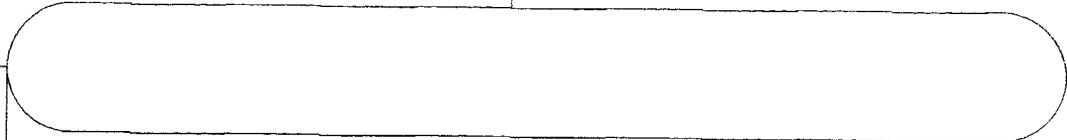


# JPL's Electronic Archives Task

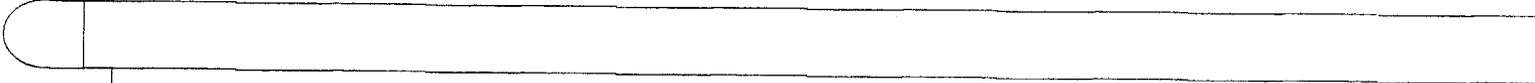
Julie Cooper, Michael Hooks,  
Kalee Perrin, and Margo Young

Jet Propulsion  
Laboratory, California Institute of  
Technology

2003-04-07



# **Agenda**



- **Team/Working Group**
- **Electronic Archives Issues and Opportunities**
- **Task Goals**
- **Products to Date**
- **Next Steps**

## **Team/Working Group**

- **Sponsored by JPL Knowledge Management Program Office**
- **Represents projects, electronic libraries, records management/Archives, institutional policies and procedures, engineering drawings and internal documents storage and retrieval service, configuration management, and archive and catalog service**

# **Electronic Archives Issues and Opportunities**

- Many projects experience a life cycle which focuses on product development – many electronic records are generated in the process
- Typical projects have only limited time to deal with these records as the project comes to a close and are concerned with issues other than retention of historically valuable records

# Electronic Archives Issues and Opportunities

- Capturing project records has three main issues:
  - Preservation of knowledge for use by the project itself
  - Preservation of knowledge for use by other projects to support their own technical work
  - Historical preservation of knowledge for use by the community at large to write the NASA story

# Electronic Archives Issues and Opportunities

- Issues abound:
  - Indexing / cataloging e-records
  - Accessibility (on-site & off-site)
  - Near-term and long-term storage (media)
  - Transferring permanent e-records to NARA

## **Task Goals**

- **Develop and publish policy**
- **Develop and publish procedures supporting policy**
- **Develop and implement tools to facilitate policy and procedures**

## **Products To Date**

- **Draft requirement – Archiving JPL Information**
  - Clear and concise
- **Definitions of records and records subsets – consistent and understandable**
- **Records lifecycle overlay with project lifecycle**
  - relate life cycle of records to life cycle of project

# Next Steps

## *Archiving JPL Information User's Guide*

- Archiving JPL Information – Requirement
- Glossary
  - Life cycle of records
  - Subsets of records
- Archiving Project Information Life Cycle Diagram
  - List of relevant institutional services
  - Contacts for each phase of the life cycle
- Controlled Records Index Template
- File map for each organization (Records Management Improvement Initiative)
- Best practices:
  - Capturing and Archiving email
  - Electronic Archives – transferring data to on-line, near-line, and off-line storage

## **Next Steps**

- **Reconcile access policies for the Active Archives and the Records Storage Facility**
- **New metadata fields**
  - NASA Records Retention Schedule Number
  - Contractor records
- **Partnership with Jayne Dutra to extract metadata requirements from the NASA Taxonomy**
- **Finalize system requirements, and evaluate existing JPL services**