NARA Issues Guidance for Managing Federal Email

In late August the National Archives and Records Administration issued guidance for federal agencies on a simplified approach to managing email. NARA Bulletin 2013-02: Guidance on a New Approach to Managing Email Records introduces a new approach to managing the billions of email messages that are sent or received in Federal agencies. The approach is called "Capstone."

The Capstone approach will help agencies satisfy requirements in the Managing Government Records Directive. Specifically, it will help them manage all email records electronically by December 31, 2016 (Goal 1.2 of the Directive).

The Bulletin is a culmination of two years of research with input from Federal agencies. It is designed to preserve permanently valuable email and provide a pathway to dispose of temporary email. It allows agencies to manage email without having to use "print and file" or "click and drag" methods for each email message.

Agencies adopting Capstone will be able to manage email at the account level. They will need to identify officials whose email is likely to contain permanently valuable information and manage their

A NARA conservator examines a priceless document rescued from a flooded Baghdad basement

Preserving Iraqi Jewish Heritage
NARA to unveil Iraqi Jewish Artifacts in exhibit coming soon

If you're travelling to Washington DC this fall, you may want to drop by NARA's flagship headquarters on the Mall. NARA will unveil a new exhibition, "Discovery and Recovery: Preserving Iraqi Jewish Heritage." (This will occur sometime in the next few weeks, the original October 11th opening having been delayed by the shutdown.)

The exhibit details the dramatic recovery of historic materials relating to the Jewish community in Iraq from a flooded basement in Saddam Hussein's intelligence headquarters, and the National Archives' ongoing work in support of U.S. Government efforts to preserve these materials.

Displayed in the National Archives Building in Washington, DC, "Discovery and Recovery" runs through January 5, 2014. The exhibit features 24 recovered items and a "behind the scenes" video of the

fascinating yet painstaking preservation process. **Watch the video here**. **This exhibit marks the first time these items have been on public display.**

On May 6, 2003, just days after the Coalition forces took over Baghdad, 16 American soldiers from Mobile Exploitation Team Alpha, a group searching for weapons of mass destruction, entered Saddam Hussein's flooded intelligence building.

In the basement, under four feet of water, they found thousands of books and documents relating to the Jewish community of Iraq –

NARA unveils Iraqi Jewish Artifacts in exhibit

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materials that had come from synagogues and Jewish organizations in Baghdad.

The water-logged materials quickly became moldy causing U.S. authorities to call in a National Archives preservation team to assess the damage. With the agreement of Iraqi representatives, the materials were shipped to the United States to be vacuum freeze-dried, preserved and digitized under NARA's direction.

The collection includes more than 2,700 Jewish books and tens of thousands of documents in Hebrew, Arabic, Judeo-Arabic and English, dating from 1540 to the 1970s.

A special website to launch this fall will make these historic materials freely available to all online as they are digitized and catalogued. *This work was made possible through the assistance of the Department of State, National Endowment for the Humanities, and Center for Jewish History.*

The Jews of Iraq have a rich past, extending back 2500 years to Babylonia. These materials provide a tangible link to this community that flourished there, but in the second half of the twentieth century dispersed throughout the world. Today, fewer than five Jews remain.

Display highlights include:

- A Hebrew Bible with Commentaries from 1568 – one of the oldest books in the trove;
- A Babylonian Talmud from 1793;
- A Torah scroll fragment from Genesis - one of the 48 Torah

American soldiers and specialists discover water-logged Jewish documents in Saddaam Hussein's intelligence headquarters, May 6, 2003

Above and right: two pages from a Hebrew Bible with Commentaries from 1568

scroll fragments found;
- A Zohar from 1815 – a text for the mystical and spiritual Jewish movement known as "Kabbalah";
- An official 1918 letter to the Chief Rabbi regarding the allotment of sheep for Rosh Hashanah (the Jewish New Year);
- Materials from Jewish schools in Baghdad, including exam grades and a letter to the College Entrance Examination Board in Princeton regarding SAT scores;
- A Haggadah (Passover script) from 1902, hand lettered and decorated by an Iraqi Jewish youth ; and
- A lunar calendar in both Hebrew and Arabic from the Jewish year 5732 (1972-1973) - one of the last examples of Hebrew printed items produced in Baghdad.

San Bruno marks the third anniversary of deadly pipe line explosion and fire

On the night of September 9, 2010, a catastrophic fire swept a San Bruno neighborhood about a mile and a half from our NARA facility. The initial explosion created a wall of flame 1,000 feet high. The fire killed eight people, injured many more, and destroyed 38 homes.

While much of the physical damage to the neighborhood has been rebuilt, the trauma and grief of this terrible incident are still with us.

New Guidance for Managing Email

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accounts. The remaining email accounts can be managed as temporary records and preserved for as long as the agency needs for business operations.

While this approach has significant benefits, there are also risks, including choosing the appropriate Capstone accounts, the possible need to meet other records management responsibilities, and the possibility of incidentally collecting personal and other non-record email.

Agencies are not required to adopt the Capstone approach, but NARA encourages its use. Capstone is flexible and allows agencies to tailor the approach to meet their needs. For more information on this new approach to email guidance, see NARA's National Records Management Program's official blog at http://blogs.archives.gov/records-express/.

USING FEDERAL RECORDS CENTER SERVICES WORKSHOPS IN FY 2014

These **FREE** full-day Federal Records Center Program workshops teach you:

- ▶ About our Archives and Records Center Information System (ARCIS)
- ▶ How to transfer records to your Federal Records Center
- ▶ How to make a request for reference services using our on-line Reference Services
- ▶ About our digital-imaging services

When	Where	Information and Registration
October 17, 2013	San Diego, CA	Diane Jones (951) 956-2064 diane.jones@nara.gov
February 13, 2014	Ventura, CA	
March 12, 2014	Perris, CA	
July 31, 2014	Flagstaff, AZ	
August 20, 2014	Perris, CA	

Records Management Training Webinars Series for 2014

Get the New Year started right with training! All you need is an internet-connected computer and a phone to connect to the toll-free audio conference portion of the course. You can participate from your office, your conference room or from home. Register once to enroll in four 90 minute sessions. The cost includes all four sessions.

To register, go to: NARA Learn Website

If you have questions, please contact us at: nara.recordsmanagement@nara.gov .

Basic Records Operations
($150 per connection)

This course describes what to file, how to file it, and how to remove files no longer needed for current business. It covers the variety of activities, including practical how-to's, related to Federal records. The webinar format allows participants to build their skills during the 90 minute sessions. Directed assignments help participants to apply these skills to their own workplace during the course. The target audience for this course is records liaisons, secretaries, files custodians, and others who maintain records as part of their jobs.

Dates offered:

- ▶ October 2, 9, 16, 23, 2013 (Wednesdays), 7:00 – 8:30 a.m., Pacific
- ▶ January 7, 14, 21, 28, 2014 (Tuesdays), 11:00 a.m. – 12:30 p.m., Pacific
- ▶ March 3, 10, 17, 24, 2014 (Mondays) , 11:00 a.m. – 12:30 p.m., Pacific
- ▶ April 3, 10, 17, 24, 2014 (Thursdays), 7:00 – 8:30 a.m., Pacific
- ▶ August 6, 13, 20, 27, 2014 (Wednesdays), 7:00 a.m. – 8:30 a.m., Pacific
- ▶ September 8, 15, 22, 29, 2014 (Mondays), 11:00 a.m. – 12:30 p.m., Pacific

Vital Business Information
($150 per connection)

This course provides the knowledge and skills required to identify, protect, and make readily available the vital records needed to support the resumption of critical business functions after a disaster, and to establish and administer a vital records program. The webinar format will allow for participants to build their skills during four 90 minute sessions. We will use directed assignments to allow participants to apply these skills to their own workplace during the course. The goal is for participants to have a Vital Records Plan completed by the end of the course. This course targets Federal employees and/or contractors with records responsibilities, COOP managers, line managers and staff, and information technology.

Dates offered:

- ▶ February 5, 12, 19, 26, 2014 (Wednesdays), 7:00 a.m. – 8:30 a.m, Pacific
- ▶ June 3, 10, 17, 24, 2014 (Tuesdays), 11:00 a.m. – 12:30 p.m., Pacific
- ▶ September 4, 11, 18, 25, 2014 (Thursdays), 7:00 a.m. – 8:30 a.m, Pacific

Records Management Training, Fiscal Year 2014

To register go to archives.gov/records-mgmt/training/ or email our training registrar at laguna.workshops@nara.gov
For more information on our workshops, go to http://nara.learn.com/recordsmanagement-training

By Course Name:

Basic Records Operations
November 12, 2013, Tucson, AZ; **January 14, 2014**, Laguna Niguel; **February 12, 2014**, Ventura; **July 31, 2014**, Flagstaff

Creating and Maintaining Agency Business Information *(Knowledge Area 2)*
February 4-5 , 2014, Las Vegas; **March 4-2014,** Honolulu; **March 25-2014,** Sacramento ; **April 29-30, 2014,** Denver; **August 19-20,** San Diego

Records Schedule Implementation *(Knowledge Area 4)*
March 10-11, 2014, Honolulu; **February 24-25, 2014,** Las Vegas; **May 12-13, 2014,** Denver; **June 16-17, 2014,** Sacramento; **September 15-16, 2014,** San Diego

Records Management Program Development *(Knowledge Area 6)*
February 28, 2014, Las Vegas; **March 14, 2014**, Honolulu; **May 16, 2014,** Denver; **June 20, 2014,** Sacramento; **September 19, 2014**, San Diego

Vital Business Information **January 15, 2014**, Laguna Niguel

Records Management Overview *(Knowledge Area 1)*
February 3, 2014, Las Vegas; **March 3, 2014**, Honolulu; **March 24, 2014**, Sacramento; **April 28, 2014**, Denver; **August 18, 2014**, San Diego

Records Scheduling *(Knowledge Area 3)*
February 6-7, 2014, Las Vegas; **March 6-7, 2014**, Honolulu; **March 27-28, 2014**, Sacramento; **May 1-2, 2014**, Denver; **August 21-22, 2014**, San Diego

Asset and Risk Management *(Knowledge Area 5)*
May 14-15, 2014, Denver; **March 12-13, 2014**, Honolulu; **February 26-27, 2014**, Las Vegas; **June 18-19, 2014**, Sacramento; **September 17-18, 2014**, San Diego

Using Federal Records Center Services (Free)
(in sequence with *Basic Records Operations*)
October 17, 2013, San Diego; **January 15, 2014**, Laguna Niguel; **February 13, 2014**, Ventura; **July 30, 2014**, Flagstaff

Emergency Preparedness **January 16, 2014**, Laguna Niguel

By Location:

Denver, Colorado
Records Management Overview (KA1), April 28, 2014**; Creating and Maintaining Agency Business Information** (KA2), April 29-30, 2014; **Records Scheduling** (KA3), May 1-2, 2014; **Records Schedule Implementation** (KA4), May 12-13, 2014; **Asset and Risk Management** (KA5), May 14-15, 2014; **Records Management Program Development** (KA6), May 16, 2014

Honolulu, Hawaii
Records Management Overview (KA1), March 3, 2014; **Creating and Maintaining Agency Business Information** (KA2), March 4, 2014; **Records Scheduling** (KA3), March 6, 2014; **Records Schedule Implementation** (KA4), March 10, 2014; **Asset and Risk Management** (KA5), March 12, 2014; **Records Management Program Development** (KA6), March 14, 2014

Las Vegas, Nevada
Records Management Overview (KA1), February 3, 2014; **Creating and Maintaining Agency Business Information** (KA2), February 4, 2014; **Records Scheduling** (KA3), February 6, 2014; **Records Schedule Implementation** (KA4), February 24, 2014; **Asset and Risk Management** (KA5), February 26, 2014; **Records Management Program Development** (KA6), February 28, 2014

Flagstaff, Arizona
Basic Records Operations, July 31, 2014; **Using Federal Records Center Services (Free),** July 30, 2014

Ventura, California
Basic Records Operations, February 12, 2014; **Using Federal Records Center Services (Free),** February 13, 2014

Laguna Niguel, California
Basic Records Operations, January 14, 2014; January 15, 2014; **Vital Business Information,** January 15, 2014; **Emergency Preparedness and Response,** January 16, 2014

Tucson, Arizona
Basic Records Operations, November 12, 2013

Sacramento, California
Records Management Overview (KA1), March 24, 2014; **Creating and Maintaining Agency Business Information** (KA2), March 25, 2014; **Records Scheduling** (KA3), March 27, 2014; **Records Schedule Implementation** (KA4), June 16-17, 2014; **Asset and Risk Management** (KA5), June 18-19, 2014; **Records Management Program Development** (KA6), June 20, 2014

San Diego, California
Using Federal Records Center Services (Free), October 17, 2014; **Records Management Overview** (KA1), August 18, 2014; **Creating and Maintaining Agency Business Information** (KA2), August 19-20, 2014; **Records Scheduling** (KA3), August 21-22, 2014; **Records Schedule Implementation** (KA4), September 15, 2014; **Asset and Risk Management** (KA5), September 17, 2014; **Records Management Program Development** (KA6), September 19, 2014