



The Electronic Records Archives (ERA)

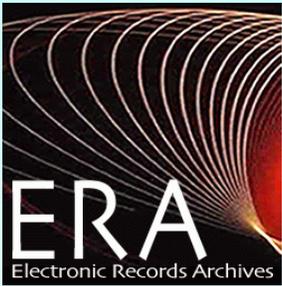
RACO West 2006

Dana Point, CA

April 18, 2005

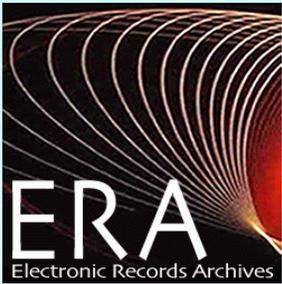
ERA Program Update

Fynnette Eaton
ERA Program Staff

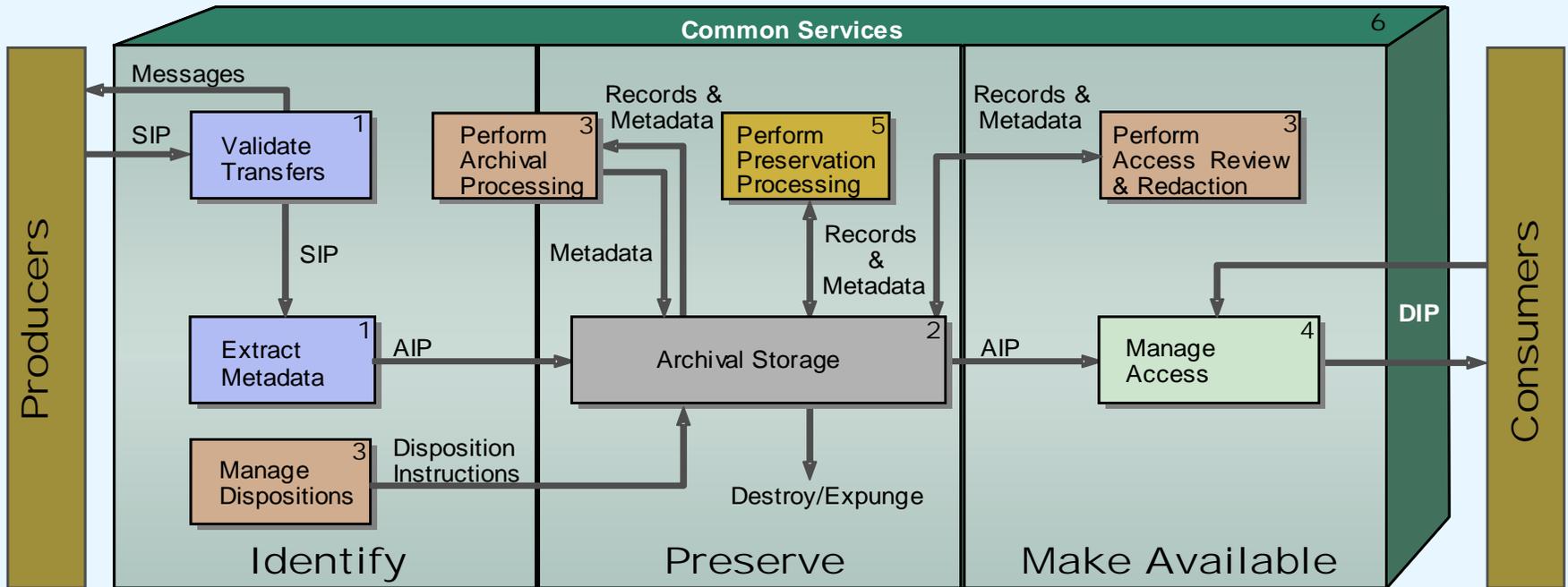


The ERA System Will Support:

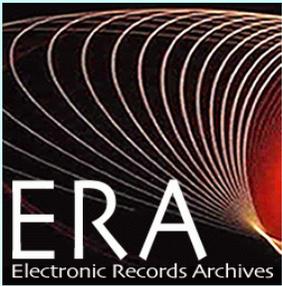
- **Workflow and collaboration tools**
for lifecycle management of all types of records,
temporary and permanent
 - within NARA
 - between NARA and other agencies
- **Ingestion, preservation and access to electronic records**
 - In the National Archives,
 - Federal Records Centers, and
 - Presidential Libraries



ERA is Based on the Archival Mission

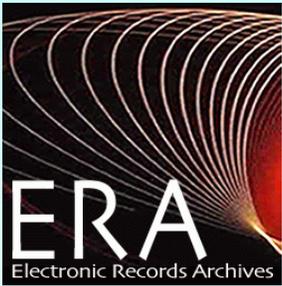


Legend:	OAIS Functions	ERA System -Level Packages	Service Oriented Architecture
	1- Ingest	Ingest	Business Application Services
	2- Archival Storage	Archival Storage	
	3- Data Management	Records Management	
	4- Access	Dissemination	
	5- Preservation	Preservation	
	6- Common Services	Local Services & Control ERA Management	Common Infrastructure Services



Explaining Persistent Archives

1111111111011000 1111111111100000 000000000010000 0100101001000110
0100100101000110 0000000000000001 0000000100000001 0000000001001000
0000000001001000 0000000000000000 1111111111011011 0000000001000011
00000000000000011 0000001000000010 0000001100000010 0000001000000011
0000001100000011 0000001100000100 0000001100000011 0000010000000101
0000100000000101 0000010100000100 0000010000000101 0000101000000111
0000011100000110 0000100000001100 0000101000001100 0000110000001011
0000101000001011 0000101100001101 0000111000010010 0001000000001101
0000111000010001 0000111000001011 0000101100010000 0001011000010000
0001000100010011 0001010000010101 0001010100010101 0000110000001111
0001011100011000 0001011000010100 0001100000010010 0001010000010101
0001010011111111 1100001000000000 0000101100001000 0000000100101011
0000000011001000 0000000100000001 0001000100000000 1111111111000100
0000000000011100 0000000000000000 0000001000000010 0000001100000001



Interpreting the 0s and 1s

Context, what does this represent?

On February 28, 1803, President Thomas Jefferson won approval from Congress to appropriate twenty-five hundred dollars to fund a small expeditionary group, whose mission was to explore the uncharted West. The group would be led by Jefferson's secretary, Meriwether Lewis, and Lewis' friend, William Clark.

Record Context & Life Cycle Data

Meriwether Lewis
Portrait (1803?) by Charles Saint-Mémin
lewis_memin.jpg

Application Processing



Meriwether Lewis
Portrait (1803?) by Charles
Saint-Mémin

Data Format

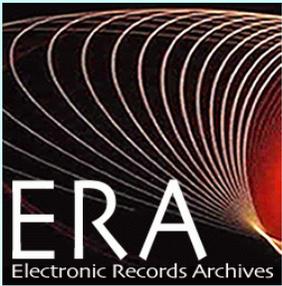
JPEG File Interchange Format

Encoding : Word Size,
Byte Order

----- J F I F (ASCII representation)

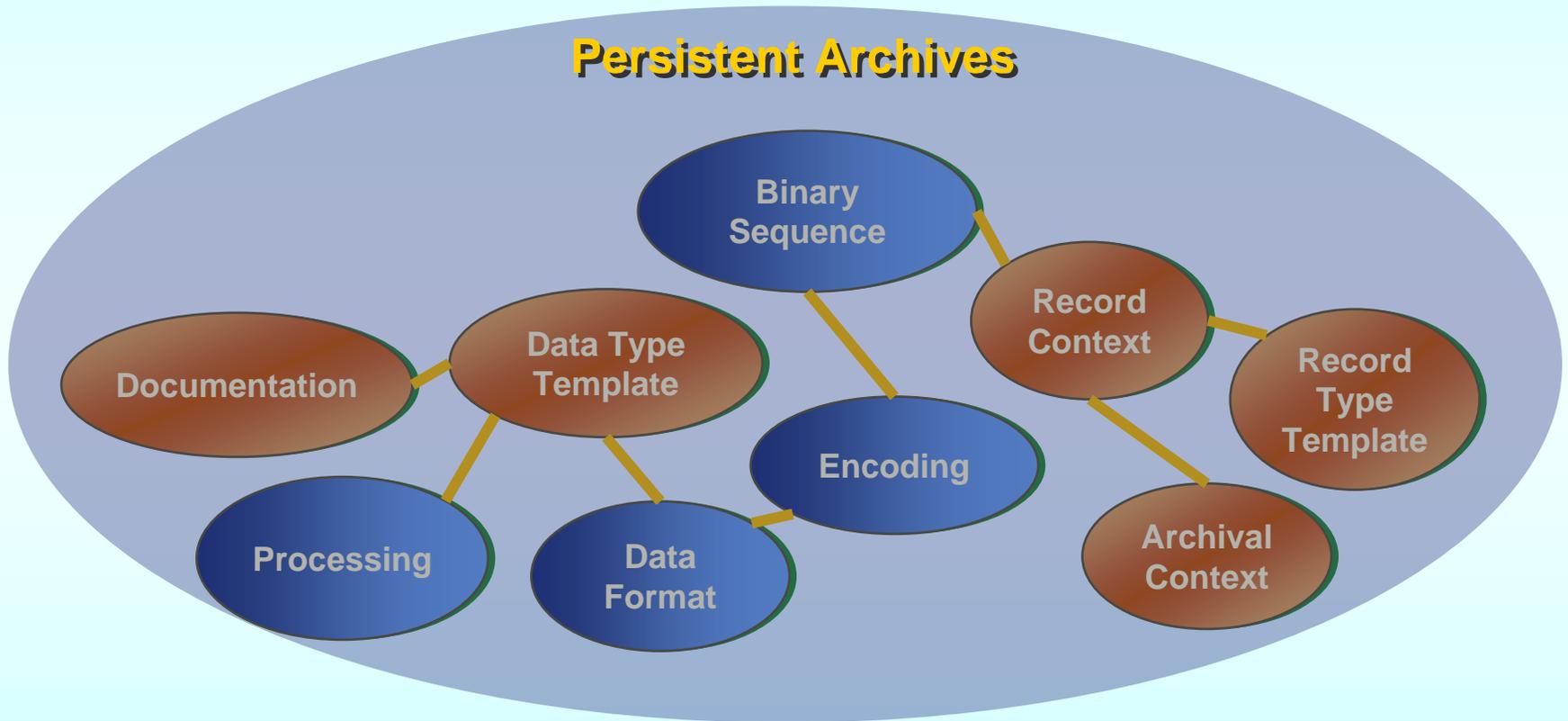
Binary Sequence

```
11111111 11011000 11111111 11100000
00000000 00010000 01001010 01000110
01001001 01000110
```

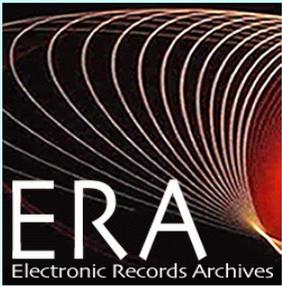


Making sense of the 0s and 1s is dependent on a web of connections

Persistent Archives



The Persistence of an Archives is Only as Strong as its Weakest Link



Examples of ERA System Prototype Screenshots for Archival Workbenches



A Caveat

The following images are ONLY EXAMPLES from the 2005 ERA Prototype that illustrate archival functions for the **Appraisal and Scheduling processes**

When the ERA System goes live in 2007, these screens may look completely different.



Welcome Screen

A screenshot of a Microsoft Internet Explorer browser window. The address bar shows the URL "http://dev:7001/Portals/Static/about_era.html". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for "Back", "Forward", "Home", "Search", "Favorites", "Media", and "Print". The main content area displays the ERA website. The header features the text "Electronic Records Archives" and "U.S. National Archives & Records Administration". Below the header is a navigation bar with links for "ERA Home", "Search", "Contacts", "Forum", "Help", and "Login". The date "June 8th, 2005" is displayed. The main content area has a heading "Welcome to NARA - Electronic Records Archives" and sections for "About ERA", "Description", and "Background Information". The left sidebar contains a "Quick Login" section with fields for "User ID" (containing "swright") and "Password", and a "Login" button. Below the login section are "Government Links" for "The National Archives EXPERIENCE", "ourdocuments", "FIRST GOV", "REGULATIONS.GOV", and "No Fear Act". The browser's status bar at the bottom shows "Local intranet" and the system clock "4:26 PM".



Log-in and Profile Screens

The screenshot shows the ERA Member Login page in a Microsoft Internet Explorer browser. The browser's address bar displays 'http://dev:7001/Portals/Static/login.html'. The page header includes the ERA logo and navigation links for Home, Search, Contacts, Forum, Help, and Login. The main content area features a 'Member Login' section with input fields for 'User ID' and 'Password', and a 'Login' button. A 'Forgot Password' link is also present. Below the login form, there is a security notice: 'For site security purposes and to ensure that this service remains available to all users, this Government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, such evidence may be provided to appropriate law enforcement officials. Unauthorized attempts to upload or change information on this server are strictly prohibited and may be punishable by law, including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.' A 'QUESTIONS' section follows, listing links for 'What can I do without login access?', 'Why would I need login access?', 'How do I request login access?', and 'I forgot my password'. The browser's taskbar shows the system clock at 4:27 PM.

The screenshot shows the ERA User Profile page in a Microsoft Internet Explorer browser. The browser's address bar displays 'http://dev:7001/Portals/gov/archives/era/workbench/workbench.portal?_nfpb=true&portlet_23_1_actionOverride=%2Fgov%2Farchives%2Fera%2Fcommon%2FLifeCycleManagement'. The page header includes the ERA logo and navigation links for My ERA, Manage Users, Manage Agencies, Manage Workgroups, Manage Roles, and Reports. The main content area features a 'List/Modify Users - User Profile' section with a table listing users. The user 'Yvonne Wilson' is highlighted with a red oval. Below the table, there is a detailed profile for Yvonne Wilson, including her name, work address, work phone, email address, position, comments, agency, workgroup, and roles. The profile information is as follows:

User name:	Yvonne Wilson
Work address:	Archives II, 8601 Adelphi Rd, Room 5320, College Park, MD 20740-6001
Work phone:	(301)837-3143
Email address:	Yvonne.Wilson@nara.gov
Position:	NWML Supervisor / Appraiser Workgroup Lead
Comments:	
Agency:	National Archives and Records Administration
Workgroup:	WG2
Roles:	NARA/NWML/SUPERVISOR

At the bottom of the profile section, there are buttons for 'Modify Profile', 'Modify Roles', 'Deactivate User', and 'Close'. The browser's taskbar shows the system clock at 11:35 AM.



My ERA: The Appraiser's Workbench

A screenshot of the ERA Workbench Desktop interface, displayed in a Microsoft Internet Explorer browser window. The browser title is "ERA Workbench Desktop - Microsoft Internet Explorer provided by Lockheed Martin TSS". The address bar shows the URL: "http://dev:7001/Portals/gov/archives/era/workbench/workbench.portal?_nfpb=true&_pageLabel=workbenchHomePage". The main content area is titled "Electronic Records Archives" and "U.S. National Archives & Records Administration". A welcome message reads "Welcome David Langbart" and the date is "Friday June 03 2005". A navigation menu includes "My ERA", "Manage Users", "Manage Agencies", "Manage Workgroups", "Manage Roles", and "Reports". The "My ERA" menu item is circled in red. Below the navigation menu are six main sections: "My ERA" (with a server icon), "Manage Users" (with a gear icon), "Manage Agencies" (with a server icon), "Manage Workgroups" (with a gear icon), "Manage Roles" (with a key icon), and "Reports" (with a report icon). Each section contains a list of actions and options. The browser's taskbar at the bottom shows several open applications, including "Rational Clea...", "F:\DATA\Prot...", "Inbox - Micro...", "Document1 - ...", and "ERA Work...". The system tray shows the time as "11:36 AM".

Workbench screen for David Langbart



Agency Contact Information (for EPA)

ERA Workbench Desktop - Microsoft Internet Explorer provided by Lockheed Martin T55

Address http://dev:7001/Portals/gov/archives/era/workbench/workbench.portal?_nfpb=true&portlet_24_1_actionOverride=%2Fgov%2Farchives%2Fera%2Fcommon%2FLifeCycleManagement

Back Forward Stop Home Search Favorites Media Print Copy Paste

Description:
The mission of the Environmental Protection Agency is to protect human health and to safeguard the natural environment--air, water, and land-- upon which life depends.

The Environmental Protection Agency (EPA) was established in the executive branch as an independent agency pursuant to Reorganization Plan No. 3 of 1970 (5 U.S.C. app.), effective December 2, 1970. It was created to permit coordinated and effective governmental action on behalf of the environment. The Agency is designed to serve as the public's advocate for a livable environment.

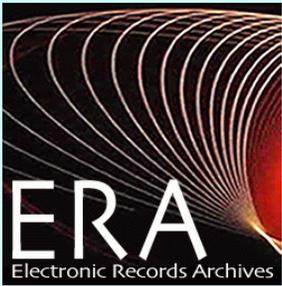
Activities -
Office of Homeland Security EPA's homeland security responsibilities include Federal leadership for some activities and significant involvement for others. EPA serves as the lead Federal agency charged with protection of the Nation's water infrastructure from terrorist attack, cleanup of any biological or chemical attacks, and reduction of national chemical industry and hazardous materials sector critical infrastructure vulnerabilities. EPA also has significant responsibilities in certain radiological attacks.

Agency Information		Agency Administrator	
Primary Record Group:	412	Name:	Chris O'Donnell
Agency Hierarchy:	EPA/	Login ID:	codonnell
Effective Date:	5/3/1970 - Current	Email Address:	odonnell.chris@epa.gov
Created by:	directory manager	Phone:	(202)260-1324
Created on:	05/02/2005	Work Address:	1200 Pennsylvania Avenue NW Mail Code 2882 Washington, D.C. 20503
Last modified on:	05/29/2005		
Modified by:	directory manager		
Workgroup:	WG3		

Modify Profile... Add/Remove Users... Add/Remove Roles... Delete Close

Done Local intranet

Start Rational Clea... F:\DATA\Prot... Inbox - Micro... Document1 - ... ERA Workb... 11:38 AM



Creating a Transfer Request (Example: EPA)

Electronic Records Archives
U.S. National Archives & Records Administration

Welcome Susan Wright Friday June 03 2005

My ERA ▾ Search ▾ Templates ▾ Schedules ▾ Transfer and Disposal ▾

Workflow

- Prepare
- Review
- Approve

Transfer Request - Package Records

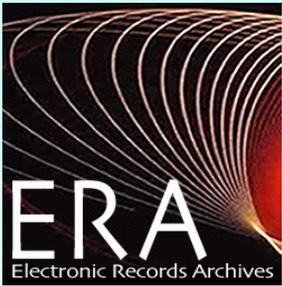
Look In: Local Disk (C:)

☐ CapeClear	☐ insight	☐ temp
☐ Corel	☐ mvfslogs	☐ WINNT
☐ CTMAGENT	☐ New Folder	☐ GDISK32.EXE
☐ Documents and Settings	☐ OOo_1.1.1_Win32Intel_install	☐ SETDOS.BAT
☐ DRIVERS	☐ OraHome	
☐ eclipse	☐ Program Files	
☐ ERA_EPA-Transfer	☐ qws3270	
☐ FOP	☐ SATRNER	

File Name: ERA_EPA-Transfer

Files of Type: All Files

Added Directories and Files:
C:\ERA_EPA-Transfer



Example of Interactions with NARA Stakeholders

ERA Workbench Desktop - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Electronic Records Archives

U.S. National Archives & Records Administration

Welcome Annie Smith Friday June 03 2005

My ERA Search Templates Schedules Transfer and Disposal

Workflow	Complete Review	
Prepare	Requested On	Fri Jun 03 10:16:19 EDT 2005
→ SHU	Reply Requested By	Sun Jul 31 00:00:00 EDT 2005
Review	Priority	Medium
Approve	Requester	David Brown
Monitor Agencies	Request Description	Please Review
	Comments	<div style="background-color: yellow; height: 40px;"></div>
	<input checked="" type="checkbox"/> Waive Informal Review	
	<input type="checkbox"/> Receive Notice of Completed Job	
	<input type="checkbox"/> Review Appraisal Report	
	<input type="checkbox"/> Participate in Appraisal on these Items	
	<input type="text"/>	
	<input type="button" value="Review Complete"/> <input type="button" value="Cancel"/>	

Done Local intranet



Example of how NARA will be able to collaborate with the Agency to Approve a Schedule

Electronic Records Archives
U.S. National Archives & Records Administration

Welcome Susan Wright Friday June 03 2005

My ERA Search Templates Schedules Transfer and Disposal

Workflow	Submit For Review	
Prepare	Requested On	06/03/2005
Review	Reviewers	Susan Wright
Approve	Reply Requested By	07/31/2005 [Clear]
	Priority	Medium
	<input type="text"/>	
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Electronic Records Archives
U.S. National Archives & Records Administration

Welcome Susan Wright Friday June 03 2005

My ERA Search Templates Schedules Transfer and Disposal

Workflow	Reviewer Response	
Prepare	Requested On	Fri Jun 03 09:12:18 EDT 2005
Review	Reply Requested By	Mon Jun 13 09:12:18 EDT 2005
Approve	Priority	Medium
	Requestor	swright
	Comments	
	Enter Comments	This is the review at the Agency of the proposed transfer
	<input type="button" value="Review Complete"/> <input type="button" value="Go To List"/>	

Electronic Records Archives
U.S. National Archives & Records Administration

Welcome Susan Wright Friday June 03 2005

My ERA Search Templates Schedules Transfer and Disposal

Workflow	Request Approval	
Prepare	Requested On	Fri Jun 03 09:00:34 EDT 2005
Review	Reply Requested By	Sat Jun 03 09:00:34 EDT 2006
Approve	Priority	2
	Request Description	
	All Reviewers Have Responded	
	swright	This is the review at the Agency of the proposed transfer
	<input type="button" value="Send To Approver"/> <input type="button" value="Cancel"/>	



Example of a Federal Register Notice

ERA Workbench Desktop - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Prepare
SHU
→ Review
Approve
Monitor Agencies

Outline

- Submission Home ←
 - GRS
 - grs01
 - itemA
 - Removal Records - Superfund Site-Specific

Federal Register Transmittal Notice Show All

Federal Register Notice

Title	National Archives and Records Administration (NARA). Records Schedules; Availability and Request for Comments
Action	Notice of availability of proposed records schedules; request for comments.
Summary	The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when no longer needed for current Government business. They authorize the preservation of records of continuing value in the National Archives of the United States and the destruction, after a specified period, of records lacking administrative, legal, research, or other value. Notice is published for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites public comments on such records schedules, as required by 44 U.S.C. 3303a(a).
Dates	Requests for copies must be received in writing on or before January 3, 2005. Once the appraisal of the records is completed, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memorandums that contain additional information concerning the records covered by a proposed schedule. These, too, may be requested and will be provided once the appraisal is completed. Requesters will be given 30 days to submit comments.
Addresses	You may request a copy of any records schedule identified in this notice by contacting the Life Cycle Management Division (NWML) using one of the following means. Requesters

Done Local intranet



Example of Conducting Searches

NARA : Search - Microsoft Internet Explorer provided by Lockheed Martin T55

Address <http://dev:7001/Portals/gov/archives/era/common/search/SearchGeneral.html>

Electronic Records Archives

U.S. National Archives & Records Administration

Welcome to ERA June 8th, 2005 [ERA Home](#) [Search](#) [Contacts](#) [Forum](#) [Help](#) [Login](#)

Need Help?

- [Help](#)
- [FAQs](#)
- [Glossary](#)
- [Mediated Search](#)

NARA

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- [Help Us Recover Documents](#)
- [NARA Facilities](#)
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Categories

- [Agency](#)
- [Geography](#)
- [Homeland Security](#)
- [Names](#)

[View All](#)

Search

Content Description [Search Tips](#)

[Advanced Search](#)

Browse Asset Catalog

Time Frames

1800-1899	1900-1939	1940-1954	1955-1964	1965-1974	1975-1984	1985-1994	1995-present
---------------------------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------	------------------------------

What's New?

{content aimed at general public}

Most Popular Searches

{content aimed at general public}

Featured Items

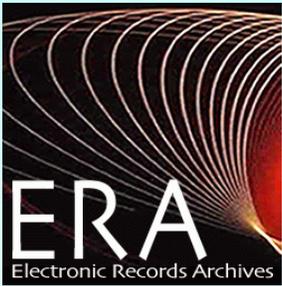
{content aimed at general public}

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U.S. National Archives & Records Administration
8601 Adelphi Road, College Park, MD 20740-6001 • 1-86-NARA-NARA • 1-866-272-6272

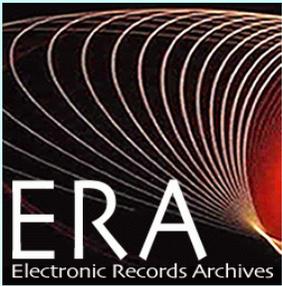
Done Local intranet

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | NARA : Search - Micros... | 4:26 PM



Some Additional Resources

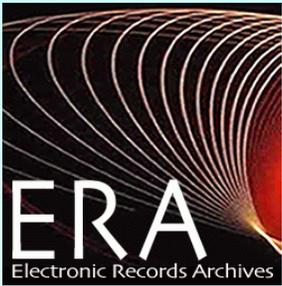
- **The ERA Web site and introductory Video:**
www.archives.gov/era
- ***“The ERA: Technology to Aid Archivists and Historians,”* Prologue (NARA’s Quarterly magazine, Winter 2005 issue), available online:**
<http://www.archives.gov/publications/prologue/2005/winter/era.html>
- **ERA System Design Information:**
<http://www.archives.gov/era/acquisition/>



Record Management Services (RMS)



- What are they?
- What are the objectives of NARA's RMS Program?

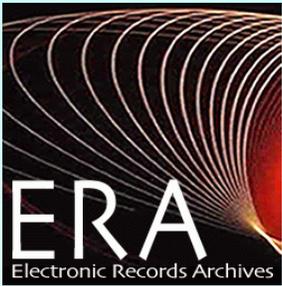


RM Services



Records Management Services

software-based services that support the creation, management, transfer, and destruction of electronic records within a computing environment

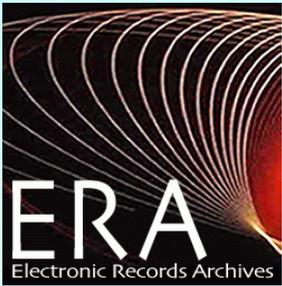


RM Services



Records Management Services

- Front end of the business process
- FEA and ERA compatible
- Works with front-end RMAs at agencies
- Captures context of creation and relationship to other records at the point of creation
- Information about the record is carried forward through the lifecycle
- Establishes an baseline against which authenticity can be validated over time



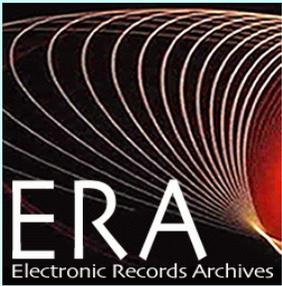
RM Services



Records Management Services

address core records management functions
across the life cycle

- **Record Capture**
- **Provenance**
- **Category**
- **Authenticity**
- **Case File**
- **Disposition**
- **Reference**



RM Services



Benefits of RMS are:

- Allows the management of records to begin much earlier in the business process
- Built into agency's enterprise architecture
- From user's perspective, RMS are minimally intrusive, and often transparent
- Provide a "hook" to downstream management tools such as ERA

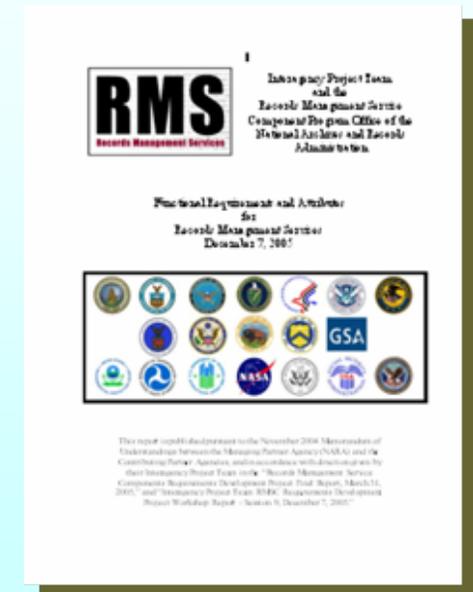


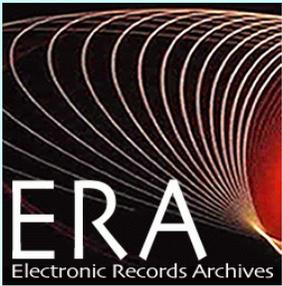
RM Services



Records Management Services in 2005

- 18 largest Federal agencies and NARA
- agreed on functional requirements, attributes, and models for RMS
- issued report Dec. 7, 2005
- <http://www.archives.gov/era/rms>





RM Services



NARA's RMS program objectives include:

- To facilitate the acquisition of RMS that can be used to provide interoperable RM functionality in any agency system that creates/manages electronic records by:
 - Identifying, documenting, normalizing, and socializing those core RM stakeholder requirements that services can support
 - Aligning with the OMB's FEA reference models, profiles, and component registry program (CORE.gov)
 - Leveraging industry interest in the RMS business case



Your ERA Contact

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