  
West 6th Avenue & Kipling Street  
Lakewood, CO 80225

For course description and to register online at <http://www.archives.gov/records-mgmt/training/regional-y06.html#rmregion> OR via email at: [workshop.denver@nara.gov](mailto:workshop.denver@nara.gov).

## ROCKY MOUNTAIN REGION WORKSHOP SCHEDULE JULY 2006—AUGUST 2006

July 2006		
July 11-12	DPR Disaster Preparedness & Response	Denver, CO
July 13	ITP Survival Guide for IT Professionals	Denver, CO
July 20	LCP RM Issues for Federal Agency Counsel	Denver, CO
July 26	KA1 Records Management Overview	Denver, CO
August 2006		
August 15-16	KA3 Records Scheduling	Albuquerque, NM
August 17-18	KA4 Records Schedule Implementation	Albuquerque, NM
August 29-30	KA5 Asset & Risk Management	Albuquerque, NM
August 31	KA6 Records Management & Program Development	Albuquerque, NM

**Register for workshops and briefings through:**

<http://www.archives.gov/records-mgmt/training/registration-fy06.html>

Contact [workshop.denver@nara.gov](mailto:workshop.denver@nara.gov) for more information or call (303) 407-5720