

7-17-14 ERSC Mtg.  
Blaine

John  
John Masters

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- senior official email - preserves & supplies access to departing officials until they have another process/solution
  - speed up FOIA processing
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### Transfer of Electronic Email - preferred PST

- \* - PDF-A or PST - which does NARA prefer?  
- both options ok - agencies can decide
- for purging (culling) converting to PDF-A has advantages

PST - MSG → PDF-A

PDF-A - sustainability for state

↳ is occurring on back end - only when they need to.

### Google Apps for Govt

DOI - implem. was a failure  
- anything sent or received captured in a separate system

↳ State would not have this capability

- State will have to hook up email w/ ERSC

Starts  
2005

117 pilot  
w/ Google  
Apps

- state looking to do hybrid/enterprise scheduling

## Policy, Schedules & Training

- been given permission to modernizing 4000 dispositions
- 1000 are perm

- RM policy is currently being rewritten

- trying to keep policy med. neutral
- focusing on Bureaus as a whole
  - want to re-affirm roles & respon.
  - want standardize RM
  - training - targeting seniors & managers

## Bureau Records Coordinators

- tested in office of policy
  - want to scale up to Bureau
    - ↳ still determining a test bureau that could act. pull resources

initial RM lang. + manage together to do

- must assign a full time BRC

- would track progress of BRC's creation of RM in Bureau by ARO

SAC would delegate to Asst. Sec.

- Digital preservation will be integrated into policy (1236) - including spec. media

new policy to est. actual BRC

- if approved - will be in FAM
- APO doesn't currently have authority to allow state to fill some of their ROM roles
  - using IRS <sup>stony</sup> to get this auth & into FAM/FAMH
- current sched respect offices/org. of state
- (b) (5)

- "Simplified Record Scheduling"
  - condensing to Bureau level
  - some exceptions
    - "front office"
    - "senior officials"
  - will link behind scenes w/a crosswalk - ~~open~~ office schedules will stay the same

- 1NU ←
- Prototype in process
    - should get in Sept/Oct.
    - DS next
    - won't get until goes to their manager
  - Senior sched. by function
  - Dec. 31, 2016 - submitted to NARA and completed by 2019

- enterprise wide - mission
- bureau
- those that can't be consolidated - such as INR & INL
- leg. affairs & public affairs, DS, legal

official subm.  
Oct 1st

### Training

- moving toward more mobile training
- can view RDR requirements on phone - supplemented w/ video
- ex. 5 minute snippets
- posts & RG 59
- reinventing communications to hit HQ, bureaus & posts at same time
- may partner w/ CIA to see how they do it
- Alicia taken lead w/ prototype and the "SRS" idea(s)
- Bulk XML submission

using CIA as a template for their schedule

\* - status of crosswalk template? get us

30 schedules SRS - INL & front office - both at same time

- once ARO apptd - moratorium on new