

Keys to Success

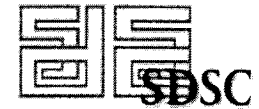
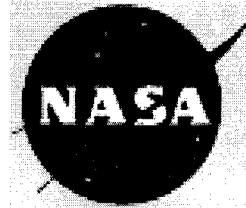
Government and Private Sector



National
Science
Foundation



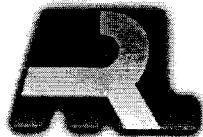
Global Grid
Forum



San Diego Super
Computer Center



National Computational
Science Alliance



Army Research
Laboratory



National Institute of Standards &
Technology



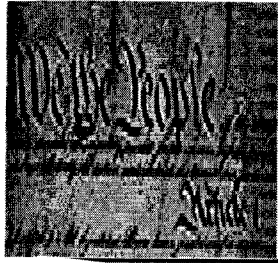
National Partnership for
Advanced Computational
Infrastructure

The Library of Congress

Defense Advanced Research Projects Agency



DIGITAL LIBRARY
FEDERATION

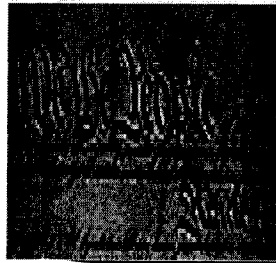


Keys to Success

ERA Program Management Strategy

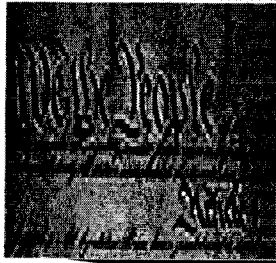


- Partner with other agencies and with industry
- Maximize Government and Commercial Off-the-Shelf components
- Build in fully-funded usable increments
- Performance-based contracting methods
- Proactive Planning - Risk Management



Reserve Slides

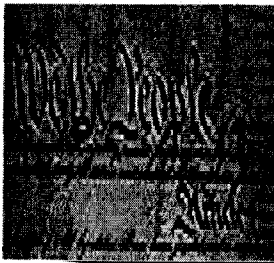




How far have we come? How far do we have to go?



- 1970: first accession of electronic records in the National Archives
- 1998: Electronic Records Archives project initiated
- 2001: ERA System development initiated
- 2004: Target for award of contract for development
- 2007: Target for initial deployment

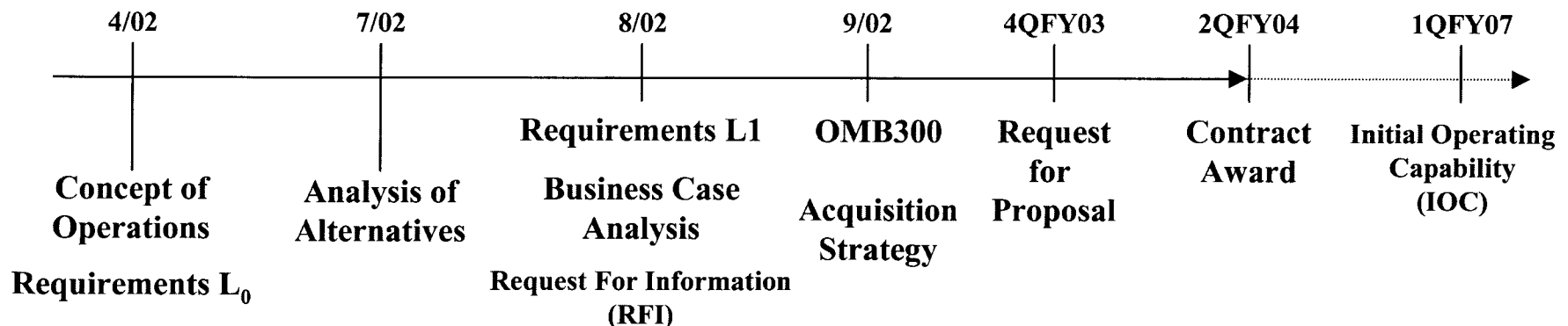


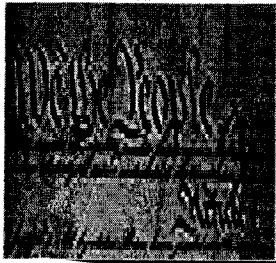
ERA Timeline

2001 - 2002 (Present)



- Continue Research & Development
- Key Integrated Product Teams (IPTs) Chartered
- Key Program documents finalized
- Continued staffing of the Project Management Office (PMO)

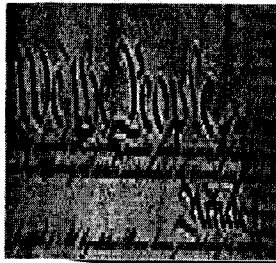




What will the system do?



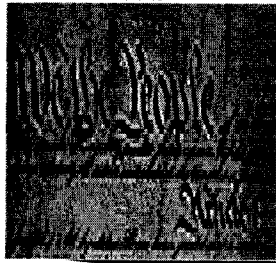
- Support the collection, integration, and sharing of information about records.
- Support the workflow associated with business processes.
- Interface with other systems.
- Maintain a complete audit trail.
- Accommodate substantial growth in volume & variety.
- Protect the system and the records with state-of-the-art security.
- ● ● ● ● ●



What will the system do for NARA's customers?



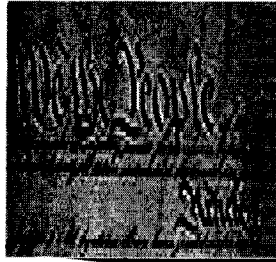
- Process electronic records of all types, formats, and media.
- Manage unscheduled, permanent, and temporary electronic records.
- Maintain relationships among records.
- Store records reliably.
- Make electronic records independent of specific hardware and software.
- Manage records according to their sensitivity.



What will the system do for NARA's customers?



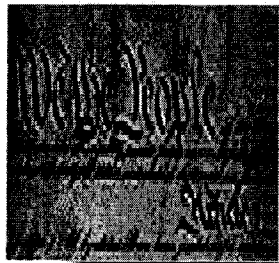
- Provide access in NARA facilities and from other locations.
- Provide for registration of system users.
- Provide user interfaces appropriate to the skill level and research interests of users.
- Provide tutorials, training, help screens, and other state-of-the-art user assistance.
- Enable NARA staff to respond to user comments and requests.



What will the system do for Originators?



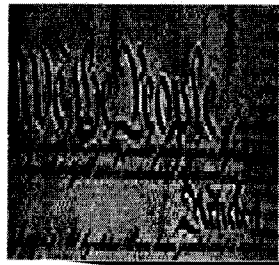
- Implement record schedule functionality.
- Support appraisal of electronic records.
- Support disposition of electronic records.
- Support transfer of electronic records to NARA.
- Provide for accessioning of electronic records.
- Provide for review and redaction of sensitive information by authorized personnel.



What will the system do for Record Users?



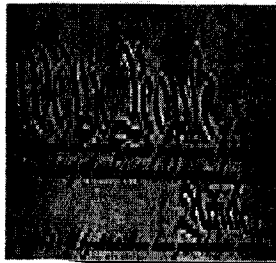
- Find records based on searches of descriptions of records.
- Search the electronic records themselves.
- Accurately reproduce and output electronic records.
- Provide certified copies of electronic records.
- Manage requests for review of restricted materials.
- Implement the results of electronic records reviews.
- Enable users to request and receive assistance from NARA staff.



Electronic and Special Media Records Services Division



- Accessions permanent electronic records
- Preserves electronic records
- Provides access to electronic records



Accessions Permanent Electronic Records



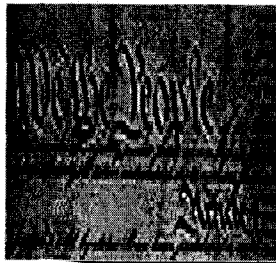
➤ Transfer Standards
(36 CFR 1228.270)

➡ 9-track open reel tapes

➡ 3480 cartridges

➡ CD-ROMS

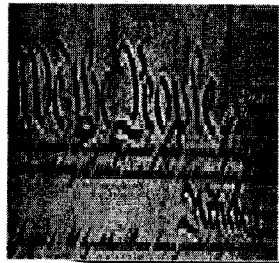
➡ FTP & DLT *New!*



Accessions Permanent Electronic Records



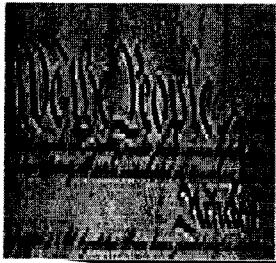
- **Transfer Standards
(36 CFR 1228.270)**
- ➡ **Transfer of custody to the
National Archives**
- ➡ **Documentation for data
files**
- ➡ **Other finding aids
necessary to use the
records**



Accessions Permanent Electronic Records



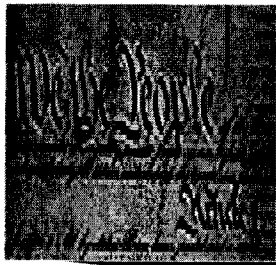
- Transfer Standards
(36 CFR 1228.270)
 - ➔ Independent of specific hardware and software
 - ➔ No compressed data
 - ➔ ASCII or EBCDIC
 - ➔ Text files in ASCII or SGML
 - ➔ Digital spatial data according to FIPS Standard 173-1



Accessions Permanent Electronic Records



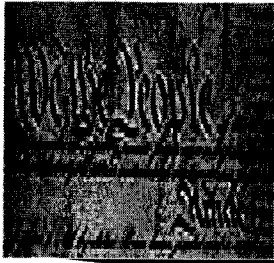
- Initial accessioning (ingest) steps
 - ➔ Make master and backup copy using APS LAN
 - ➔ Compare byte-count to agency media
 - ➔ Create tapemap and dump of data
 - ➔ Catalog metadata



Accessions Permanent Electronic Records



- Archival Preservation System (APS) Local Area Network
- ➔ Secure Log-in
- ➔ Evaluate blank tapes for errors
- ➔ Capture file sizes, formats, storage location in catalog
- ➔ Cardkey access to computer room
- ➔ Virus detection



Accessions Permanent Electronic Records



- Archival Electronic Records
Inspection and Control
System (AERIC)
 - ➔ Oracle application
 - ➔ Compares data to
documentation
 - ➔ Verifies that the data
matches the scheduled
system



Accessions Permanent Electronic Records



ERA
Electronic Records Archives

➤ Storage of tapes

➡ Cardkey access

➡ Environmental controls

➡ Location logged in APS
catalog



Preserves Electronic Records



➤ **Continuous preservation**

- ➔ **Records copied to new media every 10 years**
- ➔ **Byte comparison and catalog entry verified**
- ➔ **Annual random sampling of holdings**