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**The National Archives and Records Administration**  
***Building the Electronic Records Archives (ERA)***  
**ERA Information Session #5**  
**NARA and the ERA Increment 1 Agencies**

Date: Wednesday, June 20, 2007

Place: Archives II, 2200 Conference Room

Time: 11:00 am – Noon

Teleconference Information:

**1-866-213-9246 (Confirmation # 8412550)**

**Co-Chairs: Rita Cacas and Laurence Brewer**

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Purpose of monthly meetings: To share information and provide updates about ERA system development with the ERA Increment 1 stakeholders.

- I. Action Item(s) status, review, comment, and approve minutes from Meeting #4**
- II. Introductions and Re-Introductions**
- III. Handouts:**
  - Revised version of information sheet, “*What are the Benefits of ERA?*”
- IV. The ERA Transfer Process** (Discussion facilitated by Greg Hunter, LMC)
- V. Agency Round-Robin: Status, Successes, Concerns**
- VI. Question + Answers**
- VII. ERA Updates and Next Activities**
  - Human Factors Outbrief session (sometime in July)
- VIII. Next Meeting:** Wednesday, July 18, 11:00am