NWML | State
Fy11 Work plan

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 & 50 to
   domestic, [Legal, CA, DS cutting over pretty soon]

2) SMART Records Mgmt - how to use record email,
   developing policy & guidance products
   use in same 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, RS, 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) Freedoms schedule implementation
8) **Transfer Management** - list of perm. electronic records developed to help in this
9) **ERSC - Electronic Record Service Center**

Multi-year 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, web sites, 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.

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)

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Baghdad is the first Office, other agencies also

Kurtz letter on the 77 transfer - no piecemeal, everything at once
review up to 84/85
Would like to transfer cables earlier (State would like)

2 new training modules - 1) Basic RM Training, 2)
2) Targeted Audience Supervisors/Program Managers
responsible for records Mgmt.