

From: David Langbart
To: Michael Kurtz
Date: 01/22/2010 7:32:19 AM
Subject: State: SMART

A truncated SMART Working Group met on January 14, 2010. I attended for NARA and Lisa Haralampus attended for State (IPS).

Lisa provided an update on key points:

1. Deployment Schedule. Overseas deployment continues. All posts in the Western Hemisphere are done and they are now working on posts in Africa. The schedule calls for world-wide deployment to be completed by December 2010. They have received generally positive feedback from posts. Domestic deployment is not going nearly as well, largely due to the complicated nature of the domestic scene. The program has been focused on the cables/email aspect of things whereas headquarters is much more into the memorandums thing. In addition, the setup of user profiles is much more complicated since the number of profiles in a bureau are greater and of a wider variety. As a result, there is no real schedule for domestic roll-out at this time.

Record email. Users are creating record email, in addition to cables. The ratio to this point is one record email for every six cables (1 to 6), not the 3-1 ratio that had been expected. It is not clear why this is so. There is some suspicion that use of record email is not totally clear or that users need more and better guidance on what is a record. IPS plans to conduct a study by looking at the entire corpus of email (record/non-record) from a post to determine if posts are using the system correctly and to determine steps (such as training and guidance) to ensure proper compliance.

TAGS. IPS is planning to do some revisions to the TAGS.

Test Transfer. IPS now has enough real cables and messages to undertake the test transfer called for by the agreement between NARA and State. They would like to make an initial test in the March 2010 time frame, with the possibility of another, and larger, test at the end of the year. They are willing to send the test message either on CD or to try anon-line transfer. NWME should let me know their preference.

CC: Brewer, Laurence; Carlson, Michael; Cummings, Ann; Lake, David; Lepore, Gregory; Margaret Hawkins; Steven Tilley