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Improve your Network's Performance through e-File Management

When Information Technology departments in Federal agencies conduct regular analysis of office file servers they often determine that a high amount of storage space is being used. Ideally, all of us should review our electronic files (e-files) on a regular basis to help our agencies reduce their file server storage usage, but often other priorities take precedence. Unfortunately, network performance can be adversely affected when too many electronic files remain on agency servers for prolonged periods of time.

All employees should review their e-files (both personal and work related) and delete those e-files accordingly. This applies to both 1) emails located in your in-box, sent items, archives, other email folders; 2) e-files on both your Home drive and your organization's shared drive; and 3) e-files on your local (C:\) drive.

In reviewing and removing unnecessary files stored on shared and home drives, agencies can accomplish the following:

- Help you to do your job better by reducing your electronic clutter, making it easier to find the files and messages you really need;
- Free up space on servers and enhance overall network performance;
- Improve your agency's capability to comply with Freedom of Information Act (FOIA) requests and legal discovery orders; and
- Increase compliance with your agency's "acceptable use of office equipment" policies.

We suggest you take the following actions for both personal and work-related files:

Personal Files: Delete--to the maximum extent possible--personal electronic documentation currently maintained on your network. Regarding personal media files (audio, video and photo files), remove them entirely if possible as these files can cause congestion, delay or disruption of service to any agency system or equipment including, but not limited to, storing personal files, regardless of format, on network file servers or other storage devices on the network.

Work-related files: We suggest that you reduce the duplicate and unnecessary files you may currently maintain on your network. However, *this must be done in accordance with your agency's records management regulations and guidance*. To determine the types of e-files you may delete, please refer to the guidance provided by your agency records officer and agency records management policies and procedures. Remember, managing work-related e-files should not be limited to periodic or specific initiatives such as yearly "eFile Clean Out Campaigns". Rather, it should be integrated into everyone's regular use of your network applications.

Updated NARA Regulations

As part of its initiative to redesign Federal records management, NARA has revised and reorganized the existing regulations on Federal records management in 36 CFR Chapter XII, to update records management strategies and techniques and to make the regulations easier to read, understand, and use. The new regulations also incorporate language and terms from the international Records Management Standard (ISO 15489-1:2001, Records Management--Part 1). The new regulations can be found at <http://www.archives.gov/records-mgmt/policy/guidance-regulations.html>.

Congratulations, Bureau of Reclamation!

The Bureau of Reclamation, headquartered in Denver, has been awarded the 2009 Archivist's Achievement Award for Records Management from the National Archives and Records Administration. The award recognizes Reclamation for the successful development and deployment of the Reclamation Electronic Document System and successful scheduling with NARA all electronic systems within Reclamation meeting the E-Government Act requirements several months ahead of schedule. The Reclamation Electronic Document System, or REDS, has the capability to manage millions of electronic engineering drawings and serves as an index to millions of program records.



FY-2010 NARA Rocky Mountain Region Workshops

Date	Course Title	Location
January 27, 2010	Basic Records Operations (BRO)	Denver, CO
February 23, 2010	Basic Records Operations (BRO)	Albuquerque, NM
February 24-25, 2010	Electronic Records Management (ERM)	Albuquerque, NM
March 24-25, 2010	Creating and Maintaining Agency Business Information (KA-2)	Albuquerque, NM
March 30-31, 2010	Records Scheduling (KA-3)	Albuquerque, NM
April 1-2, 2010	Records Schedule Implementation (KA-4)	Albuquerque, NM
April 6-7, 2010	Asset and Risk Management (KA-5)	Albuquerque, NM
April 8, 2010	Records Management Program Development (KA-6)	Albuquerque, NM
April 20-21, 2010	Creating and Maintaining Agency Business Information (KA-2)	Denver, CO
April 22-23, 2010	Records Scheduling (KA-3)	Denver, CO
May 3-4, 2010	Records Schedule Implementation (KA-4)	Denver, CO
May 5-6, 2010	Asset and Risk Management (KA-5)	Denver, CO
May 7, 2010	Records Management Program Development (KA-6)	Denver, CO
June 23-24, 2010	Electronic Records Management (ERM)	Denver, CO
July 13, 2010	Basic Records Operations (BRO)	Billings, MT
July 15, 2010	Basic Records Operations (BRO)	Bismarck, ND
August 4-5, 2010	Emergency Planning and Response for Vital Records and Essential Information (EVE)	Albuquerque, NM
August 10, 2010	Electronic Records Forum	Denver, CO

Register for workshops and briefings through:
[http://nara.learn.com/records management-training](http://nara.learn.com/records-management-training)
 or request a registration form by e-mailing us at:
workshop.denver@nara.gov
 Call: (303) 407-5720 or Fax: (303) 407-5731

NARA does not discriminate on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as parent in its records management training program.