

# Pre-Accessioning of Permanent Electronic Records

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John Powell

Electronic & Special Media Records Services Division

(301) 837-2068

[John.Powell@nara.gov](mailto:John.Powell@nara.gov)

# Pre-Accessioning of Permanent Electronic Records Overview

- What is the source?
- What is pre-accessioning?
- What records?
- Why pre-accession?
- How will NARA process a pre-accession?
- What reference services will NARA provide?
- How is legal custody transferred?
- How do I get more information?

# Pre-Accessioning of Permanent Electronic Records

## What Is The Source?

- NARA Bulletin 2004-02
  - Issued July 12, 2004
  - URL:  
<http://www.archives.gov/records-mgmt/bulletins/2004/2004-02.html>

# Pre-Accessioning of Permanent Electronic Records

## What Is Pre-accessioning?

- NARA accepts physical custody of permanently valuable electronic records
- Agency retains legal custody
- NARA fully processes the electronic records using current procedures

# Pre-Accessioning of Permanent Electronic Records

## What Records?

- Only electronic records scheduled & appraised as permanent
- Only electronic records with a stipulated time frame for legal transfer
- Appropriate electronic records
  - Clearly defined cut off dates
  - Information in which the agency wants to retain control of access
  - Snapshots of dynamic databases
  - Active dissemination programs
- Irrespective of FOIA restrictions

# Pre-Accessioning of Permanent Electronic Records

## Why Pre-Accession?

- Agency avoids issues of technological obsolescence over time
- NARA provides agency off-site, no cost security copies
- No cost for processing or storage

## Pre-Accessioning of Permanent Electronic Records How Will NARA Process A Pre-accession?

- Receive electronic records from agency on acceptable media in acceptable formats with documentation
- Receive signed SF258 with dates for legal transfer
- Create 2 preservation copies on archival media
- Verify formats, contents of electronic records, and adequacy of documentation
- Prepare documentation
- Create draft description
- Counter-sign SF258 & return copy to agency

## Pre-Accessioning of Permanent Electronic Records What Reference Services Will NARA Provide?

- **Pre-Accession (Agency Legal Custody)**
  - NARA provides agency with copies at no cost
  - Other Inquiries: Referred to agency POC
- **Accession (NARA Legal Custody)**
  - NARA provides full reference services

## Pre-Accessioning of Permanent Electronic Records

# How Is Legal Custody Transferred?

- NARA notifies agency at legal transfer date
- Agency provides concurrence
- NARA completes & signs SF258

# Pre-Accessioning of Permanent Electronic Records

## How Do I Get More Information?

- Copy of NARA Bulletin 2004-02
  - Handouts
  - URL:  
<http://www.archives.gov/records-mgmt/bulletins/2004/2004-02.html>
- Call / e-mail
  - Electronic & Special Media Records Services Division
    - (301) 837-3420
    - [cer@nara.gov](mailto:cer@nara.gov)
    - <http://www.archives.gov/research/electronic-records/>
  - John Powell
    - (301) 837-2068
    - [John.Powell@nara.gov](mailto:John.Powell@nara.gov)