



# Pacific Currents

*A Regional Newsletter*

*National Archives and Records Administration - Pacific Region*  
San Bruno, Laguna Niguel, and Riverside, California

[archives.gov/pacific/](http://archives.gov/pacific/)

July 2009

Volume 8, Issue 4

## NARA's Federal Records Centers Introduce Digital Capture Services

The Federal Records Center in Riverside, CA, now offers a service to scan your agency's paper records to digital images.

Digitizing records provides agencies with instant access to frequently referenced records and backup copies for key documents; preserves the physical integrity of fragile originals; and saves office space and storage costs.

Many of these gains are demonstrated by a current project the Riverside FRC is conducting for the California Air National Guard. By converting approximately 325 boxes of temporary Administrative Orders, dated 1948-2006, the Guard will have immediate access to fully searchable records. The records will be preserved in digital form for their required 56-year retention period, but the bulky and expensive-to-store originals can be destroyed. A backup vital records set of the images will be maintained at FRC Riverside in environmentally controlled storage.

Digital Capture Services include:

- Conversion services (paper to digital) for both temporary and



Left to right: Mark Nagales, Congresswoman Jackie Speier's staff; Patti Bailey, FRC Director; Richard Boyden, Records Management Program Director; California State Senator Leland Yee; Patty Kim, Congresswoman Anna Eshoo's staff; and Dan Lieberman, Senator Yee's staff

### Inside this issue:

- ❖ On-line Exhibit Series features Pandemic Flu of 1918 - page 3
- ❖ Records Management Training and *Free* FRC workshops - back page
- ❖ NARA Pacific Region Contacts - page 3



## Big Crowd at NARA's 75<sup>th</sup> Anniversary Open House

Over 100 archivists, records managers, elected officials and friends joined NARA staff in San Bruno June 19<sup>th</sup> to celebrate NARA's 75<sup>th</sup> Anniversary. California State Senator Leland Yee addressed the group to present NARA with a ceremonial California Senate Resolution. A representative of Congresswoman Jackie Speier's office also presented a Congressional

*Continued on Page 2*

*Continued on Page 3*

Continued from Page 1

## Federal Records Centers' Digital Capture Services



FRC-Riverside Digital Capture Services Team, from left to right: Diana Luna, Joseph Penaranda, Kenneth Brooks, Peter Terzolas, Michael Wharrie, and Hillery Sheppard

- permanent (archival) records;
- Formats such as PDF, JPEG, TIFF, XML, and others;
- Optical Character Recognition (OCR); Intelligent Character Recognition (ICR); and Optical Mark Recognition (OMR);
- Custom levels of scanning, from basic scanning for convenience copies to premium scanning that meets NARA requirements for permanent electronic records;
- Strict quality-control measures, from a pre-determined sample size up to 100% verification;
- Indexing services for all your metadata requirements;
- Back-up storage available for your digitized records;
- Custom services for special formats (books, photos, cards, 35mm slides, and large formats) coming soon.

All Digital Capture Services are performed on-site by NARA Federal employees. NARA employees are Certified Document Imaging Technicians and Specialists with Records Management Certification.

For more information, contact Susie Bielawski, NARA Pacific Region at (951) 956-2060 or email [susie.bielawski@nara.gov](mailto:susie.bielawski@nara.gov).



Check Out  
Our Website!  
[archives.gov/  
pacific/](http://archives.gov/pacific/)

## Contact Us

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# 75<sup>th</sup> Anniversary Open House

*Continued from Page 1*

Resolution commemorating the occasion.

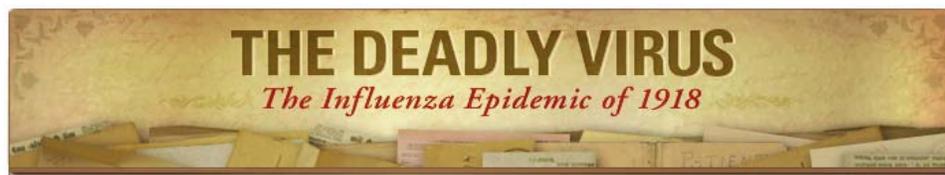
Senator Yee spoke movingly of the essential role played by archives and records in the lives of ordinary citizens. He recounted his own experiences learning about his immigrant heritage from public records. According to Yee, "Many of us knew nothing of where we came from. You archivists helped us re-discover our past."

Participants were taken on guided tours of the NARA facility, both the vast one-million-box Federal Records Center and the Regional Archives, holding records from over 100 agencies, courts and military commands from as early as 1848.

Guests also heard presentations from Dan Nealand, regional archives director, and Richard Boyden, records management program director for the Pacific Region. Nealand regaled his audience with stories about the records and the colorful and historically significant people and events described in them. Boyden gave a history of NARA records management, the program that assists Federal agencies in meeting records management challenges. "Without strong records management, he said, there will be no future archives."

In addition to elected officials and their staffs, we were delighted to welcome guests from nine Federal

## Regional Archives On-line Exhibit Series Presents:



<http://www.archives.gov/exhibits/influenza-epidemic>

The National Archives and Records Administration has mounted a series of on-line exhibits at [archives.gov](http://www.archives.gov). One of these, "The Deadly Virus," has special relevance today with heightened concern over pandemic disease. The exhibit presents original documents and photos from regional archives, including our archives in Laguna Niguel and San Bruno.

World War I claimed an estimated 16 million lives. The great 1918 influenza pandemic killed 50 million. One fifth of the world's population was attacked by this deadly virus. Within months, it had killed more people than any other illness in recorded history.

The plague emerged in two phases. In the late spring of 1918, the first phase, known as the "three-day fever," appeared without warning. Few deaths were reported. Victims recovered after a few days. When the disease surfaced again that fall, it was far more severe. Health officials could not identify this disease which was striking so fast and so viciously, eluding treatment and defying

agencies and courts as well as numerous State and local government agencies, public libraries, higher education, and the private sector.



control. Some victims died within hours of their first symptoms, others succumbed after a few days.

The virus did not discriminate. It struck urban and rural areas, from the East coast to remote Alaska. Young adults, usually unaffected by these types of infectious diseases, were among the hardest hit. In one year, the average life expectancy in the United States dropped by 12 years.

It is odd that the 1918 pandemic flu has been overlooked in the teaching of American history. Documentation of the disease is ample, as shown in the records selected from the holdings of the NARA regional archives.

Exhibiting these documents helps this event take its rightful place as one of the major catastrophes in world history.

## Records Management Training, July-September, 2009

To register go to [archives.gov/records-mgmt/training/](http://archives.gov/records-mgmt/training/)  
or email our training registrar at [laguna.workshops@nara.gov](mailto:laguna.workshops@nara.gov)

**Creating and Maintaining  
Agency Business Information**  
*Knowledge Area 2*  
July 28-29, San Diego, CA

This course covers Federal records management requirements, policies and procedures.

**Records Scheduling**  
*Knowledge Area 3*  
July 30-31, San Diego, CA

Scheduling records determines the basis for meeting your agency's operating, fiscal, and legal needs.

**Records Schedule Implementation**  
*Knowledge Area 4*  
August 24-25, San Diego

This course teaches how to apply NARA-approved records schedules to Federal records in your agency.

**Asset and Risk Management**  
*Knowledge Area 5*  
August 26-27, San Diego

This course covers the fundamentals of risk management and cost-benefit analysis and how they relate to maintaining a viable records management program.

**Records Management Program  
Development**  
*Knowledge Area 6*  
August 28, San Diego, CA

This course covers the concepts and practices involved in developing a successful records management program.

## RECORDS TRANSFER and REFERENCE WORKSHOPS

These **FREE** half-day and full-day Federal Records Center Program workshops teach you:

- ▶ How to transfer non-current records to your Federal Records Center
- ▶ How to make a request for reference services
- ▶ About other services available from your Federal Records Center

### RECORDS TRANSFER and REFERENCE WORKSHOPS

*In Northern California (classes held 8:30 am until Noon):*

<b>When</b>	<b>Where</b>	<b>Information and Registration</b>
Sept. 8, 2009	San Bruno, CA	Ken Thomas (650) 238-3474 <a href="mailto:kenneth.thomas@nara.gov">kenneth.thomas@nara.gov</a>

### RECORDS TRANSFER, REFERENCE, and DIGITAL CAPTURE SERVICES

*(Includes an overview of ARCIS, the new Federal Records Center portal, and the Federal Records Centers' new scanning service, described on page 1 of this newsletter)*

*In Southern California, (classes held 9:00 am - 4:00 pm):*

<b>When</b>	<b>Where</b>	<b>Information and Registration</b>
Aug. 11, 2009	San Diego, CA	Diane Jones (951) 956-2064 <a href="mailto:diane.jones@nara.gov">diane.jones@nara.gov</a>
Sept. 8, 2009	Perris, CA	