



ARCIS Your online portal to the Federal Records Centers

ARCIS Arrives at the Denver FRC

On March 23, 2009, the National Archives and Records Administration (NARA) will deploy its new Archives and Records Centers Information System (ARCIS) at the Denver Federal Records Center. What follows is some important information on how this deployment will affect customers who currently use the Centers Information Processing System (CIPS) to request records from these FRCs.

What is ARCIS?

ARCIS is a new IT system currently under development for the FRCs and their customers. When fully deployed, ARCIS will replace all current systems (such as CIPS, NARS-5 and SIS), automate and streamline many FRC workflow processes, and serve as the online portal through which NARA's customer agencies will do business with the FRCs. All core transactions—including transfer, disposition, reference, and refile actions—will eventually be processed through ARCIS. ARCIS has already been successfully deployed at the Atlanta, Chicago, Philadelphia, and Seattle FRCs.

How will the ARCIS deployment in Denver affect me?

To facilitate migration, CIPS will be **shut down** on March 20, and in order to request records online, you will need to use ARCIS. You will be given the same user access to ARCIS that you currently have in CIPS, allowing you the ability to place online reference requests with these FRCs. NARA staff will provide you with your new ARCIS username and temporary password prior to the rollout. **Customers who use CIPS to request records from the Denver FRC must use ARCIS instead.**

How will I get access to ARCIS?

NARA staff will provide you with your new ARCIS username and temporary password prior to the rollout. If you do not receive your login information by March 20, please contact the ARCIS help desk at arcis-help@nara.gov.

What if I am authorized to request records from another FRC in addition to the Denver FRC? How do I request those records?

ARCIS will be deployed incrementally at other FRCs through the rest of the fiscal year. During the transition, users with access to multiple centers—some of which have deployed ARCIS and some of which have not yet deployed the system—will need to work in **both** ARCIS and CIPS. For example, in April of 2009, if you request records from the Denver FRC and the Boston FRC, you will need to use ARCIS to request records from Denver and CIPS to request records from Boston.

What if I have an urgent request?

For the two weeks prior to the Denver deployment date, you may encounter a slight delay (one day at most) in receiving your requests. If you have an urgent reference need and cannot wait an extra day, please fill out an OF-11 (available online at www.archives.gov/frc/forms), mark it URGENT, and fax it to the Denver FRC at 303.407.5761. We will process your request immediately.

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Opportunities at NARA's Denver and Kingsridge (Ohio) Federal Records Centers

With the impending retirements of Genola Smith, Director, Federal Records Center, Rocky Mountain Region, Denver, CO, and David Cornelisse, Director, Federal Records Center, Great Lakes Region, Centerville, OH, vacancy announcements for their two positions have now been posted.

Look on the USAJOBS website for Vacancy Announcement #N 09 144, covering both FRC Director positions [Supervisory Archives Specialist], GS 1421 12/13 (13). The announcement opens **3/24/09** and closes **4/7/09**. Click on the following link to access the vacancy announcements:

<http://jobsearch.usajobs.opm.gov/getjob.asp?JobID=80096850>

Rocky Mountain Region Bids Farewell to Three Staff Members



Patricia Capers

Three valued staff members of NARA—Rocky Mountain Region departed us recently. They are Patricia “Tricia” Capers, Linda Romero, and Tom Willoughby.

Tricia Capers has, for the last four years, served as editor of this newsletter. She turned the Rocky Mountain Record into an informative and eye-catching publication. Tricia started with NARA in 2005 and has left to become the national records officer for

the Court Services and Offender Supervision Agency in Washington, D.C. Tricia, who possesses a Master’s Degree in Political Science as well as a Law Degree, was known for her entertaining style in presenting regional workshops and briefings.

Linda Romero started her career with NARA in 1983 and retired on February 27, 2009. Linda served the Federal Records Center in a variety of capacities during her tenure and was known for her wry sense of humor. Linda worked as a receptionist and time and attendance clerk during her final years with NARA.

Tom Willoughby started with NARA in 1982 and, with one short break in service, worked his entire career in the Federal Records Center. There, Tom performed a number of different duties, including accessioning new records, disposal, reference service and mail. In recent years Tom has had the opportunity to travel for NARA by visiting a number of U.S.



Tom Willoughby

Forest Service offices throughout the U.S. to provide FastPack services. Tom is transferring to the NARA-Pacific Region in Anchorage, Alaska, where he will work in archival operations.

All will be missed and we wish them luck.

Toolkit for Managing Electronic Records

The Toolkit was launched in March 2006 as a central internet portal for agency records managers, CIOs, CFOs, technologists, policymakers, and others to share and locate ERM guidance resources across sectors to address areas specific to the E-Gov Act of 2002. The “Tools” are organized in an on-line database that includes:

- ◆ NARA guidance, FAQs, Bulletins
- ◆ Examples of RM program documents from Federal, state and local agencies
- ◆ Articles on ERM topics
- ◆ Research projects from academic institutions
- ◆ International standards
- ◆ ERM guidance from foreign governments
- ◆ Electronic Records Management (ERM) guidance, examples, resources
- ◆ Sources from Federal and State government, private sector, international and foreign organizations, academia have contributed over 140 “tools” so far.

Where is the Toolkit?

<http://toolkit.archives.gov> — There is also a link for the Toolkit in the left menu bar on the main NARA website for Records Managers at <http://archives.gov/records-mgmt/>. This is the same place where records managers would find information on records scheduling and electronic records management.

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Is ARCIS support and training available?

The FRC has produced a number of resources to help you learn the new system. In addition, assistance from a live person is just a phone call or a mouse click away at the ARCIS HelpDesk (314-801-9300, arcishelp@nara.gov).

We strongly recommend that you sign up for one of the free, instructor-led ARCIS webinars that are scheduled over the next few weeks. To sign up for these sessions, please visit www.archives.gov/frc/arcis. This web page also contains a lot of other information on ARCIS, including a printable manual, web-based tutorials, an introductory video, and a link to the ARCIS Help Desk.

Please contact the ARCIS Help Desk if you have any specific questions on the deployment, training, or other issues related to this transition.

Deployment Schedule for

ARCIS:

ARCIS DEPLOYMENT SCHEDULE	
October 2008	Philadelphia
January 2009	Atlanta, Chicago, Seattle
March 2009	Dayton, Denver, Pittsfield
May 2009	Riverside, San Bruno, WNRC
July 2009	Boston, Ft. Worth, Lee's Summit, Lenexa
October 2009	St. Louis

FY-2009 Workshops—Register for workshops and briefings through:

<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

Date	Course Title	Location
April 21-22, 2009	Creating and Maintaining Agency Business Information (KA-2)	Denver, CO
April 23-24, 2009	Records Scheduling (KA-3)	Denver, CO
April 28, 2009	Basic Records Operations (BRO)	Albuquerque, NM
April 29-30, 2009	Electronic Records Management (ERM)	Albuquerque, NM
May 4-5, 2009	Records Schedule Implementation (KA-4)	Denver, CO
May 6-7, 2009	Asset and Risk Management (KA-5)	Denver, CO
May 8, 2009	Records Management Program Development (KA-6)	Denver, CO
June 9, 2009	Basic Records Operations (BRO)	Jackson, WY
June 10-11, 2009	Electronic Records Management (ERM)	Jackson, WY
July 8, 2009	Recordkeeping: A Program Manager's Survival Guide (PMP)	Albuquerque, NM
July 9, 2009	Survival Guide for IT Professionals: Information Assurance and Records Management (ITP)	Albuquerque, NM
July 21, 2009	Basic Records Operations (BRO)	Pojoaque, NM
July 22-23, 2009	Electronic Records Management (ERM)	Pojoaque, NM
August 19, 2009	Vital Records (VR)	Albuquerque, NM

RACO Texas 2009

**RECORDS
ADMINISTRATION
CONFERENCE**

THE NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION

RACO West is an annual one-day conference on Federal records management issues and is hosted by the National Archives and Records Administration (NARA). Each year NARA picks one of its Regional Offices to host this annual event. The Southwest Region in Fort Worth has been chosen for 2009. The Southwest Region Annual E-Records Forum takes place the day before RACO Texas. The forum, sponsored by NARA-SW Region, Texas State Library and Archives Commission, University of Texas at Austin School of Information, National Association of Government Archives and Records Administrators, and the Society of Southwest Archivists is a unique conference focusing on current issues in Electronic Records. These two events will be combined in 2009 to bring you the best of both. They will be held at the OMNI Hotel in Downtown Austin, Texas. For registration information, contact Bill Fellers at NARA's Southwest Region: phone 817-831-5918 , e-mail bill.fellers@nara.gov .