



Pacific Currents

Newsletter of the U.S. National Archives and Records Administration

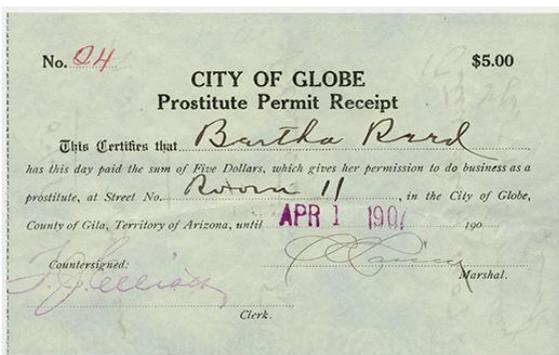
Arizona, California, Hawaii, Nevada, American Samoa & Trust Territory of the Pacific
Facilities and staff in San Bruno, Laguna Niguel, and Riverside, California
archives.gov/san-francisco archives.gov/records-mgmt archives.gov/riverside

April 2014
Volume 13, Issue 3

Riverside Archives Research Fellow Explores Another Side of Frontier History



Dr. Melanie Sturgeon, Research Fellow at the National Archives at Riverside, traveled from Arizona to spend a week pouring over court records from the Arizona Territory, 1864-1912. Her topic is the business of prostitution in Arizona Territory. Among her many discoveries was the document shown below. The National Archives Research Fellowships, sponsored by the Foundation for the National Archives, allows six scholars to visit National Archives locations each year.



Also in this issue:

- ▶ RM Training Announcements, pages 2-4
- ▶ Managing Records in Mobile Environments, page 4
- ▶ Ike's famous farewell speech, page 2
- ▶ Three NARA field units to close, page 3

Records Mgmt. Training Returns to San Francisco

- ▶ **When:** June 4-5, 2014
- ▶ **Where:** 450 Golden Gate Ave., San Francisco

Whether you call it "San Francisco", "San Fran", "Frisco" or "The City," this training is for you! After almost a year's absence, NARA trainers are returning to the City by the Bay.

First up is "Basic Records Operations", our great task-oriented introductory class. It teaches basic skills needed by people with records responsibilities in an office.

On our second day, we will be offering Vital Business Information (Vital Records), which provides the knowledge and skills required to identify those records needed to resume operations after a disaster. *The course is based on the vital records requirements contained in FEMA's Federal Continuity Directives 1 and 2 and in 36 CFR Part 1223.*

Leading these classes will be two veteran trainers, Richard Boyden of NARA San Bruno, and Andy Potter who will be flying in from Boston, MA. Together Richard and Andy represent over 35 years of records management experience and knowledge.

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

Continued on page 2



Eisenhower Warned Against the “Military Industrial Complex” in Farewell Speech

NARA Video Explains Context and Contemporary Reception of Famous Address in Light of New Discovery

On January 17, 1961, President Dwight Eisenhower warned the American public of the rise of a potentially dangerous combination of an unprecedented peacetime military establishment and a vast new armaments industry. The speech is the subject of a NARA video, including recorded portions of the speech, and new information explaining its significance. To view the video [click here](#).

Although largely overlooked at the time, the farewell address has since come to be regarded as one of the most important statements by any American leader in the twentieth century. In 2010, the National Archives was given the personal records of one of Eisenhower’s speech writers, Malcolm Moos. These have significantly changed what we know about the background of the speech.

“This speech did not get very much attention” according to presidential historian

Continued on page 4

Records Management Training Webinars Series for FY2014

Upgrade your skills with this convenient on-line training! 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 (\$150 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 four 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:

- ▶ August 6, 13, 20, 27, 2014 (Wednesdays), 7:00 a.m. – 8:30 a.m., PDT
- ▶ September 8, 15, 22, 29, 2014 (Mondays), 11:00 a.m. – 12:30 p.m., PDT

Vital Business Information (\$150 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 with records responsibilities, COOP managers, line managers and staff, and information technology.

Dates offered:

- ▶ June 3, 10, 17, 24, 2014 (Tuesdays), 11:00 a.m. – 12:30 p.m., PDT
- ▶ September 4, 11, 18, 25, 2014 (Thursdays), 7:00 a.m. – 8:30 a.m., PDT

Records Management Training, April-Sept., 2014

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:

Basic Records Operations June 4, 2014, San Francisco;
July 31, 2014, Flagstaff

Records Management Overview (*Knowledge Area 1*)
April 28, 2014, Denver; August 18, 2014, San Diego

Creating and Maintaining Agency Business Information (*Knowledge Area 2*)
April 29-30, 2014, Denver; August 19-20, San Diego

Records Scheduling (*Knowledge Area 3*)
May 1-2, 2014, Denver; August 21-22, 2014, San Diego

Records Schedule Implementation (*Knowledge Area 4*) May 5-6, 2014, Denver; August 4-5, 2014, Sacramento;
September 15-16, 2014, San Diego

Asset and Risk Management (*Knowledge Area 5*)
May 7-8, 2014, Denver; August 6-7, 2014, Sacramento;
September 17-18, 2014, San Diego

Records Management Program Development (*Knowledge Area 6*)
May 9, 2014, Denver; August 8, 2014, Sacramento;
September 19, 2014, San Diego

Using Federal Records Center Services (**Free**)
(in sequence with *Basic Records Operations*)
July 30, 2014, Flagstaff

Vital Business Information
June 5, 2014, San Francisco

By Location:

Denver, Colorado

Records Management Overview (KA1), April 28, 2014; **Creating and Maintaining Agency Business Information** (KA2), April 29-30, 2014; **Records Scheduling** (KA3), May 1-2, 2014; **Records Schedule Implementation** (KA4), May 5-6, 2014; **Asset and Risk Management** (KA5), May 7-8, 2014; **Records Management Program Development** (KA6), May 9, 2014

San Diego, California

Records Management Overview (KA1), August 18, 2014; **Creating and Maintaining Agency Business Information** (KA2), August 19-20, 2014; **Records Scheduling** (KA3), August 21-22, 2014; **Records Schedule Implementation** (KA4), September 15, 2014; **Asset and Risk Management** (KA5), September 17, 2014; **Records Management Program Development** (KA6), September 19, 2014

Flagstaff, Arizona

Using Federal Records Center Services (**Free**); July 30, 2014
Basic Records Operations, July 31, 2014

Sacramento, California

Records Schedule Implementation (KA4), August 4-5, 2014; **Asset and Risk Management** (KA5), August 6-7, 2014; **Records Management Program Development** (KA6), August 8, 2014

San Francisco, California

Basic Records Operations, June 4, 2014;
Vital Business Information (Vital Records), June 5, 2014

Three NARA Field Units to Close

As part of ongoing budget adjustments, Archivist of the United States David S. Ferriero announced the permanent closure of three National Archives facilities. This year, the National Archives facility in Anchorage, AK, will close and two facilities in the Philadelphia, PA, area will be consolidated to a single site. The Alaska records will be relocated to the National Archives at Seattle. Within the next two years, two Archives' facilities in Fort Worth, TX, also will be consolidated to a single site. These closures and consolidations will result in estimated annual cost savings of approximately \$1.3 million.

"The National Archives budget is devoted primarily to personnel and facilities, both of which are essential to our mission," Mr. Ferriero stated. "I recognize these cuts will be painful; however, we are committed to continuing to provide the best service to our customers and best working conditions for our staff nationwide."

Military-Industrial Complex Speech

Continued from page 2

Michael Beschloss. “When a new president is coming to power as John Kennedy was, the spotlight was not on Dwight Eisenhower. There was a feeling at the time that this must have been written by some speechwriter who just sneaked it into the speech... These new papers give us evidence that this was not just some caprice of Eisenhower’s or something by some speech writer.”

The newly discovered records show instead that Eisenhower’s remarks reflected a deeply held belief that “we must guard against the acquisition of unwarranted influence, whether sought or unsought, by the military-industrial complex. The potential for the disastrous rise of misplaced power exists and will persist.” Not only had the President been desirous of making the speech since 1959, he changed the venue of his farewell address from the expected appearance before Congress to live nationwide television from the Oval Office.

Managing Records in Mobile Environments

In a series of three posts on the NARA records management blog “Records Express”, our Records Management Policy Staff attempts to elicit comments from agencies on an emerging draft guidance product on this important topic. These posts

FREE TRAINING: USING FEDERAL RECORDS CENTER SERVICES

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 an online request for reference services
- ▶ About our digital-imaging services

When

July 30, 2014
August 20, 2014

Where

Flagstaff, AZ
Perris, CA

Information and Registration:

Diane Jones, (951) 956-2064
diane.jones@nara.gov

can be found at

- [March 13, 2014](#)
- [March 20, 2014](#)
- [March 27, 2014](#)

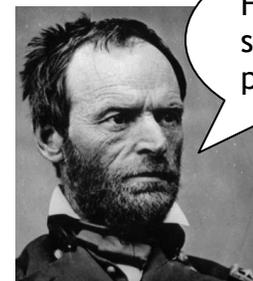
With strong encouragement from the Obama Administration and due to the pervasiveness of mobile technology, federal employees are doing government business on mobile devices, whether provided by their agencies pursuant to policy or on their own. In an increasing number of agencies, workers are using personal devices for work as part of officially sanctioned “Bring Your Own Device” (BYOD) policies.

There are tremendous gains to be had from this trend, including greater productivity, effectiveness and morale, lower costs, and better service to the public.

But there are also risks, including security risks associated with records. Agencies may face many of the following challenges when managing records in a mobile environment:

- Identification of records when content may be located in multiple places
- Capture of complete records in a manner that ensures their authenticity and availability when records frequently change and are located in many places
- Data being stored or replicated on the device or in an application instead of only being accessible from a central repository
- Development and implementation of records schedules, including the ability to transfer and permanently delete records, apply legal holds, or perform other records management functions when it is unclear where records reside

Continued on page 5



Has anyone seen my phone?

Mobile Environments

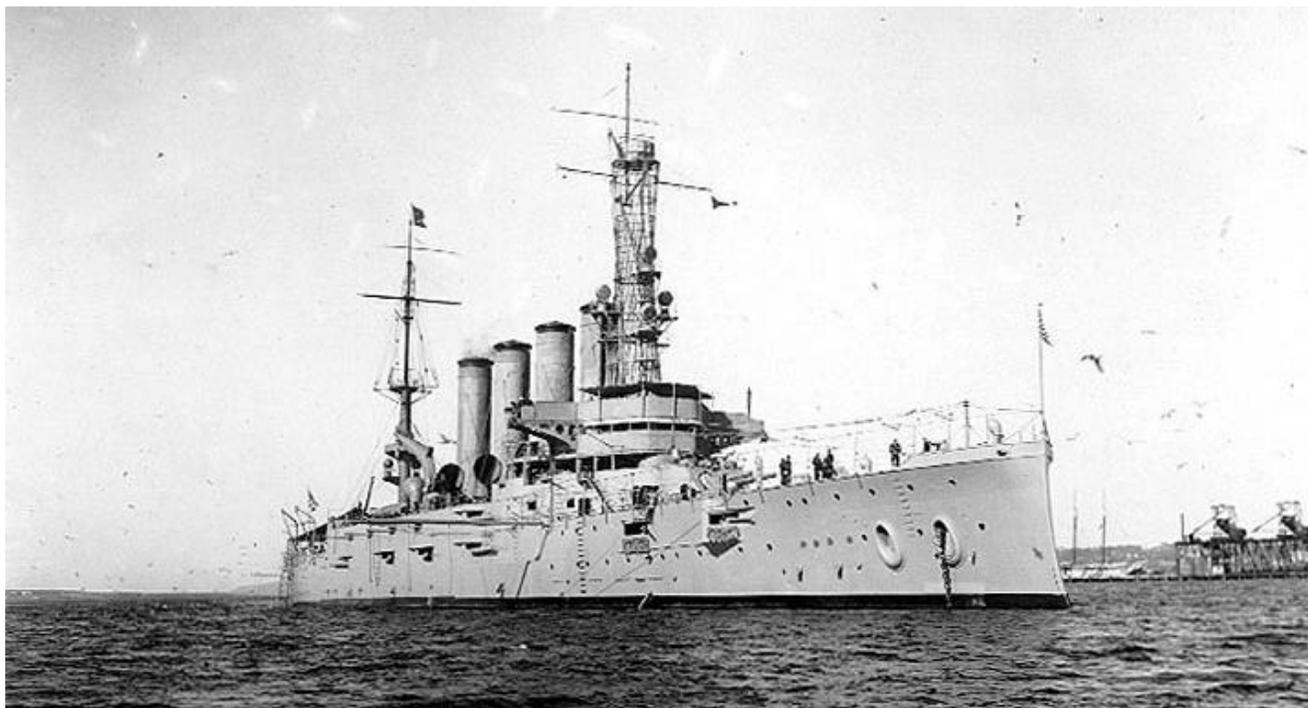
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- Ownership and control of data that resides with a third party
- Unsecured content
- Reliance on individuals to follow agency policies
- Creation of agency policies to address how personal devices and personal information would be handled in the case of investigations or requests for information
- Sources and formats of records will continue to change and it may be difficult for agency records management policies, processes, and technology to keep up.
- Provide training to employees on the appropriate use of personal devices for work, including management of records
- Allow data to be only viewed by users on a device and not stored or replicated on the device. Keep data in a central repository.
- Implement “container” technology to separate work and personal uses of the same device; then only the work portion of memory could be wiped when the employee leaves or the device is lost.

To begin the discussion of how to address these risks, Policy Staff authors offer a set of best practices that may be useful to agencies. Here are a few of them:

- Promulgate policies that address the risks and concerns for “Bring Your Own Device” (BYOD) programs and mobile environments

This discussion is still in an early stage. We need agencies and their staffs to assist us in developing possible future guidance in this important area. Please go to our Records Express blog, read the three postings, and provide comments. We need your ideas to make this work!



USS California, built at the Union Iron Works in San Francisco in 1904. Later renamed USS San Diego.