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Arizona, California, Hawaii, Nevada, American Samoa & Trust Territory of the Pacific
Facilities and staff in Laguna Niguel, Riverside San Bruno, California

archives.gov

Meet our new San Bruno Archives Director



Michelle Bradley is our new director at the National Archives at San Francisco.

Michelle comes to us from the Department of Defense, where she was Command Archivist for the U.S. European Command (EUCOM) in Stuttgart, Germany.

Previously, she served as an assistant historian at the USS Arizona Memorial in Hawaii, where she developed the museum's distance education program. (The program received a MUSE award from the American Academy of Museums as the result of her efforts.) She has also served as United Nations Command Historian in Seoul, Korea,

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and has taught history as an adjunct professor at Chaminade University in Honolulu and at the University of Maryland.

A Massachusetts native, Michelle has a BA in history and art history from Trinity College and an MA in history from Texas A&M. She is a Candidate in Philosophy in military history at the University of Wales, Trinity Saint David College.

Her areas of specialization are pre-World War I British and US Naval History, Pearl Harbor, the Korean War and Holocaust Studies.

Michelle is married to David Bradley, Commander USN. They have two daughters Miranda (16) and Mackenzie (9). They have lived in Washington DC, Rhode Island, Maryland, Virginia, Florida, Mississippi, Hawaii, Japan, Korea and Germany.

Welcome to the Bay Area and to NARA, Michelle!

Federal agencies are using the Electronic Records Archives (ERA) to transfer permanent paper records to the National Archives

ERA is not only a system for storing electronic records. The National Archives is now using the Electronic Records Archives to bring in permanent paper records from Federal agencies. As of October 1, 2012, ERA became the only approved way for agencies to transfer permanent records to the National Archives.

Before ERA, everything was paper-based and all transfers were made using the Standard Form 258, a cumbersome process that often took months to complete. The paper SF 258 has been completely replaced by an ERA process centered on an electronic Transfer Request.

There are two separate processes in the transfer process: 1) the regular annual transfer process initiated by NARA; and 2) Direct Offers, in which your agency initiates a process of transferring permanent records from your location to the National

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Using Electronic Records Archives to transfer records

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Archives. What follows applies to Direct Offers only.

To start this process, an agency employee completes a Transfer Request in the ERA system and submits it to NARA electronically.

NARA reviews the Transfer Request in ERA, then approves or rejects it. If approved, NARA will coordinate with the agency for the delivery of the records. The records may exist in any form, e.g., paper, audio-visual formats, or electronic. The Transfer Request contains all the descriptive and control data contained in the old paper form. The difference is that the data is entered into a data base making it possible for agencies to track the records throughout the transfer process. Agencies may elect to receive an email notification regarding the status of the Transfer Request or obtain the information by logging on to ERA.

When NARA takes physical custody of the records documented on a Transfer Request, ERA automatically creates a Legal Transfer Instrument. The Legal Transfer Instrument formally conveys legal custody of the records to NARA once the accessioning process is complete.

To become an authorized user of ERA, an agency staff member must first be assigned by your agency's ERA Account Manager, then take NARA online training and submit an ERA User Account Request. Online training is available at

<http://www.archives.gov/era/training/transferring-records.html>. After completing the training, each user should then complete the ERA User Account Request at <http://www.archives.gov/forms/era/era-account-request.html>.

ERA staff will create an account profile and contact the authorized ERA user with his or her user name and temporary password. Each user is assigned system roles that allow them to perform certain functions within ERA. The ERA Account Manager typically identifies who in the agency will perform ERA roles, in this case "Transferring Official" – in other words, users who will create Transfer Requests and submit them first to their Agency Approving Official and then to NARA for approval.

A YouTube video is available that explains this process at <http://www.youtube.com/watch?v=INXpaAXcVvk&list=PLC2FDF1DBD809F049>.



Play Ball, Mr. President!

Dwight D. Eisenhower gets ready to throw out the first baseball of the season at a game between the New York Yankees and Washington Senators in Washington, D.C. on April 13, 1954. To the right of Eisenhower are Senators manager Bucky Harris and Yankees manager Casey Stengel.

In recognition of Opening Day for the 2013 baseball season, NARA's *Prologue* magazine has put together a gallery of baseball-related photos, documents, and artifacts from the holdings of the 13 Presidential Libraries of the National Archives. To see this gallery, [click on this link](#).

You can read about even more baseball history in the National Archives in our new, free eBook [Baseball: The National Pastime in the National Archives](#). It tells the story of baseball in America through documents, photographs, audio, video, and other records preserved at the National Archives.

It covers the two world wars, contract disputes, civil rights, equal access and opportunity on and off the playing field, the steroids era, the universal appeal of the game, Presidential involvement, improvements to the sport, Little League, Spring Training, Opening Day, and celebrations along the way.

Some of the many players featured in the eBook are Roberto Clemente, Babe Ruth, Ty Cobb, Shoeless Joe Jackson, Casey Stengel, Joe DiMaggio, Jackie Robinson, Curt Flood, Joe Tinker, and Hank Aaron.

Major League teams covered include the Boston Red Sox, Detroit Tigers, Chicago Cubs, Brooklyn Dodgers, St. Louis Cardinals, Philadelphia Phillies, Cincinnati Reds, New York Yankees, and many others.

Contact us!

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New NARA video on creating a file plan for your office

The National Archives YouTube Channel recently posted a great little video on file plans. This video is great for educating your unit's staff on a fundamental and easy to create records management tool.

The video is at:

<http://tinyurl.com/FilePlans>

File plans make it easier to know where to go for the information you need



A file plan is a helpful records management tool that makes it easier for you and others in your office to find and manage records. You can think of your file plan as a road map to your records. It lists the different types of records maintained by an office, along with information about where and how those records are stored and how long they are to be kept. It doesn't take long to create a file plan and there are several good reasons to create one. File plans make it easier for everyone to know what kinds of records your office has where those records are stored. It helps make records management effective by creating shared information on locations and retention requirements for the records in your unit.

USING FEDERAL RECORDS CENTER SERVICES WORKSHOPS IN 2013

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

- ▶ About our Archives and Records Center Information System (ARCIS)
- ▶ How to transfer records to your Federal Records Center
- ▶ How to make a request for reference services using our on-line Reference Services
- ▶ About our digital-imaging services

When

May 28

August 20

Where

Perris, CA

Perris, CA

Information and

Registration

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Records Management Training, April-August 2013

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

For more information on our workshops, go to <http://nara.learn.com/recordsmanagement-training>

By Course Name:

Electronic Records Management

May 30-31, Denver

Creating and Maintaining Agency Business Information (Knowledge Area 2)

April 30-May 1, San Francisco May 14-15, Juneau, Alaska
July 16-17, San Diego

Records Schedule Implementation (Knowledge Area 4)

May 6-7 Salt Lake City May 20-21, Phoenix
July 8-9, San Francisco August 20-21, San Diego

Records Management Program Development (Knowledge Area 6)

May 10, Salt Lake City May 16, Juneau, Alaska May 24, Phoenix July 12, San Francisco August 30, San Diego

Records Management Overview (Knowledge Area 1)

April 29, San Francisco July 15, San Diego

Records Scheduling (Knowledge Area 3)

May 2-3, San Francisco July 18-19, San Diego

Asset and Risk Management (Knowledge Area 5)

May 8-9 Salt Lake City May 22-23, Phoenix
July 10-11, San Francisco August 22-23, San Diego

By Location:

Denver, Colorado

Electronic Records, May 30-31

Phoenix, Arizona

Records Schedule Implementation (KA4), May 20-21; Asset and Risk Management (KA5), May 22-23; Records Management Program Development (KA6), May 24

San Diego, California

Records Management Overview (KA1), June 24; Creating and Maintaining Agency Business Information (KA2), June 25-26; Records Scheduling (KA3), June 27-28; Records Schedule Implementation (KA4), August 26-27; Asset and Risk Management (KA5), August 28-29; Records Management Program Development (KA6), August 30

Juneau, Alaska

Creating and Maintaining Agency Business Information (KA2), May 14-15; Records Management Program Development (KA6), May 16

Salt Lake City, Utah

Records Schedule Implementation (KA4), May 20-21; Asset and Risk Management (KA5), May 22-23; Records Management Program Development (KA6), May 24

San Francisco, California

Records Management Overview (KA1), April 29; Creating and Maintaining Agency Business Information (KA2), April 30-May 1; Records Scheduling (KA3), May 2-3; Records Schedule Implementation (KA4), July 8-9; Asset and Risk Management (KA5), July 10-11; Records Management Program Development (KA6), July 12

See the next page for information on Records Management Online Training Webinars, a great way to save travel, time, and your training budget!



USS Oakland off San Francisco, August 2, 1943. A light cruiser, USS Oakland was built in San Francisco's Union Iron Works (Bethlehem) shipyard during World War II. US Navy photo NH 98442.

Records Management Training Webinar Series for 2013

This low cost training that can help you improve records management in your office! All you need is an internet-connected computer and a phone to connect to the toll-free audio conference portion of the course. You can participate from your office, your conference room or from home. Register once to enroll in four 90 minute sessions. The cost includes all four sessions. **To register, go to: [NARA Learn Website](#)**

If you have questions, please contact us at: nara.recordsmanagement@nara.gov .

Basic Records Operations (\$125 per connection)

This course describes what to file, how to file it, and how to remove files no longer needed for current business. It covers the variety of activities, including practical how-to's, related to Federal records. The webinar format allows participants to build their skills during the 90 minute sessions. Directed assignments help participants to apply these skills to their own workplace during the course. The target audience for this course is records liaisons, secretaries, files custodians, and others who maintain records as part of their jobs.

Dates offered:

- ▶ **May 2, 9, 16 and 23 (7:00 a.m., PT)**
- ▶ **June 6, 13, 20 and 27 (11:00 a.m., PT)**
- ▶ **July 10, 17, 24 and 31 (7:00 a.m., PT)**
- ▶ **August 8, 15, 22 and 29 (11:00 a.m., PT)**
- ▶ **September 5, 12, 19 and 26 (7:00 a.m., PT)**

Vital Business Information (\$125 per connection)

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 webinar format will allow for participants to build their skills during four 90 minute sessions. We will use directed assignments to allow participants to apply these skills to their own workplace during the course. The goal is for participants to have a Vital Records Plan completed by the end of the course. This course targets Federal employees and/or contractors who are individuals with records responsibilities, COOP managers, line managers and staff, and information technology.

Dates offered:

- ▶ **June 4, 11, 18 and 25 (11:00 a.m., PT)**
- ▶ **September 3, 10, 17 and 24 (7:00 a.m., PT)**