NARA / State Dept

eRSC meeting

eRSC Overview

* right now Senior Officials & other related perm. series

Share Point / shared drive

special collections (Benghazi, Iraq, Task Forces)

archival storage classified awaiting declassification review

allows for "dirty word searches"

Senior Officials email - serves as "catcher

nut" to preserve departing senior officials

FARA Processing - digital to digital transfer of e-read

Ingest via cd, dvd, and network link (direct transfer)

holding area - CARS (not HK system)

* e093 complete electronic workflow

• pdf file conversion completed during

pre-processing

* plan to open up to pilot / program offices

next couple of months

* Any scheduling implications w/ storage of records

in the eRSC ???
1) Transfers - file formats & metadata
   Early in process bust pst file open,
   Convert to PDF-A (which was to dedupe &
   remove non-record, personal), email itself
   is then reconnected to attachments.

   * Does NARA want pst (native) or pdf format
     in transferring email?
     -> For Capstone approach is pdf is good
        b/c the non-record is being removed.
     -> PDF-A is good option for long-term
     -> .msg. format is the format where dedupe
        and non-records are removed.

2) Preaccessioning of Cds - NO
   Move data from CARS to the ERSC
   Cds will be pst files (email records)

3) Google Apps for Govt.
   Program office using email with no
   HR system -
   * Must be maintained in HR system
     * which should be the ERSC
Scheduling Discussion

4. Simplified Records Schedules

- Rewriting/modernizing State Dept RM Policy
  - directive
  - M/in
  - reaffirming roles & responsibilities at Assist. Sect.
  - Working at Bureau levels to standardize
  - targeting senior leaders' asserting roles

- Tested in Office of Policy
- Now looking to move to a Bureau
- Wanting to establish Bureau Records Coordinators
- Writing a Policy document - each Asst. Sect. must assign a BRC.

FAM/FAH full scrub on RM topics.
This BRC aspect would be incorporated

Scheduling

Simplified Records Scheduling
Condensing to Bureau level

Enterprise Wide
Admin/First Office
Senior Level Officials
Geographic Bureaus
Will be starting with INL - easy then move on to DS

in to the Office of the Secretary

WL Principles (7th Floor)

Will be based on Functions

*All submitted to NARA by Dec. 2016*

Enterprise Wide / Mission Level

- built around Bureaus (consolidated)
- not consolidated Bureaus (INL)

Training

more mobile training

eg: links | blackberry training

written, supplemented with video.

reinventing communication - social media

*X: MAGGIE - status of template share fields or anything

INL & First Office - some time in Sept | Oct. - FY15