

# The Southwest Bulletin

Issue #7

Summer 2011

## Lots of Changes at the National Archives — How Do They Impact You?

**BY C. PRESTON HUFF**  
**REGIONAL LIAISON**  
**NARA (FORT WORTH)**

It has been a while since the last edition of this newsletter and much has recently changed at NARA. This edition will focus on the significant organizational—and other—changes that have taken place, including this office (formerly referred to as Southwest Region); our new location in Fort Worth's popular West 7th Street district, and an update on our programs and how these changes might impact you.

**“TRANSFORMATION”** - is the name given the comprehensive makeover of the entire agency. In a press release on March 1, 2011, David S. Ferriero, Archivist of the U.S., said he expects the National Archives to be a leader in Open Government, electronic records management, and organizational effectiveness. Putting the customer at the center of all we do, this new structure, will enable us to build an open, inclusive work environment that encourages staff learning and creativity, invests in innovation, and engages all staff in continuously improving services. The restructuring has been

According to David S. Ferriero, 10th Archivist of the United States, *“Transformation is our plan to change the ways we organize and conduct our work in order to achieve the following 6 transformational outcomes:*

1. *One NARA*
2. *Out in Front*
3. *An Agency of Leaders*
4. *A Great Place to Work*
5. *A Customer-Focused Organization, and*
6. *An Open NARA”*



Photo courtesy of WIKIPEDIA

taking place for several months—but as Mr. Ferriero has stated, “it can take some years to truly transform an organization.”

Not all of the changes are in Washington, D.C. In the regions we too are undergoing substantial changes as we rethink how we work with the public, other units of government, organizations, and businesses.

For example my former position, Regional Administrator, has given way to a new position—Regional Liaison. This position, which re-

mains the senior level position at Fort Worth, is now more external focused. My focus is now working with external stakeholder groups, Federal Executive Boards, agencies, state and local government, etc. In short this position is sometimes referred to as an Ambassador for NARA within the region and nationally. All of the staff that formerly reported to me now report to the lines of business and their executives in Washington, D.C.

Leonard “Junior” Harmon, formerly

*(Continued on Page 2)*

This newsletter is an occasional publication, published online ( [www.archives.gov/southwest/newsletters/](http://www.archives.gov/southwest/newsletters/) ) to keep the records officers of the Federal agencies in the four state area (Texas, Oklahoma, Arkansas and Louisiana) - formerly referred to as the Southwest Region—apprised of their responsibilities as the caretakers of Federal records. It is also intended to inform volunteers, genealogists, political leaders, teachers, researchers, information technology and other professionals about the many services provided by NARA. Let us know if we can address an area of record keeping that is of interest to you.

National Archives

(FRC, Archives—original records, Regional Liaison and some FSO staff)  
1400 John Burgess Drive  
Fort Worth, Texas 76140  
(817) 551-2000 (Main)  
(817) 551-2009 (Fax)  
Web Address: [www.nara.gov](http://www.nara.gov)

National Archives

(Archives Research Room—microfilm and public access computers, Learning Center, Records Management and FSO)  
**Montgomery Plaza** 2600 W. 7th Street  
Suite #162  
Fort Worth, Texas 76107  
(817) 831-5620  
(817) 334-5621 (Archives Fax)  
(817) 334-5511 (Records Management Fax)

C. Preston Huff, CRM, CA,  
Regional Liaison / Editor  
email: [preston.huff@nara.gov](mailto:preston.huff@nara.gov)  
(817) 551-2001

Leonard “Jr” Harmon  
Field Support Officer  
email: [leonard.harmon@nara.gov](mailto:leonard.harmon@nara.gov)  
(817) 551-2002

Meg Hacker  
Director, Archival Operations  
email: [meg.hacker@nara.gov](mailto:meg.hacker@nara.gov)  
(817) 551-2033 (Montgomery Plaza)  
(817) 831-5643 (FRC)

Darin Cote’, CRM  
Director, Federal Records Center  
email: [darin.cote@nara.gov](mailto:darin.cote@nara.gov)  
(817) 551-2003

Records Management  
POC—Carmela Wynn,  
Agency Assistance Team  
email: [carmela.wynn@nara.gov](mailto:carmela.wynn@nara.gov)  
(817) 831-5919

Assistant Regional Administrator—is now referred to as Field Support Officer (FSO). As FSO Junior oversees the administrative areas such as budget, facilities and security for the Fort Worth location but also the NARA office in Denver. Additionally, Junior is assisting NARA at Denver with the development of their new facility in Boulder County. The lines of business, i.e., Archives, Records Management, and the Federal Records Center no longer report to Junior but rather to executives in Washington, D.C. or—in the case of the Archives, someone that represents four former regions as well as an office in Washington, D.C. Junior now has a staff of three in Fort Worth—including the Administrative Officer.

Other significant changes are as follows:

**ARCHIVES**—While the Archives remains relatively intact and focused on safeguarding permanent records and providing optimal access, there have been a couple of notable changes. Now, the Archives Director—Meg Hacker reports to an acting Access Coordinator—who also oversees Archival operations in Denver, Kansas City, Chicago and a unit in Washington, D.C. The Education Specialist—Jenny Sweeney now reports to Legislative Archives, Presidential Libraries, and Museum Services. She will, however, continue to be located in Fort Worth.

**RECORDS MANAGEMENT**—NARA’s Records Management program, now known as the Office of the Chief Records Officer, recently reorganized regional and headquarters staff into functional

teams based around records management programs rather than location specific divisions. The Transformation seeks to better unify programs and activities and better manage our resources to the benefit of NARA customers.

In the area we used to call the Southwest Region (Texas, Oklahoma, Arkansas, and Louisiana) we used to be the primary sponsor for the annual E-Records Forum in Austin. This increasingly popular conference will continue, but will predominantly be organized and managed by NAGARA (National Association of Government Archives and Records Administrators). NARA will continue to be a partner in the conference. Stay tuned for more information.



**FEDERAL RECORDS CENTER**—Relatively few changes occurred to the organization of the FRCs. FRC Director—Darin Cote’ now reports to a manager in College Park under the group referred to as Agency Services. Records Management is also in this umbrella group.

The FRC has also added a Regional Account Manager (RAM) - Scott Beadle—who will be working with agencies locally as well as nationally on promoting NARA’s existing and emerging services. (see pages 7 and 8 for more details).

# Archives

## ARCHIVAL OPERATIONS, MEG HACKER, DIRECTOR

Did you know that the National Archives at Fort Worth has more Indian related records than even our very own National Archives location in Washington, D.C.? Makes sense when you consider that we have the Federal records from Oklahoma—the state of origin for the records of the Five Civilized Tribes.

Additionally we have some incredible NASA records related to the manned space missions since we have most of the permanent records from the Johnson Space Center. We have records related to virtually all

manned flights—including those from Mercury and Gemini to Apollo and the Space Shuttle program.

In fact we have some 115,000 cubic feet of Archival records from over 100 Federal agencies dating from 1803 (a document signed by President Thomas Jefferson setting up customs collections in the new Louisiana Territory) to records as recent as the Space Shuttle Columbia tragedy.

All original records are housed in a special, limited access, environmentally conditioned storage bay at the new Federal Records Center on John Burgess Drive. All original Archival records are also processed and viewed at that location.

Meanwhile, the Archives also

set up a store front location at Montgomery Plaza in the bustling West 7th Street area—near the Fort Worth Cultural District.

On the next two pages there are some samples of our original documents housed at the FRC in South Fort Worth and some information about our new store front location.



*Archives Stacks—Limited access, environmentally controlled bay stores approximately 115,000 cubic feet of permanent records*



*Original Archival records are accessed here by appointment*



*FRC Lobby—Archives Research Room is on the left.*

The National Archives at  
Fort Worth  
Federal Records Center  
(for original records re-  
search)

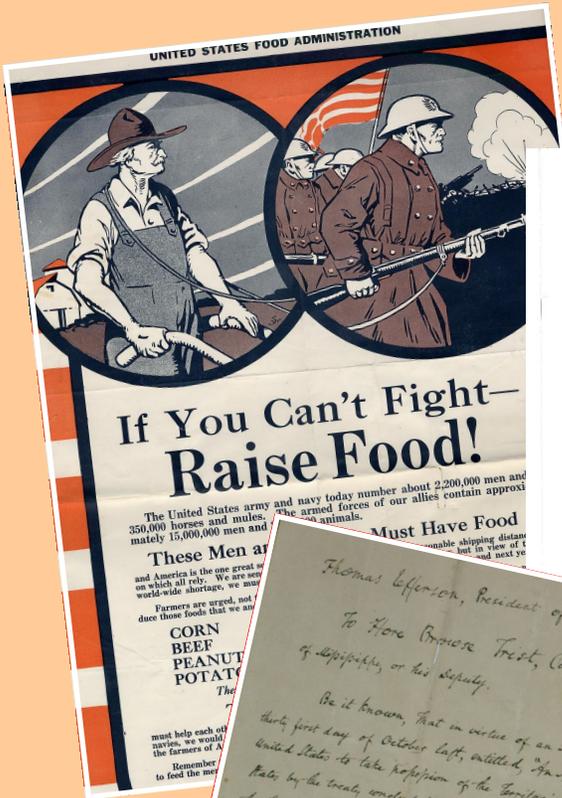
1400 John Burgess Drive  
Fort Worth, Texas 76140  
(817) 551-2051 (Main)  
(817) 551-2034 (Fax)

Hours: Monday – Friday  
6:30 a.m. to 4 p.m.

For more  
information contact  
Meg Hacker  
Director,  
Archival Operations

# Sample Documents from The Archives at Fort Worth

Clockwise from top left: Broadside from the Food Administration (RG 4), Government sale of Oklahoma Indian Lands (RG 75), Texas City Explosion Investigation—1947 (RG118), NASA Mission Plan (RG255) Cherokee Indians, ca. 1896 (RG 75), Document signed by President Thomas Jefferson—1803 (RG 36).

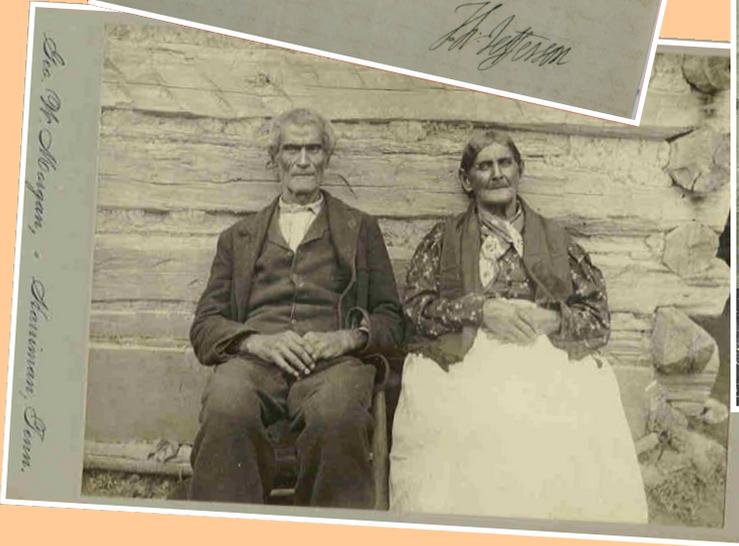
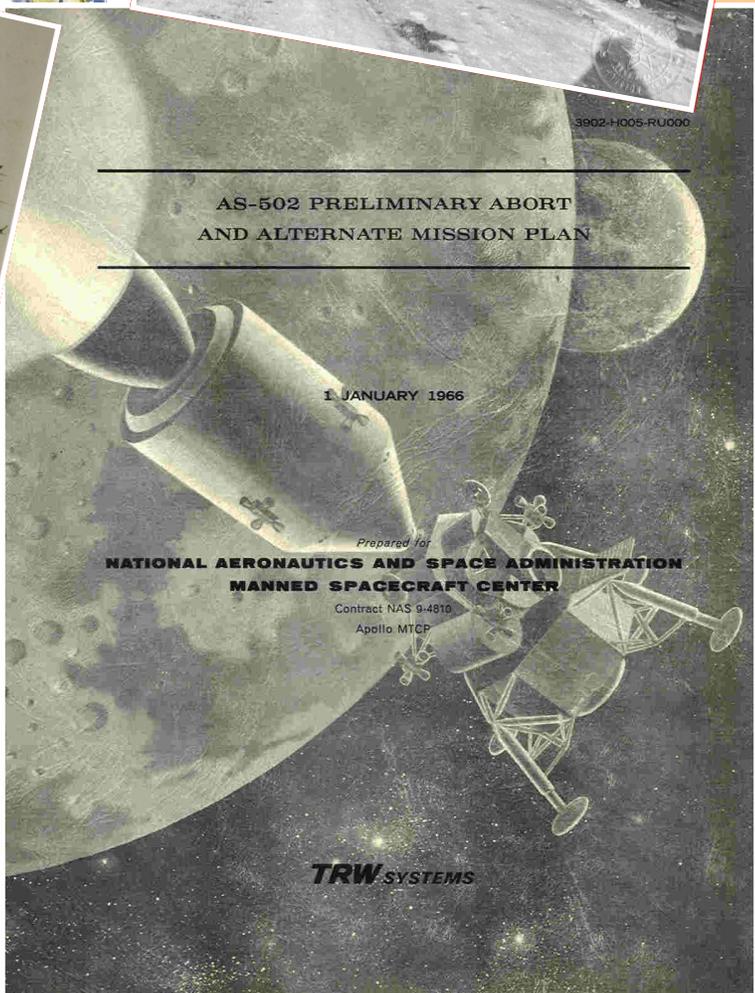


Thomas Jefferson, President of the United States,  
To Hon. Bruce Frost, Collector of the district  
of Mississippi, or his deputy.

Be it known, that in virtue of an act of Congress, passed on the thirty first day of October last, entitled, "An Act to enable the President of the United States to take possession of the Territories ceded by France to the United States by the treaty concluded at Paris on the thirtieth day of April last and for the temporary government thereof," I do by these presents appoint and authorize you, to exercise all the powers and authorities, lawfully authorized by law or collector, contractor and treasurer of the public revenues of the Province of Louisiana, and generally all the powers and authorities affecting the collection of such public revenues, which now or might be conveyed by any other officer of the said Province.

Given under my hand and counter signed by the Secretary for the Department of State, at the City of Washington, this fourteenth day of November in the year of our Lord one thousand eight hundred and three and of the Independence of the said State the twenty eighth.

*Th. Jefferson*



# Archives (Montgomery Plaza)

## ARCHIVAL OPERATIONS, MEG HACKER, DIRECTOR

Our new location on West 7th Street near the Cultural District is sometimes referred to as a store front. It is located in the Montgomery Plaza building (formerly a Montgomery Wards building built in 1928). This site has numerous restaurants and trendy shops in addition to upscale condos overhead.

At Montgomery Plaza we have a research room for NARA microfilm as well as numerous computers to access family history databases such as Ancestry.com and Fold3 (Footnotes.com)—for free. The Research Room is decidedly un-government like. For example you are encouraged to bring your beverages such as coffee, tea, lattes, or soft drinks (but please no food). The environment is friendly and relaxed—and there are ample, knowl-

edgeable volunteers, in addition to staff, to assist with all levels of researchers. Parking is free. We have also introduced new hours at this location—which includes the third Saturday of each month.

We also offer “one on one” training sessions for researchers who need help with their genealogical research. Our volunteers are paired up with anyone needing a solid hour of individualized assistance. Reservations are required for this service.

Additionally, there is a Learning Center for a variety of educational sessions and workshops. The first Friday of the month always has a free workshop for the public to learn about some aspect of NARA, family history, or some other timely topic. Reservations are recommended.

The old location at the Federal

Depot on Felix Street is now empty and it is no longer Federal property. NARA had been at that location for some 50 years.

The National Archives at  
Fort Worth  
Montgomery Plaza  
(for public access computers, special programs and education workshops, )  
2600 W. 7th Street  
Suite #162  
Fort Worth, Texas 76107  
(817) 831-5620 (Main)  
(817) 334-5621 (Fax)

Hours: Monday – Friday  
and 3rd Saturday of Month  
8:00 a.m. to 4 p.m.  
For more  
information contact  
Meg Hacker  
Director,  
Archival Operations

## NEW HOME OF THE NATIONAL ARCHIVES



# Archives (Continued)

## ARCHIVAL OPERATIONS, MEG HACKER, DIRECTOR

### Visit us on FACEBOOK.

The National Archives at Fort Worth is on FACEBOOK and we now have over 750 friends. It is a wonderful way for us to stay in touch with you—our community.

We post announcements, advertise workshops, highlight some of our historical gems or respond to your questions. We've been pleasantly surprised by the reception of this social tool. We welcome you to sign up and become a friend.

The link to our FACEBOOK page is:

[www.facebook.com/nationalarchivesfortworth](http://www.facebook.com/nationalarchivesfortworth)

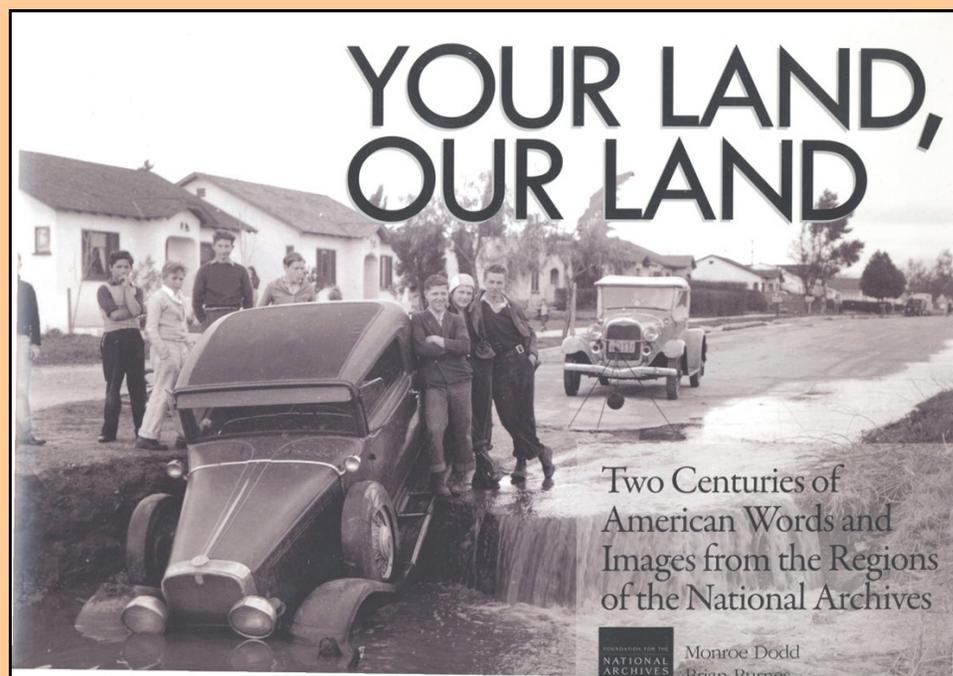


### *“Your Land Our Land”*

You may be interested in a recent publication pertaining to NARA's archival records that are housed in our nationwide facilities outside of Washington, D.C. The book is entitled *“Your Land Our Land”* and is available through our offices here in Fort Worth—or you may obtain the book by visiting our website and ordering it through the Gift Shop at

[www.http.archives.gov/giftshop](http://www.http.archives.gov/giftshop)

The price of the book is \$32.95. Supplies are limited.



# Federal Records Center

## DARIN COTE', DIRECTOR – FRC

Since October 1, 1999 this program has been operating as a revolving fund to recover costs. The records center, here in Fort Worth serves approximately 100 federal agencies and their 1.3 million cubic feet (boxes) of records. We also provide courtesy storage for the Congressional regional offices, while the member is still in office. For more information contact FtWorth.Center@nara.gov. The Fort Worth FRC is just one part of a national program that is approaching 30 million cubic feet of records in 17 facilities throughout the nation.

Increasingly the FRC in Fort Worth is focusing on providing services pertaining to e-services. We now have a Digital Imaging Lab for converting paper records to digital images. Additionally we have an Electronic Records Vault (ERV) for storing media. Agencies generally use this special service as a part of their overall vital records program. Another key component of our e-services program is media destruction. We have a media shredder, a degausser, and a hard drive crusher. Other services to meet your changing needs are also under consideration—so let us know if you need something that we are not providing you today.

The FRC in Fort Worth includes the following main areas:

**T&D (Transfers and Disposals)** Basically this is the group that you contact to arrange to ship records to us (transfer) and

then you hear from them again when it is time to dispose of your records at the end of their lifecycle (disposal). T&D documents the custodial transfer of records from Federal agencies to the National Archives, assigns storage locations, shelves the records, and disposes of the records as their retention requirements dictate. For more information regarding transferring records please contact FtWorth.Transfer@nara.gov.

**The General Reference (GR) Section** provides your reference and re-file activities. We also perform a variety of Fast Pack and courier services upon request.

For questions and reference requests contact FtWorth.Reference@nara.gov.

**The IRS Section** services the income tax returns received from the IRS's Austin Service Center. The FRC in Fort Worth houses all seven list years worth of tax re-

turns—which is an optimal situation for the IRS Service Center in Austin, Texas. IRS records are nearly one half of all holdings at the FRC in Fort Worth.

**The E-Services Section** is an emerging service which has grown from the traditional microfilm lab that we managed for a number of years. Increasingly Federal agencies require services that address their need for digital imaging, storing media, and securely disposing of a variety of media at the end of its lifecycle. See next page for more information on our E-Services.

Monday – Friday  
8:00 a.m. – 4:00 p.m.  
For more assistance or information contact:  
Darin Cote', Director  
(817) 551-2003  
darin.cote@nara.gov



*The NARA Records Center Program dates from 1950. Today, we enjoy the use of modern facilities built to high standards and useful technology like bar coding and scanning equipment.*

# Federal Records Center – E-Services

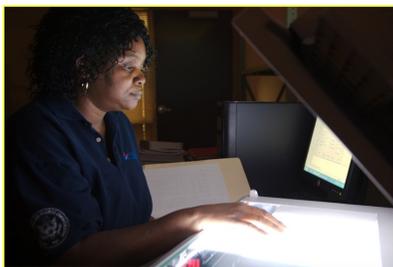
## KEVIN SMITH, SUPERVISOR— E-SERVICES

The three main areas of our E-Services section are:

- Digital Imaging Lab
- Electronic Records Vault (ERV)
- Media Disposal

These are outlined below:

**Digital Imaging Lab**—is a dedicated, secure, limited access room continuously monitored by multiple security cameras. The latest scanners and software are used for production scanning—converting agency paper documents to digital images which can then be distributed to other locations in your agency instead of photocopying files or shipping original documents.



Our customers have included agencies from other parts of the country in addition to those in the North Texas area. Most agencies want the digital record to support their vital records program. Digitized records can be more easily protected in case of a major disaster such as a hurricane or terrorism.

Our lab has relatively high speed scanners for most office records—but we can also con-

vert oversized maps and drawings as well as produce high quality color images of historic minute books on a specialized book scanner.

### **Electronic Records Vault (ERV)**

Primarily used for storing an agency's vital records, the ERV is a secure, limited access, temperature and humidity controlled vault protected by an FM-200 fire suppression system. All media are bar coded and tracked via our specialized software.



We have thousands of slots for magnetic tapes, CDs, DVDs, and other formats. Additionally we provide tape rotation services. Many of customers are not even from our region but like our location in the heartland of the nation.

**Media Disposal** - We found that agencies had a need for the thorough destruction of media at the end of its lifecycle. Shortly after the dedication of our new FRC in 2007 we began to offer these services. We now have the following capabilities:

- Media Shredding—primarily for magnetic tapes, optical disks,

CDs and DVDs.

- Degaussing—device (see photo) that renders data stored on magnetic media—including hard drives—unreadable by changing the magnetic properties of the media surface. Meets NSA standards for degaussing of hard drives and magnetic tape media. We then offer a recommended second step (gratis) that punches a gaping hole through the hard drive using our Hard Drive Crusher.



For more assistance or information contact:

Kevin Smith,  
Supervisor

(817) 551-2030

kevin.smith@nara.gov

## RECORDS MANAGEMENT WORKSHOPS

Workshops are generally conducted in nearly every major city in the four state area formerly referred to as the Southwest Region (Texas, Oklahoma, Arkansas, and Louisiana) each year to provide the highest possible quality of records management training for Federal agency personnel. Awareness briefings are also provided for various levels of management and staff based on availability of NARA staff.

Contact Tessa Lamers at 817-831-5631 or [FtWorth.workshop@nara.gov](mailto:FtWorth.workshop@nara.gov) to register. Also check out our training website at: <http://nara.learn.com/recordsmanagement-training>

### Basic Records Operations (BRO)

A one day class that is designed to provide records management basics to those who maintain records as part of their jobs, but may not need all the information contained in our Knowledge Area classes. Participants will learn about what to file, how to file it, and how to remove files no longer needed for current business. They will also get some practical how-to's in handling records of various types.

Cost: \$150

October 26, 2011, Fort Worth, TX

November 28, 2011, Fort Worth, TX

January 18, 2012, Austin, TX

February 27, 2012, Oklahoma City, OK

April, 2012—Webinar (April 5, 12, 19, 26, 2012)\*\*

April 16, 2012, Houston, TX

June 27, 2012, Fort Worth, TX

August 15, 2012, Fort Worth, TX

September 10, 2012, Fort Worth, TX

### Records Management Overview (KA 1)

This one day course provides an introductory overview of the management of one of an agency's most important resources: records. Learn the basic concepts and practices of federal records management and the variety of activities involved at each stage of the records life cycle: creation, maintenance, use, and disposition.

Note: KA1 is not required for the NARA Certificate in Federal Records Management.

Note: Not currently offered in this area.

Cost: \$150

### Creating and Maintaining Agency Business Informa-

### tion (KA 2)\*

Did you know that recordkeeping requirements for creating and maintaining records can improve the economy and efficiency of agency operations? In this two day class, attendees will learn about Federal records management requirements, why they are important, and how they are applied to agency records. They will also learn how to develop and implement policies and procedures for adequate and proper documentation of agency business.

Cost: \$300

November 29, 2011, Fort Worth, TX

February 28, 2012, Oklahoma City, OK

September 11, 2012, Fort Worth, TX

### Records Scheduling (KA 3)\*

What do you do with information and records that you no longer need for business purposes? How do you even know what records you do need? In this two day class, participants learn how to gather information about records as a basis for preparing a records schedule, as well as how to apply the General Records Schedule to appropriate administrative records. They will also learn how to develop disposition instructions for records, in all media, based on agency business needs, accountability, legal issues, and archival value.

Cost: \$300

March 5, 2012, Oklahoma City, OK

September 17, 2012, Fort Worth, TX

### Records Schedule Implementation (KA 4)\*

What to do with all those boxes of records? Utilizing a Records Retention Schedule or records manual is easier than you think. This two day course provides an overview of

applying an approved records schedule. Included are instructions for applying the General Records Schedule, disposing of temporary records or retiring them to off site storage, transferring permanent records to NARA.

Cost: \$300

December 1, 2011, Fort Worth, TX

March 1, 2012, Oklahoma City, OK

September 13, 2012, Fort Worth, TX

### Asset and Risk Management (KA 5)\*

You already know that records are valuable assets to your agency business process. But managing your assets by applying appropriate records management procedures is a hugely important task that often gets overlooked. This two day course covers the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable records management program.

Cost: \$300

March 7, 2012, Oklahoma City, OK

September 19, 2012, Fort Worth, TX

### Records Management Program Development (KA 6)\*

There are many layers of a Federal Records Management Program. In this one day class, learn the concepts and practices involved in developing and assessing an effective records management program, publicizing and promoting that program within a Federal agency, and training employees in the basics of records management.

Cost: \$150

March 9, 2012, Oklahoma City, OK

September 21, 2012, Fort Worth, TX

(Continued on page 10)

(Continued from page 9)

### **Recordkeeping: A Program Manager's Survival Guide (PMP)**

Effective records management can help ensure that managers and executives have the information they need when they need it, and this half-day course provides policies, procedures, and legal requirements for managing program information. The course targets mid-level managers such as division directors, branch chiefs, program management analysts, budget analysts, and others with decision-making responsibilities for program areas.

Cost: Free

1/2 day class— **August 16, 2012—8:00 a.m. to 11:30 a.m.—Fort Worth, TX**

### **Electronic Records Management (ERM)**

This two day course is designed to provide the skills and knowledge needed to manage electronic records throughout their lifecycle, and to take steps required to transition from a paper to an electronic records environment.

Cost: \$300

**January 19, 2012—Austin, TX**

**April 17, 2012—Houston, TX**

### **Emergency Planning and Response for Vital Records and Essential Information (EVE)**

This two day course combines and

integrates the content found in both the Vital Records course and the Records Emergency Planning and Response course. It provides knowledge and skills required to identify, protect, and make readily available the vital records in the event of a disaster, as well as to incorporate records emergency planning into agency COOP plans. Finally, it includes information and hands-on practice in recovering records damaged in an emergency situation. The course is based on the vital records requirements contained in FEMA's Federal Continuity Directive 1 & 2 and 36 CFR.

Cost: \$300

**April 19, 2012—Houston, TX**

**June 25, 2012—Fort Worth, TX**

### **Survival Guide for IT Professionals: Information Assurance and Records Management (ITP)**

IT professionals have a hugely important role in agency records management, and this half-day class discusses the legal responsibilities for records management and the consequences for noncompliance that are directly tied to IT. Participants will learn about a variety of ways that records management responsibilities dovetail with IT duties, like discovery of e-records, file format specifications, and system requirements for records management systems.

Cost: Free

Not currently offered in this area.

### **Vital Business Information (VBI) -**

This course provides the knowledge and skills required to identify, protect, and make readily available the vital records needed to support the resumption of critical business functions after a disaster, and to establish and administer a vital records program. The vital record plan developed as part of this class will be fully compliant with the vital records requirements contained in FEMA's Federal Preparedness Circular 65. FEMA's FPC 65 provides Federal agencies with guidance for Continuity of Operations planning.

Webinar only.\*\*

Cost: \$125

**February 7, 14, 21, 18, 2012\*\***

**August 7, 14, 21, 28, 2012\*\***



To register or for more information contact: Tessa Lamers at 817-831-5631 or via email

**FtWorth.workshop@nara.gov.**

\*Leads to NARA Certificate in Federal Records Management.

\*\*The webinar format is a series of four online training sessions, with each session lasting 1.5 hours, and scheduled over four weeks with offline activities to be completed in between the weekly sessions. Times—2:00 pm.—3:30 p.m. CST unless otherwise noted.



“Records Management briefing at a conference in Austin, Texas”

### **Tailored Workshops**

Does your agency have a specific training need?

Are you in charge of coming up with topics and speakers?

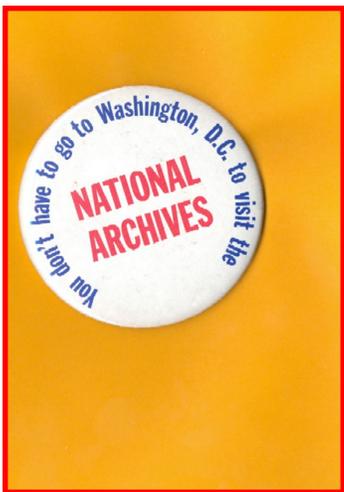
NARA can tailor any of the above courses and briefings to your agency's individual needs.

Our dates don't match your schedule?  
**Gather at least 10 interested people in your area and we will come to you!**

Contact: Tessa Lamers

817-831-5631

or email: [tessa.lamers@nara.gov](mailto:tessa.lamers@nara.gov)



## DIRECTIONS TO OUR FACILITIES

### Visit in person...

**Directions to the Federal Records Center**—1400 John Burgess Drive, Fort Worth, Texas 76140...

- From I-35W (south of I-20) - take Everman Parkway east for approximately 1 mile. Turn left onto Oak Grove Road. Go approximately 1/2 mile and turn left onto John Burgess Drive.
- The FRC is the first building on the left (actually at the corner of John Burgess Drive and Oak Grove Road).

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**Directions to the Montgomery Plaza** location—2600 W. 7th Street, Suite #162, Fort Worth, Texas 76107...

- From I-30 (South of Fort Worth) - take Summit Avenue north and go approximately 0.6 mile. Turn left onto W. 7th Street (just past W. 10th Street). Go approximately 1.3 miles to Montgomery Plaza (on right). NARA office is at Suite #162 on the east side of the building (the side facing downtown Fort Worth).

### ...or visit online

[http://www.archives.gov/facilities/tx/fort\\_worth.html](http://www.archives.gov/facilities/tx/fort_worth.html)

