

Jan. 14th

NWML / State FY11 Workplan

Digital photos from GSM (Danielle Scott working it)
2001-2006 cut over to digital photos from
film based

2011 Plan for State

10 main projects this year (not counting Passports)

Priorities of State

- * 1) SMART TAGS - implementation is #1 priority
includes record email component, all posts \approx 50%
domestic, [Legal, CA, DS cutting over pretty soon]
- * 2) SMART Records Mgmt - how to use record email,
developing policy & guidance products
use in some capacity as a RMA for perm records.
- * 3) Vital Records - laying foundation, hired addtl. contract
staff (MultiMax ARay Vistronics) [Jim Vance - Army]
draft project plan being coordinated w/ OEM.
- 4) Scheduling the ADMIN systems - hoping for mostly
GRS - go through Admin, Res. Mgmt, HR, IRM
Admin bureaus that support the agencies.
- 5) pending NARA - Dayton schedule, project on
• asset management • What are holdings, how
are they being preserved, gaps analysis
- IPS 6) RIMS - Retired records inventory mgmt system
at desktop to identify gaps
- IPS 7) Freedom's schedule implementation

IPS

8) Transfer Management - list of perm. electronic records developed to help in this

9) ERSC - Electronic Record Service Center

Multi-year project

Ron Hampton joining to work solely on this issue develop new State Archive to take in records, work the 25yr review, proactively working the issue. Also be the archive for unstructured electronic records (SharePoint, websites, S drive) ERSC will be phased, 1) get tool to take in records and manage RMA - mimic the RSC process. 2) open it wide to the Dept. - transfer records electronically 3) some sort of cloud to send automatically.

Baghdad is the first other agency.

Piloting FILE NET (IBM RMA), Department also uses Autonomy

Perm and possibly long-term temporary

10) Pro-Active scheduling - not yet id'd other Bureaus for scheduling. Might look to work IRM and hoping for 1 more Bureau. Should have some more from ECA - 9 more from DS by March 1st (in clearance now)

do what's right/best for the records

Kurtz letter on the 77 transfer - no piecemeal, everything at once

could -> review upto 84/85
Would like to transfer cables earlier (State would like to)

2 new training module - 1) Basic RM Training, 2) Targeted Audience Supervisors Program Managers - responsibility for records Mgmt. ^{1/2 hr - mandatory}