



RACO 2006
***Partnerships and Practices in Electronic
Records***

Opinions on the Value of Pre-Accessioning
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and
Management**

Background

- Objectives for the Pre-Accession:
 - Preserve content, context, structure of Coalition Provisional Authority (CPA), and associated records sets as being of particular historical significance
 - Ensure integrity and prevent corruption of electronic records that are still in active use
 - Gain experience with capture and digital preservation of unstructured records spanning traditional organizational boundaries
 - DoD partnership with NARA ERA project as the 1st “pre-accession” transfer

CPA Records Holdings

- Records Creation and Use:
 1. Multiple DoD organizations
 2. Dispersed geographic locations
 3. Different procedures and technology
 4. Dynamic environment
 - Temporary organizations
 - Teams and task forces
 - Staffing changes
 - Rapid deployments

- Records Maintenance and Use:
 1. The Defense Reconstruction Support Office is the owner
 2. Final compilation: Over 800k scanned paper documents into .pdf and 1.5 terabytes of electronic files from e-mails and shared drives
 3. Electronic records are scheduled as permanent by SF 115 process

Records Capture – CONUS

From: Axxxxx CxxXxxx Ms ASA-FM [mailto:Axxxxx.Xxxx@hqda.army.mil]
Sent: Tuesday, September 21, 2004 2:25 PM
To: Oxxxxx, Lxxxxx CIV WHS/ESCD
Cc: Pxxxxxxx, Xxxxxx Ms PCO; Yxxxx CIV WHS/C&D; Zxxxxxx LTC PCO; Fxxxxxxxxx SGT CPA
Subject: RE: Collection of CPA records

Classification: UNCLASSIFIED Caveats: NONE

Ms Oxxxxx,

No one in this office knows Pxxxxxxx Xxxxxxx, so I don't think she is including our records in her collection.

1. We are located in room 1E148.

The paper records are in file cabinets and binders.

I think we could safely say we have 8 shelves/file drawers worth of information.

The electronic files are on the hard drives of the computers, AKO shared and shared drive.

We are expecting to vacate the premises by early November.

In my absence please contact Sgt Bxxxx Cxxxxa or LTC Dxxxxn Exx. Both of these individuals will be exiting early October.

Axxxxx B. Cxxxxxx, Budget Analyst
Coalition Provisional Authority Support Team
Administrative Assistant to XYZ
OAASA-CPA, XXX Pentagon, Rm XXXX
Washington, DC 20310-0105

Records Capture – CONUS

From: Axxxxx CxxXxxx Ms ASA-FM [mailto:Axxxxx.Xxxx@hqda.army.mil]
Sent: Wednesday, September 22, 2004 3:52 PM
To: Oxxxxx, Lxxxxx CIV WHS/ESCD
Cc: Pxxxxxxx, Xxxxxx Ms PCO; Yxxxx CIV WHS/C&D; Zxxxxxx LTC PCO;
Fxxxxxxxxx SGT CPA
Subject: RE: Collection of CPA records

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..... There was the big office up stairs but all of those folks are gone. I think PCO/PMO took over that space. As to the files I have no idea what happened to them. We are working with an office near the 2nd corridor cafeteria which still has some of our travel files. I should be able to get these together later this month. There is still a personnel office somewhere.

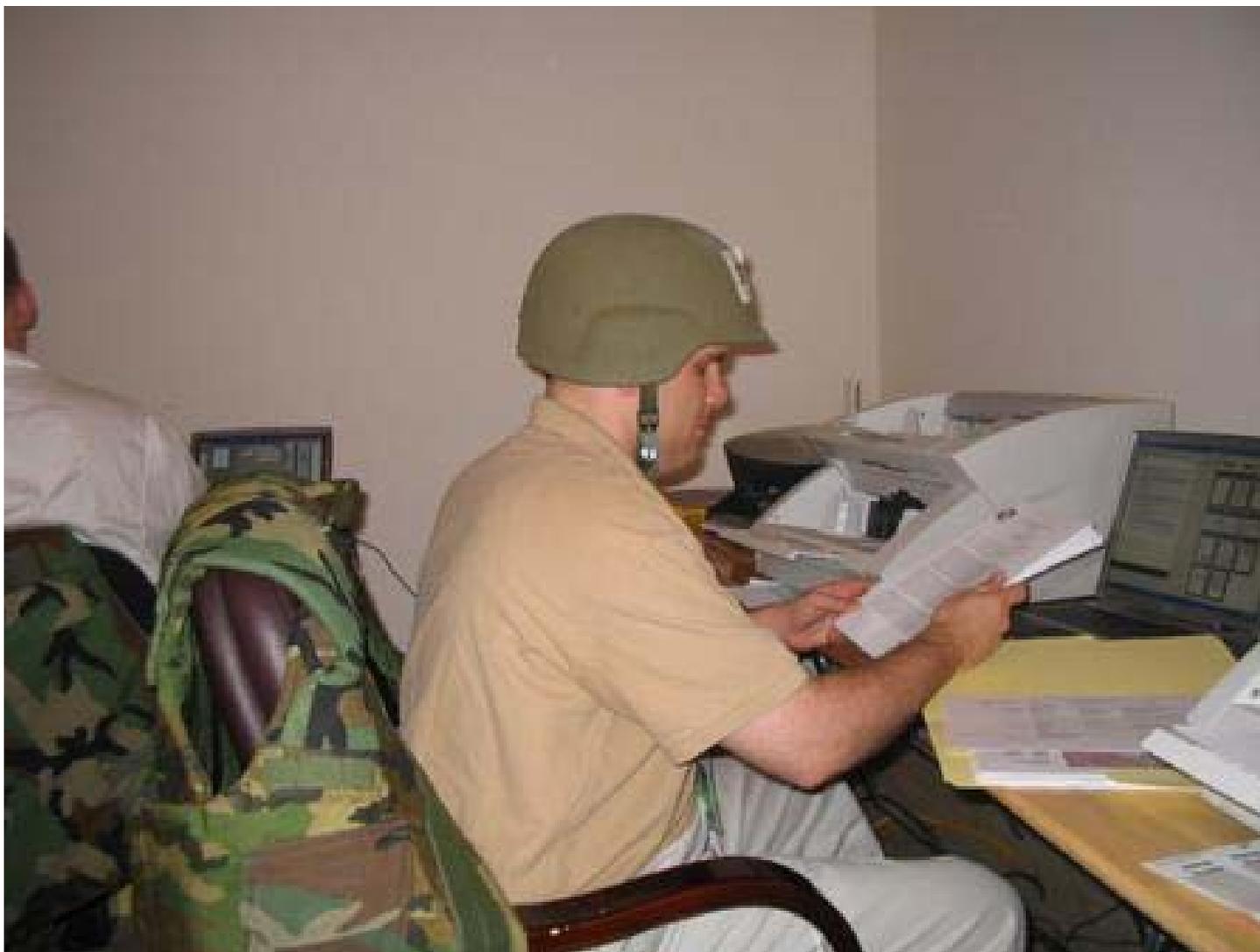
As you can see I don't know about the other locations. We were scattered.

Axxxx B. Cxxxxxxx, Budget Analyst
Coalition Provisional Authority Support Team

Records Capture – Baghdad



Records Capture – Baghdad

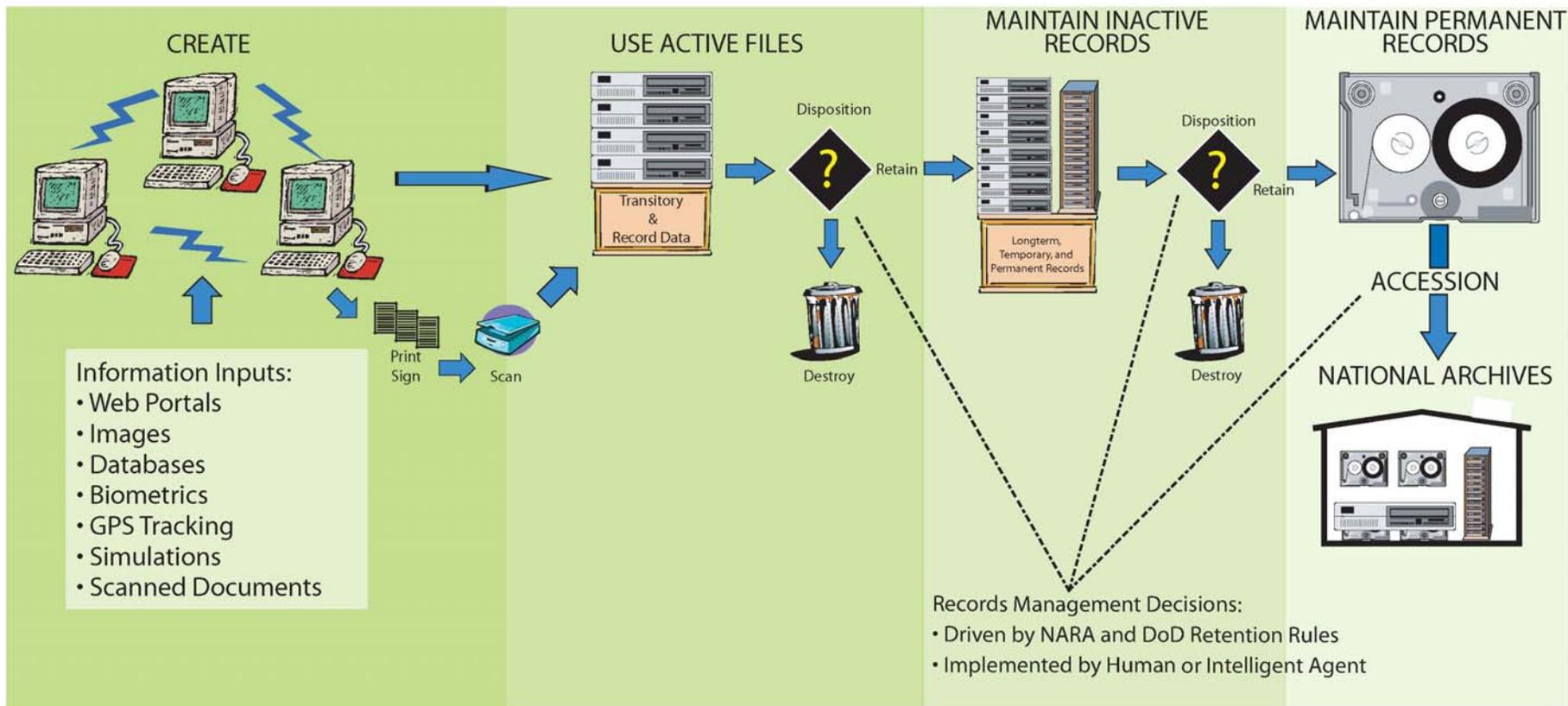


Forcing Change in Perspective thru Pre-accession

- Most records managers are now operating in three different environments
 - Traditional: Textual and audiovisual media
 - IT Enabled: Evolving legacy data systems, scanned documents, stand alone repositories, workflow and business processes
 - Net Centric: Information management with enterprise architectures and open exchange



Electronic Information Lifecycle



Top 5 Reasons for an Agency to Consider Pre-accession

1. Ensure authenticity, integrity, and future accessibility even while records are in active use
2. Demonstrate extra-ordinary effort to preserve records of particular historical significance
3. Records are still legally under agency control
4. Force a shift in perspective
5. No storage and servicing fees!!!