



# THE ROCKY MOUNTAIN RECORD



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## Compliant Electronic Recordkeeping in the NARA Rocky Mountain Region

The National Archives and Records Administration has been using a Records Management Application (RMA) product in selected offices for several years now, including the Rocky Mountain Region in Denver, Colorado. In Denver, the Regional Archives, Federal Records Center, Records Management, and Regional Administration staff all use the RMA product to file the electronic records that we make and receive.

The web-based RMA repository, which is compliant with the DoD 5015.2 standard, contains thousands of electronic records, mainly e-mail messages and attachments, but also records generated with Microsoft Office, Adobe, and other applications. With this software we can capture e-Records at or near the point of creation, such as when an e-mail message is ready to be sent. Users can then file the e-record by selecting from pre-loaded filing and disposition categories in order to link the record (and its metadata) to the correct NARA retention category.

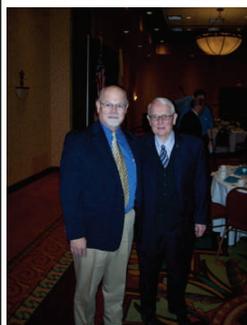
We can even perform high-speed scanning of legacy paper records and marry them up with related electronic ones in the same e-folder.

Rapid searching can be done by browsing folders, or through full-text keyword searches. Either way, the application has proved to be a valuable tool in reducing the region's reliance on paper recordkeeping systems and has increased the speed with which we can retrieve filed records and view them in their native formats.

The drawback of having filing actions carried out by individual users has been minor and is balanced by the comfort level that results from our making a good use of technology to capture essential information that documents the work of our programs and activities.

NARA has developed several guidance products that assist agencies who are considering acquiring e-recordkeeping software; these products can be found at <http://www.archives.gov/records-mgmt/initiatives/erm-guidance.html>.

NARA also recently completed two studies concerning Federal agencies who are using this type of software. The study results can be found at <http://www.archives.gov/records-mgmt/resources/rma-studies.html>.



### FEB Award Winner

Steve Adams, CRM/NS and Senior Records Analyst for the Rocky Mountain Region—New Mexico, was a recipient of the 2010 Federal Employee of the Year – Professional, Administrative, Technical, awarded by the New Mexico Federal Executive Board (FEB) on May 12, 2010 in Albuquerque, NM. In 2009, through his tireless efforts, Steve trained over 350 federal and contractor personnel in New Mexico and he also provided invaluable technical assistance and consultation to numerous agency records programs. We are proud to have Steve on our staff.

Steve Adams (left) with Former NM Governor David Cargo, FEB Keynote Speaker.

### New CRM

Pat Reel, a Senior Records Analyst in the Records Management Division of the Rocky Mountain Region, recently received her certification from the Institute of Certified Records Managers. Pat has over 34 years experience in the Federal government, coming to NARA in 2000 from the Bureau of Land Management. Congratulations, Pat!



## FY-2010 NARA Rocky Mountain Region Workshops

Date	Course Title	Location
June 23-24, 2010	Electronic Records Management (ERM)	Denver, CO
August 3, 2010	Basic Records Operations (BRO)	Billings, MT
August 4-5, 2010	Emergency Planning and Response for Vital Records and Essential Information (EVE)	Albuquerque, NM
August 5, 2010	Basic Records Operations (BRO)	Bismarck, ND
August 10, 2010	Electronic Records Forum	Denver, CO

**Register for workshops and briefings through:**  
<http://nara.learn.com/recordsmanagement-training>  
 or request a registration form by e-mailing us at:  
[workshop.denver@nara.gov](mailto: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.

### ELECTRONIC RECORDS FORUM

## **ARCIS: Update for Agencies** **Guest Speakers from** **NARA Office of Regional Records Services** **College Park, MD**

The Archives and Records Centers Information System (ARCIS) is an IT system for NARA's Federal Records Center Program and its customers. When fully deployed, the new system will replace legacy systems (NARS-5, SIS, etc.), automate and streamline many FRC workflow processes, and will be the online portal through which NARA's customer agencies will do business with the FRC. ARCIS experts will describe and demonstrate the new system for those who retire records to the FRC. An FRC Open House will follow the Forum.

**The E-Forum is FREE! Seating is limited!**

**Register online:** <http://nara.learn.com/recordsmanagement-training>

**Register via e-mail:** [workshop.denver@nara.gov](mailto:workshop.denver@nara.gov)

**When:** August 10, 2010, 8:30 am—11:00 am  
 FRC Open House following the Forum

**Where:** NARA Regional Facility  
 Building 48, Training Room  
 Denver Federal Center  
 West 6th Avenue and Kipling Street



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