ADVISORY COMMITTEE ON THE ELECTRONIC RECORDS ARCHIVES
MEETING NO. 9
NATIONAL ARCHIVES BUILDING
MINUTES
DAY 1 OF 2
NOVEMBER 4, 2009

In accordance with the provisions of Public Law 92-463, the meeting was open to the public from 9:00 a.m. to 5:00 p.m.

COMMITTEE MEMBERS

Name	Organization
Laura E. Campbell	Library of Congress
David Carmichael	Georgia Archives
Sharon Dawes	Center for Technology in Government
Dr. Richard Fennell	Administrative Office of the U.S. Courts
Dr. Christopher Greer	National Science Foundation
Jerry Handfield	Washington State Archives
Robert Horton	Minnesota Historical Society
Dr. Robert E. Kahn	Corp. for National Research Initiatives
Andy Maltz	Academy of Motion Picture Arts and Sciences
Dr. Robert Martin	Retired Endowed Chair Texas Woman's University
Martha Morphy	Assistant Archivist for Information Services
James Neighbors	U.S. Air Force
John T. Phillips	Information Technology Decisions
Daniel V. Pitti	University of Virginia
Jonathan M. Redgrave	Nixon Peabody LLP
Dr. Dan Reed - Not Present	Microsoft
David Rencher	Federation of Genealogical Societies
Adrienne Thomas	Acting Archivist of the United States
Dr. Kelly Woestman	Pittsburgh State University

1. Welcome Remarks and Comments from the Chair
The Chair convened the meeting and called on Martha Morphy, standing in for Acting Archivist Adrienne Thomas, to begin.

Mrs. Morphy gave the status of the appointment of the new Archivist, Mr. Ferriero.

<Break in audio from 1:30 to 2:04>

OMG (Optic Management Group) will be meeting with the International Council for Archivists to hope their work will move forward so there can be one set of international archiving standards. This project was started within the Federal government about 5 years ago to define functional requirements for records management to keep records within business systems versus taking the records out of the business systems and putting them in virtual filing cabinets. OMG is interested in making this an international standard.

Mrs. Morphy noted the Obama Administration has expressed their interest in openness and transparency and NARA has commented on the Administration's RFP to look for ways to preserve 2.0 technologies.

Mrs. Morphy announced the House Oversight Committee hearing on the National Archive's ability to safeguard the nation's electronic records, regarding a missing backup hard drive, The Clinton Hard Drive. In the process of a 10-year routine backup, a set of backup tapes were transferred to a hard drive which subsequently went missing. OIG (Office of Inspector General) has been unsuccessful in finding the drive. As PII (Personal Identifiable Information) has been identified, affected persons have been notified. No classified information has currently been identified, OIG is reviewing for same.

There was also an article in wire.com about an erroneously reported breach of a veterans' records hard drive. Although the report was false, there have been a number of inquiries and Adrienne Thomas will address this issue at the House Oversight Committee. The claim of breach was made by an employee because a contractor had access to the drive, however all appropriate confidentiality measures were taken and Mrs. Morphy noted that contractor utilization is essential for proper operations of her office. In neither case was there ever any risk of the records being lost, just an issue of security of the information.

2. Comments from the Chair

The Chair noted only two members not currently present at meeting, Laura Campbell and Dr. Robert Kahn. The Chair asked for members to update their status since the prior meeting.

Dr. Christopher Greer reported his move to the White House Campus in the Office of Science and Technology Policy about 7 weeks ago.

David Rencher was named Chief Genealogical Officer at Family Search.

Jerry Handfield expressed concern that internet searches of archives resulted first in Washington State archives.

Robert Martin is now Professor Emeritus rather than Retired Endowed Chair.

Ken has left ERA, and Lee Stang introduced himself as the new Director of ERA, gave his background.

Adam Rapport was present as a guest from Citizens for Responsibility and Ethics in Washington.

The Chair ask John Phillips to remind the group of the Open Systems Architecture report first thing tomorrow morning.

3. Adoption of Minutes and Review of Action Items
Adoption of the minutes of April 29 and April 30th was moved and approved.

Action Item Review:

- *Action Item Regarding Public Access-* First prototype deliverable at the end of March.
- *Action Item Regarding Regulations of Activities on the Web Including FOCA and OMB -* Status pending
- *Action Item Regarding Consult with NHPRC Regarding Grants -* John Phillips reported that NHPRC does not work with records already in Federal repositories. Sent an email to Pam Wright [ph.] asking about setting up graduate student program of practicum. Open and in-progress.
- *Action Item Regarding Engaging SAA Educators Roundtable About Discussing OPA -* Pending and open.

- *Action Item Regarding Setting Up Meeting with State Archives Engineers and ERA Engineers* - Three State Archivists working on that, trying to get sponsors for funding. Open and in-progress.
- *Action Item Regarding Drafting a Paper on the Effects of the Budget Process on System Design* - Andrew Maltz recommended this action item be closed. Discussion will be revisited when appropriate agenda item is addressed later in meeting.
- *Action Item Regarding Hosting ERA Tutorials* - Chair stated status is suspended pending contract negotiations, but person assigned this task stated negotiations are now closed, the contract is signed.
- *Action Item Post-Human Factor Specifications on Core* – Ken Thibodeau reported Human Factor Spec no longer deliverable under the contract per Lockheed Martin no longer using this specification. Action item marked as closed.
- *Action Item Regarding NARA's Expectations* - Status is suspended pending confirmation of next Archivist. Will contact Archivist about this item immediately upon confirmation.

Discussion regarding whether new Archivist should be appointing new committee members, new nominations will be suspended pending new Archivist confirmation. Committee thanked the NARA staff for providing materials ahead of time for this meeting.

Dr. Robert Kahn joined the meeting.

4. Report on the Status of the ERA Program
Lee gave overview of ERA system, what's completed and what's in the future. Showed capability of ERA Base System that came online in June 2008, about 655 gigabytes of records have been entered into the system, most of which are from legacy NARA holdings. Discussed infrastructure needs of system and gave status of records currently in the system. In the EOP system Congress, courts, current and past Presidents have exclusive access to search, not available to the public.

Discussion of what type of metadata set accompanies the files upon which to base searches and what type of data is included. System has been very successful so far judging by reaction from librarians.

Congressional liaison said funding may become available by the end of the year as continuing resolution set to expire then. Lockheed Martin developed a conversion program to properly archive emails. Longer-term looking at accessing ERA from other

systems, want to be able to accept machine requests in some standardized form, have interaction between systems. Pointed out Help Desk and Systems Operation Center in Rocket Center and Green Belt Rapid Response Team comprise the system support. Presently have minimal problems in the system, since system completion there has been no down time. Also set up an Archival Help Desk.

Four agencies in first pilot phase of government expansion, expect to open up the ERA to any agencies who want to use the system in the Summer 2011. Total number of agencies in mandatory phase is around 450 to 500 agencies. There will need some method of certifying records as being from NARA. Lockheed Martin structured the system so that if the entire ERA system went away, the archives are intact. Legislative Archives Committee has identified records they would like to fold into this system.

Need to take into consideration problems of web architecture that may limit or obstruct access to the system since NARA should ultimately be the point of reference for the entire history of the United States on the web and need to stagger user group to prevent crashing the system. Lockheed Martin contract expires in 2012, starting to look at follow-on contract on re-compete basis.

<Break 10:30>
<Return from Break10:45>

The committee discussed how to improve outreach with interested parties since ERA can be now be labeled as a success. It was suggested that NARA market the ERA system since impression is that system is a failure partially because of the high cost of the system and because there is no public access. Fundamental mission is focused on preservation of the records, but ultimately system would ideally grant access to all records to every desktop in America, limited by what ERA has been funded to do. There is a concern that the system will not meet expectations when public access is granted, discussed managing public expectations and the audiences. From an administration perspective is increased transparency and access to these records. Government is first consumer to be concerned with. Need to be cognizant of expectation failure and scope creep.

Motion made that NARA staff compile a list of milestones and successes related to ERA from its conception through today, to keep Advisory Committee informed of progress. Chair recommends this be added as an action item.

Ken gave status and future vision of new National Center using multi-media presentation, described how 77 terabytes of Bush Administration records were transferred to West Virginia into ERA in coordination with Presidential Library. Three focuses of Ken's new organization: 1) Research, 2) Translational technology, and 3) Knowledge management.

NARA is working internationally on problems and interoperability. NARA might consider coming up with guidelines to ensure consistency in data in the future, possibly creating a post-doctoral or HQE (Highly Qualified Expert) program for this purpose. Need to work with new Archivist to meet White House expectations and look at appropriate partnerships.

 <Break for Lunch 1:00>
<Return from Break 2:00>

5. Presentation of Sam McClure from Office of Presidential Libraries on ERA
Sam is ERA Life Cycle Office for Office of Presidential Libraries, principal liaison to the ERA program. Mr. McClure explained legal framework of archives, Presidential Records Act. National Archives assumes legal custody of all Presidential records immediately when President leaves office and for 12 years following. Can respond to requests from Courts or Congress, President has right to claim Executive Privilege. Need to assimilate records in very short timeframe for immediate access, indexing, and searchability of the BAY System, which led to need to integrate with ERA. PERL (Presidential Electronic Records Library) includes Reagan, Bush and Clinton records stored in an Oracle environment in College Park, Maryland. NARA, White House and Lockheed Martin established transfer network arrays in the White House Data Center to copy over records quickly. They had to move proprietary forms of data into XML form. The Committee discussed handling of classified assets, shared drives, managing attachments to emails, and how to limit results of searches. Lockheed Martin initially said it would be possible to target a search for common metadata across a selected sub-set of records, then they said it would not be possible. Assets are managed for content and ACE (Asset Catalog Entry) where common set of metadata are recorded. Reviewed what records are not currently included due to pending litigation regarding certain classifications of assets. Demonstrated search screens of system, and various display views and toggles, basic and extended in Hitachi format. Question posed whether NARA should allow the public to tag information, danger of manipulation of information. Group pondered what the potential uses of the system might be in the future. Possible research program geared toward uses of the programmatic interface that no one has yet thought of. Staff trainings have been conducted and testing is ongoing to work out bugs, only about 20 persons currently using the system and already have over 26,000 inquiries to this point, approaching 28,000. Sam explained number one priority moving forward in system is achieving means to reviewing FOIA and litigation requests. Also priority are closing down the legacy PERL system and incorporating those assets into ERA. Significant obstacle is human problem of getting current users of PERL to convert over to new system. Search capabilities should streamline FOIA requests and significantly lower overhead associated therewith.

<Break 3:30>
<Return from Break 3:30>

6. New Action Item Review
Chair first reviewed next day's agenda, discussed splitting into working groups, one of which possibly being a group focusing on marketing/communications.

Another subgroup might be formed in relation to upcoming Lockheed recompete, Committee members must maintain confidentiality of their work and not get involved in any procurement issues and questioned whether a recompete is appropriate at this stage of the ERA development since Lockheed Martin is most knowledgeable of system at this point. Managing the architecture is key for updating flexibility in the future, which is seen structuring ERA as a modular open architecture; approach included in increment three developments, working with Lockheed on this currently. NARA should look at global operations and maintenance contract for National Archives, possibly merge this need with ERA development, into one operation.

Discussed issues of accession and consequences of bringing on 25 new agencies into ERA, whether appropriate to hold recompete. Laura Campbell suggested the Committee should consider a formal process for evaluating future technology that will transform current expectations and uses of ERA, discussion of whether that should be an action item. They would need an expert to facilitate this discussion.

Discussed having another ACERA meeting after the new Archivist comes on board.

7. Adjournment
The meeting adjourned at 4:55