

July 17th 2014

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 declass review
allows for "dirty word searches"

Senior officials email - serves as "catchers
mitt" to preserve departing senior officials

FOIA Processing - digital to digital transfer of e-record

Ingest via cd, dvd, and network link (direct transfer)
holding area - CARS (not r/k system)

* e693 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 but pst file open,
 convert to PDF-A (which was to dedupe &
 remove non-record, ~~personal~~), email ~~itself~~
~~email~~ 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 gmail with no
 r/k system -

- Must be maintained in r/k system
- * which should be the eRSC *

"adoption of Google Apps
 at DOI has almost
 been a total disaster"

Scheduling Discussion

(3)

↳ Simplified Records Schedules

rewriting/modernizing State Dept RM Policy

→ directive

→ M/n

→ reaffirming roles & responsb. at Assist. Sectr.

→ 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. Sectr.

must assign a BRC.

FAM/FAH full scrub on RM topics.

this BRC ~~res~~ aspect would be incorporated

Scheduling

Simplified Records Scheduling
condensing to Bureau level

Enterprise Wide

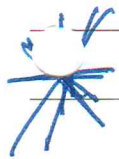
Admin/Trnst Office

Senior Level Officials

Geographic Bureaus

J

(2) Bureau
Front Offices



Will be starting w/ INL - easy
then move on to DS

on to the Office of the Secretary
w/ 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

ex: links / blackberry Trainings

written, supplemented w/ video.

reinventing communication - social media

* MAGGIE - status of template
share fields or anything

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