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 system
- Mb will hit limit of 300mb - but no auto delete
- Cables & record email going into SMART archives
- Bureau Records Coordinator program has been revitalized
  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

- SAILD - believe they have the master microfilm
  - as microfilm documentation is missing - need to know size of
  - the feeds. Only "Secret" high.
  - Records are either in SAS or P reels
  - S was filming their records -> subset of these records
  - were going to IPS.

* SAILD 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.

SADD 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