



Pacific Currents

A Regional Newsletter

National Archives and Records Administration - Pacific Region
(Laguna Niguel and San Bruno, California)

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E-Records Forum in Sedona, AZ, A Hit With Participants

On September 14, the Pacific Region presented a Forum on Managing Electronic Records amidst the beauty of the red rocks of Sedona, Arizona's Oak Creek Canyon. Inspiring views of Cathedral Rock, pictured below, were visible in changing light and shadow to participants throughout the day. In attendance were 65 people from Federal agencies, local government, and private industry from New Mexico, Nevada, Arizona, Hawaii, and California.



The forum began with a presentation by Barry Lander, Clerk of the Court, United States Bankruptcy Court, Southern District of California. Mr. Lander described the creation and implementation of an electronic case filing system, using a digital imaging system, as well as lessons learned in converting from a paper intensive to an electronic workplace. To illustrate the system in actual practice, and to highlight the time saving and paperless features of the system, he included a videotaped presentation of the system operating during a simulated hearing. A Court judge assured the accuracy of the video by both writing the script as well as playing the role of the judge in the video.

(Continued on Page 2)

In This Issue:

- ***New Look in Records Management Training***
- ***Records Management Workshop Schedule for Fiscal Year 2005***

National Archives Names Two Companies to Design the Electronic Archives of the Future

On August 3, U.S. Archivist John W. Carlin announced a milestone in efforts to preserve electronic information across space and time. He awarded two competing contracts (together valued at \$20.1 million) for design of the Electronic Records Archives (ERA) to Lockheed Martin Corporation and Harris Corporation.

At the end of a one-year design competition, the National Archives and Records Administration (NARA) will select one of these two contractors to build the system, a revolutionary solution for capturing electronic information, regardless of its format, saving it permanently, and making it accessible on whatever hardware or software is currently in use. Over the life of the contract, it is potentially worth hundreds of millions of dollars with countless positive implications for individuals, private businesses, and government organizations alike.

The awarding of the contracts follows five years of intensive NARA study and research into the possibilities, approaches and requirements for the design and implementation of the archives of the future. NARA evaluated each of the offers it received as to how well the company understood both the mission and the particular challenges faced by the Archives in the area of electronic records. NARA also investigated how well the companies have performed on other contracts, and did an in-depth analysis of their proposed costs.

NARA is responding to the challenge posed by the diversity, complexity, and enormous volume of electronic records being created today and the rapidly changing nature of the systems that are used to create them by developing the ERA. ERA will be a comprehensive, systematic, and dynamic means for preserving virtually any kind of electronic record, free from dependence on any specific hardware or software. When operational, ERA will make it easy for the public and government officials to find records they want, and easy for NARA to deliver those records in formats people need.

For more information, including a webcast of Mr. Carlin's statement, go to:

www.archives.gov/electronic_records_archives

(E-Records Forum, From Page 1)

Paul M. Wester, Jr., Director of NARA's Life Cycle Management Division, spoke before lunch, discussing NARA's latest Records Management initiatives with particular emphasis on the Electronic Records Archive (ERA) initiative and the strategies and tactics NARA has been employing to meet the agency's strategic goals. Mr. Wester also gave an overview of the new NARA Records Management Training Program.

Jason R. Baron, Director of Litigation, NARA Office of General Counsel, led the Forum program for the afternoon. Mr. Baron presented a lively history of e-mail litigation and policy within the Federal workplace.

At the conclusion of Mr. Baron's presentation, Patricia Erdenberger, Senior Records Analyst, NARA Pacific Region, provided some practical insights into the development of policy and procedures for the management of electronic files in the networked environment.

Regional Archives

Archives Staff Develops "Teaching with Documents" Curriculum

The Laguna Niguel Regional Archives is participating in two grant funded projects in the Anaheim and Baldwin Park schools through the US Department of Education's Teaching American History program. The purpose is to educate teachers on the resources available at the National Archives and to work with individual teachers to identify historic documents they can use in the classroom.



Hand-drawn "Diseño" map of Spanish land grant, from federal court records, part of NARA's "Teaching American History" CD.

The focus is on National Archives documents and associated lesson plans illustrating how nationally significant historical trends played out in California. Documents include land, immigration, wartime, and other records showing aspects of California's rich past and the role of the Federal government

in that experience. Earlier this year, the Regional Archives staff developed a CD with documents and curricula geared to grades 4-12, coordinated with the State of California history curriculum standard. This product was distributed to over 1,000 California history teachers this year. NARA staff presented this material at a conference in Burbank in March 2004, and in Baldwin Park in August. The Anaheim schools rolled out a similar project in September.

Records Management

Progress in Two Trend-Setting Records Management Projects

As we reported last year, NARA Pacific Region records management staff members are currently taking the lead on two national projects that are pioneering NARA's new strategic direction in records management. The strategy calls for scheduling records in ways that serve business needs, for example, by providing for retention periods that allow agencies flexibility, or by scheduling records by functions that apply to more than one agency.

Our National Aeronautics and Space Administration (NASA) project staff, including personnel from four NARA regions, has developed a flexible schedule for records that document space missions, basic science, and research and development. It lays out criteria for determining which records have enduring value and leaves it to agency professionals to apply these criteria in detail. The schedule has been submitted by NASA to our NARA Washington office for final approval. If adopted, it will mark a long-awaited departure from traditional records scheduling methods.

Our Interagency Wildland Fire Records Project is helping the U.S. Forest Service, the Bureau of Land Management, and other natural resource agencies to manage their fire records more effectively. The project grew into a partnership between NARA, Forest Service, and three Interior Department agencies in late 2003. This summer the project was completed with the submission of an interagency schedule covering records created by interagency Incident Management Teams, who fight major wildfires.

The goal is to provide tools for teams and their host resource units to preserve records needed permanently to support resource management decisions and to more effectively manage temporary records needed for short term administrative purposes. Other project products include a uniform directory structure for managing incident electronic documents on servers and CDs, a schedule covering the main nationwide fire management data base, and a training curriculum for fire staff. So far, this training has been rolled out on a pilot basis to over 130 agency personnel at five locations nationwide.



“New Look” in Records Management Training

Over the past eighteen months, NARA records management staff has been re-writing and re-designing its records management training workshops. We are introducing our new courses this year. They down-play lectures and presentations while emphasizing interactive learning tools. They present practical information federal workers can use to manage their records. These courses address the challenges of implementing or maintaining a records management program in a rapidly changing recordkeeping environment.

NARA offers six courses relating to “Areas of Knowledge” that are relevant to anyone responsible for managing records. Five of these classes are part of the all-new Certification in Federal Records Management Program. *Records Management Fundamentals* is an introductory course not included in the optional certification program. Participants may take an examination upon completion of the five courses. Those who successfully pass all five examinations will receive “NARA’s Certification of Federal Records Management Training,” signed by the Archivist of the United States.

Records Management Fundamentals provides an introductory overview, including 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 and use, and disposition. **Length:** 1 day. This course is *not* part of NARA’s Certification of Federal Records Management Training Program.

Creating and Maintaining Agency Business Information covers Federal records management requirements and how they are applied to agency records. Included are managing information through its lifecycle; creating, identifying, and maintaining records and recordkeeping requirements; developing policies and procedures for managing e-mail; use of file plans and proper filing and storage techniques; and identifying steps for automating work processes including the use of imaging, document management, and records management systems. **Length:** 2 days. This course is part of NARA’s Certification of Federal Records Management Training Program.

We will be teaching **Records Management Fundamentals** and **Creating and Maintaining Agency Business Information** in a three day sequence in Eureka, CA, Laguna Niguel, CA, Las Vegas, NV, Phoenix, AZ, Reno, NV, San Bruno, CA, Sacramento, CA, and San Diego, CA. See our training schedule the next page for dates.

Records Scheduling teaches participants what to do with information and records that are no longer needed for business purposes. Included are: scheduling records to meet your agency’s operating, fiscal and legal needs; the legal requirements and practical advantages in scheduling records; and the disposition practices necessary to meet an agency’s business needs. **Length:** 2 days. This course is part of NARA’s Certification of Federal Records Management Training Program.

Records Schedule Implementation provides an overview of applying approved records schedules. Included are instructions for applying General Records Schedules, disposing of temporary records or retiring them to off-site storage, and transferring permanent records to NARA. Also covered are developing internal guidelines for the disposition of temporary records, the transfer of permanent records to NARA, and how to train staff on implementing an approved schedule. **Length:** 2 days. This course is part of NARA’s Certification of Federal Records Management Training Program.

Asset and Risk Management teaches how to manage agency assets by applying appropriate records management procedures with fundamentals of risk management and cost benefit analysis. The course is designed to raise the awareness of risk situations and provide managers with the decision-making tools they need to address current and future program needs. **Length:** 2 days. This course is part of NARA’s Certification of Federal Records Management Training Program.

Records Management Program Development teaches 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. **Length:** 1 day. This course is part of NARA’s Certification of Federal Records Management Training Program.

We will be teaching **Records Schedule Implementation** and **Records Management Program Development** in a three day sequence in Las Vegas, Phoenix, San Bruno, and San Diego. See our training schedule on the next page for dates.

The Pacific Region RM Staff continues to offer the following workshops from our existing curriculum:

E-Mail as a Record focuses on Federal e-mail laws and regulations, what is and is not an e-mail record, the risks of not managing e-mail properly, and developing an e-mail policy. The class provides an in-depth look at managing e-mail from the user’s perspective. **Length:** ½ day. This course is *not* part of NARA’s Certification of Federal Records Management Training Program

Disaster Preparedness and Response focuses on the role of the records manager in a records-related disaster. It covers vital records, disaster planning, mitigation, response, and recovery. Emphasis will be on creating effective disaster plans. There is a hands-on disaster recovery exercise on the second day. The class teaches the skills necessary to produce a draft disaster plan for the office. **Length:** 2 days. This course is *not* part of NARA’s Certification of Federal Records Management Training Program

Records Transfer and Reference is a free workshop teaching basic skills of transferring non-current records to the records center, completing transfer paperwork, controlling stored records, and getting records back from the records center. **Length:** ½ day. This course is *not* part of NARA’s Certification of Federal Records Management Training Program.

Announcing Fiscal Year 2005 Records Management Workshop Schedule

Records Management Fundamentals

Knowledge Area 1

December 1, 2004, Laguna Niguel, CA
January 11, 2005, Phoenix, AZ
January 25, 2005, San Bruno, CA
February 15, 2005, Las Vegas, NV
April 26, 2005, Sacramento, CA
June 14, 2005, Reno, NV
July 12, 2005, San Diego, CA
August 2, 2005 Eureka, CA

Creating and Maintaining Agency Business Information

Knowledge Area 2

January 12-13, 2005, Phoenix, AZ
January 26-27, 2005, San Bruno, CA
February 16-17, 2005, Las Vegas, NV
April 27-28, 2005, Sacramento, CA
June 15-16, 2005, Reno, NV
July 13-14, 2005, San Diego, CA
August 3-4, 2005, Eureka, CA

Records Scheduling

Knowledge Area 3

May 3-4, 2005, Las Vegas, NV

Records Schedule Implementation

Knowledge Area 4

March 15-16, 2005, Phoenix, AZ
April 5-6, 2005, San Bruno, CA
April 19-20, 2005, Las Vegas, NV
August 2-3, 2005, San Diego, CA

Asset and Risk Management

Knowledge Area 5

June 8-9, 2005, Phoenix, AZ
August 23-24, 2005, San Bruno, CA

Records Management Program Development

Knowledge Area 6

March 17, 2005, Phoenix, AZ
April 7, 2005, San Bruno, CA
April 21, 2005, Las Vegas, NV
August 4, 2005, San Diego, CA

Other Courses Available:

E-Mail as a Record (half day)

December 2, 2004, Laguna Niguel, CA

Disaster Preparedness and Recovery

January 19-20, 2005, San Bruno, CA

Records Transfer and Reference

(Free half-day workshop)

November 18, 2004, San Bruno, CA
December 2, 2004, Laguna Niguel, CA
January 6, 2005, San Bruno, CA
March 10, 2005, San Bruno, CA
May 19, 2005, San Bruno, CA
July 28, 2005, San Bruno, CA
September 8, 2005, San Bruno, CA

Registration:

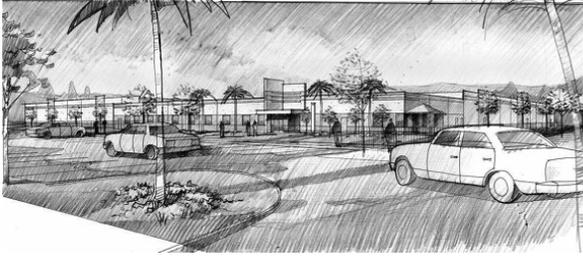
To register or for further information regarding records management classes in San Bruno, Sacramento, and Eureka, CA, or Reno, NV, contact:

Ed Hughes, NARA Pacific Region, 1000 Commodore Drive, San Bruno, CA 94066, sanbruno.workshops@nara.gov (e-mail preferred)
Telephone: 650-238-3506 Fax: 650-238-3511

To register or for further information regarding records management classes in Laguna Niguel and San Diego, CA, Phoenix, AZ, or Las Vegas, NV, contact:

Deborah Wayne, NARA Pacific Region, 24000 Avila Road, 1st Floor East, Laguna Niguel, CA 92677
laguna.workshops@nara.gov (e-mail preferred)
Telephone: 949-360-2622 Fax: 949-360-2624





Perris or Bust!

New NARA Records Center to Open in FY 2005

Located in Perris, CA (Riverside County), our new records center is under construction! Here are some facts:

- 183,400 square foot facility
- 145,910 square feet stack space
- 849,000 cubic feet capacity records storage
- Projected initial occupancy:
 - Office, dock space and one bay: December 1, 2004
 - Remaining three storage bays: June 1, 2005



Top: Artist's rendering of the new Perris, CA, records center.
Above: NARA staff on a recent visit to construction site.

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