



Margaret Hawkins <margaret.hawkins@nara.gov>

Fwd: RE: SMART TAGS

1 message

Margaret Hawkins <Margaret.Hawkins@nara.gov>

Mon, Nov 15, 2010 at 3:59 PM

To: David Langbart <David.Langbart@nara.gov>

I didn't reply yet.

>>> "Haralampus, Lisa I" <HaralampusLI@state.gov> 11/15/2010 3:27 PM >>>

Fantastic. I was thinking that David would be a great person for the SMART TAGS team to talk to.

I didn't give you much background about the two staff who will be talking to David. They are contractors. One is a taxonomist. The other a CRM. They are in the "information collection" phase of project planning. They've been talking to several individuals in State about how TAGS are used. Getting them NARA's perspective on the Disposition by TAGS schedule is an important part of their work and David is a perfect match.

We will also need to talk about Disposition by TAGS going forward, which is an appraisal function – not a SMART specific function. That is something that we will need someone from the WG to help advise. Our initial thoughts are that we will be "scheduling as we go". In other words, as we move through bureau-by-bureau, we will implement new TAGS to help meet their specific needs.

I hope this makes sense. I understand about the busy schedule – believe me! We'll have to find time to talk before we make too many assumptions about the scheduling portion of the SMART TAGS project.

- Lisa

Lisa Haralampus

Branch Chief, Archive Services Division

A/GIS/IPS/AAS/AR

202-261-8037

From: Margaret Hawkins [mailto:margaret.hawkins@nara.gov]
Sent: Monday, November 15, 2010 1:39 PM
To: Haralampus, Lisa I
Cc: Kirkpatrick, Katherine G; Thian, Tasha M
Subject: Re: SMART TAGS

Lisa,

I apologize for taking so long to get back to you about setting up this meeting. I was out of the office most days for the last three weeks.

I wanted to let you know that David Langbart is Michael Kurtz's designated NARA SMART representative, so, as we in NWML were instructed, please contact him about setting up the meeting. He will need to be there and he can coordinate with NWML as well.

I do want to alert you that I know from working with David on some CIA issues that both of our schedules are pretty full through November into December due to prior commitments, but we will work to try to schedule a meeting time convenient to all of us.

You probably already have David's contact information, but just in case it is: david.langbart@nara.gov or [301-837-3172](tel:301-837-3172).

Thanks,

Maggie

Margaret Hawkins, CRM
Supervisor

National Archives and Records Administration
[301-837-1799](tel:301-837-1799)

>>> "Haralampus, Lisa I" <HaralampusLI@state.gov> 10/18/2010 11:14 AM >>>

Hi Maggie,

The Department of State is beginning an initiative to review how TAGS are used in the new SMART environment.

The SMART TAGS project will have an impact on records disposition in that we will be creating new tags that will need new disposition schedules.

I would like to invite you (and other members of the Work Group) to a meeting to discuss this project and its implication on NWML.

We can come to Archives II, if that makes life easier for you.

Please let me know if you have any meeting availabilities in the next four weeks.

Thanks!

- Lisa

Lisa Haralampus

SMART Archives and Records Management (ARM)

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