July 17th 2014

NARA | State Dept eRSC Meeting

eRSC Overview

* right now Senior Officials & other related perm. series

SharePoint | 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 work flow *
- 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 pdf is good b/c the non-record is being removed.
  - → pdf-A is good option for longterm
  - → .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 Aps for Govt.
program office using gmail with no RK system -
- Must be maintained in r/k system *which should be the eRSC*

"adoption of Google Ap at DOI has almost been a total disaste

J

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 aspect would be incorporated

Scheduling

Simplified Records Scheduling

condensing to Bureau level

Enterprise Wide

Admin | Front Office

Senior Level Officials

Geographic Bureaus

(J)

(2) Bureau Front Offices

(1)

* 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