Keys to Success
Government and Private Sector

National Science Foundation
GGF Global Grid Forum
NASA

InterPARES Project
International Research on Permanent, Authentic Records in Electronic Systems

IEEE

NCSA National Computational Science Alliance

Army Research Laboratory
NIST National Institute of Standards & Technology

The Library of Congress

Defense Advanced Research Projects Agency (DARPA)

NPACI National Partnership for Advanced Computational Infrastructure

DIGITAL LIBRARY FEDERATION
Keys to Success
ERA Program Management Strategy

- Partner with other agencies and with industry
- Maximize Government and Commercial Off-the-Shelf components
- Build in fully-funded usable increments
- Performance-based contracting methods
- Proactive Planning - Risk Management
How far have we come? How far do we have to go?

- 1970: first accession of electronic records in the National Archives
- 1998: Electronic Records Archives project initiated
- 2001: ERA System development initiated
- 2004: Target for award of contract for development
- 2007: Target for initial deployment
ERA Timeline
2001 - 2002 (Present)

- Continue Research & Development
- Key Integrated Product Teams (IPTs) Chartered
- Key Program documents finalized
- Continued staffing of the Project Management Office (PMO)
What will the system do?

- Support the collection, integration, and sharing of information about records.
- Support the workflow associated with business processes.
- Interface with other systems.
- Maintain a complete audit trail.
- Accommodate substantial growth in volume & variety.
- Protect the system and the records with state-of-the-art security.
What will the system do for NARA’s customers?

- Process electronic records of all types, formats, and media.
- Manage unscheduled, permanent, and temporary electronic records.
- Maintain relationships among records.
- Store records reliably.
- Make electronic records independent of specific hardware and software.
- Manage records according to their sensitivity.
What will the system do for NARA’s customers?

- Provide access in NARA facilities and from other locations.
- Provide for registration of system users.
- Provide user interfaces appropriate to the skill level and research interests of users.
- Provide tutorials, training, help screens, and other state-of-the-art user assistance.
- Enable NARA staff to respond to user comments and requests.
What will the system do for Originators?

- Implement record schedule functionality.
- Support appraisal of electronic records.
- Support disposition of electronic records.
- Support transfer of electronic records to NARA.
- Provide for accessioning of electronic records.
- Provide for review and redaction of sensitive information by authorized personnel.
What will the system do for Record Users?

- Find records based on searches of descriptions of records.
- Search the electronic records themselves.
- Accurately reproduce and output electronic records.
- Provide certified copies of electronic records.
- Manage requests for review of restricted materials.
- Implement the results of electronic records reviews.
- Enable users to request and receive assistance from NARA staff.
Electronic and Special Media Records Services Division

➢ Accessions permanent electronic records

➢ Preserves electronic records

➢ Provides access to electronic records
Accessions Permanent Electronic Records

- Transfer Standards (36 CFR 1228.270)
- 9-track open reel tapes
- 3480 cartridges
- CD-ROMS
- FTP & DLT New!
Accessions Permanent
Electronic Records

- Transfer Standards
  (36 CFR 1228.270)

- Transfer of custody to the National Archives

- Documentation for data files

- Other finding aids necessary to use the records
Accessions Permanent Electronic Records

- Transfer Standards (36 CFR 1228.270)
- Independent of specific hardware and software
- No compressed data
- ASCII or EBCDIC
- Text files in ASCII or SGML
- Digital spatial data according to FIPS Standard 173-1
Accessions Permanent Electronic Records

- Initial accessioning (ingest) steps
- Make master and backup copy using APS LAN
- Compare byte-count to agency media
- Create tapemap and dump of data
- Catalog metadata
Accessions Permanent Electronic Records

➢ Archival Preservation System (APS) Local Area Network

➢ Secure Log-in

➢ Evaluate blank tapes for errors

➢ Capture file sizes, formats, storage location in catalog

➢ Cardkey access to computer room

➢ Virus detection
Accessions Permanent Electronic Records

- Archival Electronic Records Inspection and Control System (AERIC)
- Oracle application
- Compares data to documentation
- Verifies that the data matches the scheduled system
Accessions Permanent Electronic Records

- Storage of tapes
- Cardkey access
- Environmental controls
- Location logged in APS catalog
Preserves Electronic Records

- Continuous preservation
- Records copied to new media every 10 years
- Byte comparison and catalog entry verified
- Annual random sampling of holdings