



**The National Archives and Records Administration
Building the Electronic Records Archives (ERA)**

FY 08 ERA Information Session #5

NARA and the ERA Increment 1 Agencies

Date: Wednesday, June 24, 2008

Place: Archives II, 2200 Conference Room Time: 11:00 am – 12:00 pm EST

Teleconference Information: **1-866-213-9246**

Co-Chairs: Rita Cacas and Laurence Brewer (absent)

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

I. Introductions and Re-Introductions

II. ERA Status Lee Stang, ERA Deputy Program Director

- Lockheed will formally deliver the ERA IOC system on Friday, June 27, 2008
- ERA will be available to conduct business on Monday, June 30, 2008.
- The system capabilities are:
 - Create, submit, review, approve, and link Records Schedules and Items, Transfer Plans, Transfer Requests, and Legal Transfer Instrument
 - Enforce NARA Policies
- ERA is a work in progress:
 - Extensive testing has happened to ensure that problems are identified and resolved.
 - ERA has been built to improve and ADD system functions as they are developed and tested.
 - Using the IOC system over the next few months will allow us to continue our work to refine the system; improve our business services
 - Next: Government-wide expansion - More agencies will be added over time.
- On behalf of ERA PMO, I want to extend our sincerest thanks to the agency reps and NARA staff in the Lifecycle Management and the Electronic Records and Special Media Divisions for their participation and commitment to developing/testing the ERA pilot.

III. ERA Training - Adrienne Reagins, ERA Training

- Delegated Account Representatives (DAR) was held on May 28 and 29, 2008
- Virtual training was very successful
- Use of web based / classroom technology to conduct training
- NARA Train-the-Trainer was conducted week of June 2-6 (NARA staff)
- ERA Training course modules have been developed
- Training notification and registration process

IV. Agency Round Robin

- V. Next Meeting:** Summer meetings are cancelled due to vacations, ERA System Release and initial use and training of staff and the agency reps on ERA. Meetings will resume in the Fall, dates to be announced.