



Pacific Currents

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A Regional Newsletter
National Archives and Records Administration - Pacific Region
San Bruno, Laguna Niguel, and Riverside, California

archives.gov/pacific/

We Are Back!

Laguna Niguel Records Management phones are reconnected!

Our records management program staff has moved upstairs in the Chet Holifield Federal Building. Our phone service was out for an extended period, and some of our customers got persistent busy signals when they tried to call. We have our phones back.

Here are our staff phone numbers:

Cathy Westfeldt: (949) 448-4932 Debi Wayne: (949) 448-4925
Audrey Shapin: (949) 448-4922 Linda Cernak: (949) 448-4928

Our new mailing address is:

Records Management Program, NARA Pacific Region
24000 Avila Road, Room 3513, Laguna Niguel, CA 92677

NARA Issues FAQs on Flexible Scheduling

Is your records control schedule working for you? Is it too large and detailed to easily find your records disposition? Perhaps your agency should consider creating a flexible schedule.

A number of agencies have done just that. Since 2005, several Federal agencies have taken advantage of expanded strategies in NARA's Strategic Directions for Federal Records Management – strategies intended to empower agencies to determine for themselves how to best manage their records.

One of these is “flexible scheduling,” an approach allowing agencies to schedule records at any level of aggregation that meets their business needs. Disposition instructions can be applied to groupings

of information and/or categories of records. These “big buckets” give you flexibility in defining your record groupings.

“Retention bands” are another flexible option. They are retention statements that include a minimum and maximum – rather than a fixed -- time period and can be used with both traditional series-based and big bucket schedules.

Why consider a flexible schedule? Schedules that are continually out of date because of rapid process changes, reorganizations, and development of new electronic systems all add to the overhead costs of records

Continued on Page 2

Prologue Magazine Spring Issue

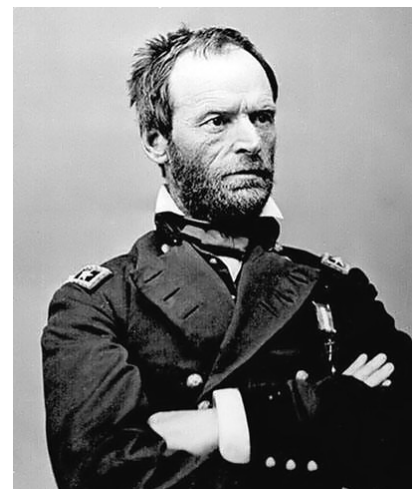
Civil War was Nation's Most Traumatic

Pulitzer-prize winning historian James McPherson discusses the lasting impact of America's bloodiest war in the spring issue of *Prologue*, the quarterly magazine of the National Archives.

According to McPherson, the Civil War had a greater impact on American society than any other event in the country's history.

It was also the most traumatic experience endured by any generation of Americans.

Continued on Page 3



Union general William Tecumseh Sherman, whose scorched-earth policy devastated the Confederacy.

Flexible Schedules

Continued from Page 1

schedule administration. One respondent in NARA's 2008 study--at <http://www.archives.gov/records-mgmt/resources/flexible-studies.html> -- about how Federal agencies were implementing flexible schedules said that complex records schedules meant "we used to spend more time trying to figure out the old schedule than dealing with the records themselves."

Simplifying records retention policies is a primary motivation. But the onslaught of electronic records and an agency's impending implementation of a Records Management Application (RMA) are close behind. Traditional schedules are perceived to be incompatible with RMAs because the end users are overwhelmed by too many retention and filing choices. Study respondents believed that a successful RMA would not be possible without simplified retention policies.

There are some misconceptions about big bucket schedules, primarily that they are not detailed enough for users to truly manage records well. Big buckets address large groupings of records and, for that reason, can simplify the records description and lessen the number of dispositions. Detail that describes each individual records series may go away.

It is important to remember that a retention schedule is only one part of an overall records management program. Records managers must develop additional tools and resources that support the schedule and day-to-day records-related actions. File plans, crosswalks, decision trees, and checklists, to name a few, provide detailed information and instruction not usually found in a big bucket schedule. These tools are particularly important during schedule implementation and training.

Flexibles schedules are not for everyone or every agency. Management support, agency culture, risk tolerance, regulatory scrutiny, and litigation frequency will

FRC Digital Imaging Program

The Riverside FRC's Digital Imaging Staff produces digital copies of temporary records to make customer agency operations more efficient. For more information, contact

Susie Bielawski on (951) 956-2060, susie.bielawski@nara.gov or

Michael Wharrie on (951) 956-2034, michael.wharrie@nara.gov

contribute to your decision about whether to develop a flexible schedule. Contact your agency's Records Officer and your NARA representative to discuss the possibilities. And check out more guidance available on NARA's web site: Frequently Asked Questions (FAQs) About Flexible Scheduling (2010) <http://www.archives.gov/records-mgmt/faqs/flexible-scheduling.html> and Flexible Scheduling (NARA Bulletin 2010-03) <http://www.archives.gov/records-mgmt/bulletins/2010/2010->

Want to Learn More?

Take a look at approved flexible schedules now available in the Records Control Schedule Repository at <http://www.archives.gov/records-mgmt/rcs/> Search for these examples:

- National Aeronautics and Space Administration, Program and Project Records, N1-255-04-003
- Forest Service, Incident Mgmt., N1-095-05-002, and Fire Mgmt. info systems, N1-095-09-002
- Government Accountability Office, comprehensive schedule, N1-411-06-001 through N1-411-06-003
- Bonneville Power Administration, comprehensive schedule, N1-305-07-001
- Department of Housing and Urban Development, Chief Financial Officer, N1-207-06-003
- National Park Service, comprehensive schedule, N1-079-08-001 through N1-079-08-009
- U.S. Patent and Trademark Office, Administrative Records, N1-241-05-001
- Federal Trade Commission, Big Bucket Retention Schedule, N1-122-09-001

The Civil War Explained

Continued from Page 1

At least 620,000 soldiers lost their lives in the war, two percent of the American population in 1861. If the same percentage of Americans were to be killed in a war fought today, the number of American war dead would exceed six million.

The number of casualties suffered in a single day at the battle of Antietam on September 17, 1862, was four times the number of Americans killed and wounded at the Normandy beaches on D day, June 6, 1944.

More Americans were killed in action that September day near Sharpsburg, Maryland, than died in combat in all the other wars fought by the United States in the 19th century combined.

In his article, McPherson explains how such a conflict could happen. For the full article, go online to <http://www.archives.gov/publications/proulogue/2010/spring/newnation.html>.

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Records Management Training, July-September, 2010

To register go to archives.gov/records-mgmt/training/ or email our training registrar at laguna.workshops@nara.gov

Basic Records Operations
August 4, 2010, San Francisco, CA

Creating and Maintaining Agency Business Information (KA2)
August 3-4, 2010, San Diego, CA

Records Scheduling (KA3)
August 5-6, 2010, San Diego, CA

Records Schedule Implementation (KA4)
August 30-31, 2010, San Diego, CA

Asset and Risk Management (KA5)
July 20-21, 2010, Sacramento, CA
September 1-2, 2010, San Diego, CA

Records Management Program Development (KA6)
August 17, 2010, Sacramento, CA
September 3, 2010, San Diego, CA

FREE! Recordkeeping for Program Managers
(half day) August 5, 2010, San Francisco, CA



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