

## **ACERA Subcommittees**

### Goal statements

#### **Legal and Policy Construct Subcommittee**

Members: Jonathan Redgrave, Robert Kahn, Jerry Handfield, Daniel Pitti, Robert Martin

Chair: Jonathan Redgrave

NARA Designated Federal Official: Mark Giguere

Goal: This subcommittee will review the legal and policy environment in which NARA and Federal Records Management operate and will make suggestions for changes that would streamline or make the following processes more effective at archiving permanently valuable electronic records or managing all categories of electronic records (in creating agency or NARA custody): scheduling, appraisal, accessioning, processing or making available for access.

The NARA Federal Records Act IPT under Mark Giguere has already conducted an analysis of existing statutes and issued a report to OMB on recommended changes at the end of December.

#### **Architecture Challenges Subcommittee**

Members: Robert Kahn, Dennis Day, Laura Campbell, Daniel Pitti, Charley Barth

Chair: Robert Kahn

NARA Designated Federal Official: Kevin DeVorse

Goal: This subcommittee will investigate technical issues related to record types, metadata schemas, and metadata capture mechanisms, with emphasis on ways ERA could integrate and NARA could enforce standards.

#### **Development Strategy Subcommittee**

Members: John Phillips, Daniel Pitti, Richard Fennell, David Carmicheal, Sharon Dawes

Chair: John Phillips

NARA Designated Federal Official: Quyen Nguyen

Goal: This subcommittee will recommend development approaches for ERA to ensure that it is flexible and useful to the maximum number of people. Topics may include increasing the openness of the architecture so that other members of the community could contribute (for example) format migration tools. This subcommittee may also weigh in on strategy in the sense of relying on private contractors, collaborative development, incremental development, continuous evolution, etc.

ACERA expressed the opinion at the November meeting that ERA should evolve toward a more open architecture. NARA – ERA PMO already has evolution plans in place that will increase openness and flexibility which can be shared with ACERA before this subcommittee does additional work.

### **User Interface Subcommittee**

Members: Kelly Woestman, David Rencher

Chair: Kelly Woestman

NARA Designated Federal Official: Carol Lagundo

Goal: This subcommittee will provide feedback on the OPA interface, search function, and presentation methods for electronic records and metadata to maximize usability for our research communities.

### **Communications Subcommittee**

Members: David Rencher, Dennis Day, Jerry Handfield

Chair: David Rencher

NARA Designated Federal Official: David Lake

Goal: The subcommittee will identify communication opportunities and audiences for which ERA messages should be created and will explore the idea of creating “elevator talk” messages or short, reusable presentation packages for each audience. David Lake, the ERA Communications Manager, will work closely with this team and will use the team for feedback on presentations he develops.