

Dec. 1st

State Department / NARA Meeting

total of 13 staff - Records & Archives Mgmt Division

Records Mgmt - Sharepoint site

- Foreign Service Posts - visit to Europe post "possibly" this year
- Western Hemisphere is close to all having SMART on their desktops
- some sites have electronic mgmt systems
- mb will hit limit of 500mb - but no auto delete
- cables & record email going into SMART archives
- Bureau Records Coordinator program has been revitalized w/in the last year. (at a fairly high level - staff)

* Did we know the TAGS schedule was going to be used for SMART? Thought was just for the Cables

- SAIDI - believe they have the master microfilm documentation is missing - need to know size of the fields. Only "Secret" high.

Records are either in SAS or P reels

S was filming their records → subset of these records were going to IPS -

* SAIDI is important for the "Index" component

* David has ideas of where to look at State

? follow-up meeting might be a good idea to discuss any other available options/routes to pursue to locate the documentation.

SADI records are covered in SAS or paper records.

* Dayton - audio & video tapes, still being used by offices, FOIA requests, Bosnia still a live issue.

- Records are fragile (formats) and will not survive in office space. Want transferred quicker.

- State wants to know what other agencies do to preserve special media records.

- Audio, VHS tapes, color photos, negatives, contact prints (PK - could be more inclusive than actually is)

* - Want guidance on preservation for video & audio
- Question over what is the record copy - original state
- Meeting between State & Special Media might be
- a good idea to clear things up - concrete guidance