

EOP 44 Electronic Records Transition Contingency Plan

March 27, 2016

Plan to transfer, preserve, and provide access to electronic records under the PRA in case the ERA EOP system is not able to do so in a timely manner.

1. Identify conditions under which and timing of decision to not use ERA EOP for transfer: Based upon the estimated size of the record transfer as identified in the EOP Inventory I, in consultation with LM and NGC, shall identify a date or dates on which to validate if it remains possible to complete the copying of files from the original systems to staging storage, and from staging storage onto the Data Transport System for ingest. Depending upon the percentage of transfer and ingest that can be completed by January 20, 2017, invoke part or all of the following contingency options as appropriate.
2. Reduce archival controls and services: Identify lower access-demand Search and Access Sets and decrease the level of archival services made available to them (copy, count, and checksum only - do not index).
3. Defer access: Decrease the number of SIP specifications currently planned for field-level access to specific Search and Access Sets and increase the number of sets that are managed with general archival controls.
4. Prepare communications to authorized requesters that, in accordance with precedent and program capacity, access requests may have to wait until archival controls that ensure the preservation and access of electronic record content exported from commercial off-the-shelf systems are implemented and validated. NARA's obligation to acquire, secure, and transfer record content is a necessary preliminary step to making the records available to authorized requesters.
5. Delay PRA transfer: Copy and transport electronic PRA records to NARA after Jan. 20, 2017. Perform analysis to ingest and make content available after records have been legally and physically transferred to NARA's custody. Establish a NARA "Embassy" at the EOP Data Center for the transfer of records.
6. Change technical environment: Allocate program and technical resources to deploy archival controls on data sets with highest access demand using different technical approaches than ERA EOP, including consideration of using COTS systems in which records are created (and can be changed or deleted). A plan for the use of alternative COTS systems has been developed. Requires added budget and acquisition activities. This is the least likely contingency based upon the outcome of the analysis of the capabilities of the EOP ERA architecture and implementation of increased processing and storage capacity on the DATR system.


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