



THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION BUILDING THE ARCHIVES OF THE FUTURE



WHO WILL USE THE ERA SYSTEM AND HOW?



The Electronic Records Archives (ERA) System reached a major milestone on June 27, 2008. This milestone is also known as Initial Operating Capability, or *IOC*. ERA is a tool for taking in, processing, preserving, and providing access to digital records created by Federal government agencies. At *IOC*, only a very limited number of authorized individuals will be trained to use ERA to begin conduct NARA business.

NARA and the ERA Pilot Agencies

At *IOC*, NARA staff who will be trained to use ERA at *IOC* include the Electronic and Special Media Records Division, The Life Cycle Management Division, The Washington National Records Center, and Textual Archives Division.

In addition, Records Management staff from the four ERA pilot Federal agencies who have participated in various system development and testing activities during the system's pilot development will also be trained to use ERA. The four ERA pilot agencies are:

- **The Department of Commerce's U.S. Patent and Trademark Office (USPTO)**
- **The Department of the Navy's National Oceanographic Office (NAVO)**
- **The Department of Energy's National Nuclear Security Administration (NNSA/Kansas City Plant)**
- **The Department of Labor's Bureau of Labor Statistics (BLS)**

How will ERA be used?

The ERA *IOC* System automates some of the records management processes that agencies use to interact with NARA, such as *Records Scheduling* and *Transfer*. Using ERA, authorized NARA staff and records officers from the four ERA agencies will use the electronic version of the Standard Form 115, now called the *e115* to create, modify, and submit a records schedule for their agency's electronic records.

The system also allows these individuals to create, modify, submit, and approve a *Transfer Plan* and a *Legal Transfer Instrument* for records – formerly referred to as Standard Forms 135 and 258. To view a training tutorial on navigating through the ERA system, go to:

<http://www.archives.gov/era/system-training/navigation-tutorial.html>

Eventually, the ERA system will be available to everyone; that is, Federal agencies will use ERA to schedule, transfer, and access their records, and the general public will be able to use ERA to access records for research.

For more information about the ERA Program:

Web site: <http://www.archives.gov/era>

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E-mail: ERA.Program@nara.gov

The NARA web site is: <http://www.archives.gov>