Archives and Records Centers Information System (ARCIS)

Bimonthly Records and Information Discussion Group (BRIDG) Meeting
Tuesday, October 4, 2011

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Interdependent ARCIS Components

- **User Administration:** Set up ARCIS users and assign them capabilities.

- **Access Control:** Restrict what records each user can access.

- **Records Transfers:** Submit SF 135s online and track the status of records transfers.

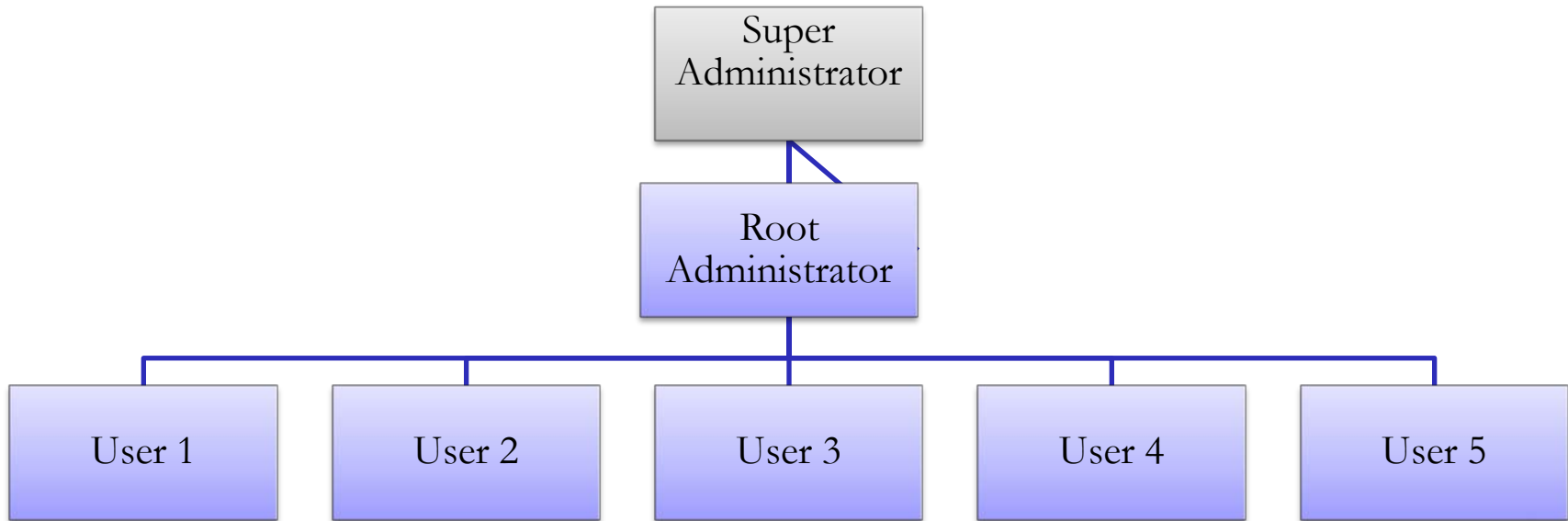- **Reference Requests:** Submit OF 11s online and track the status of reference requests.

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Administrative Branches
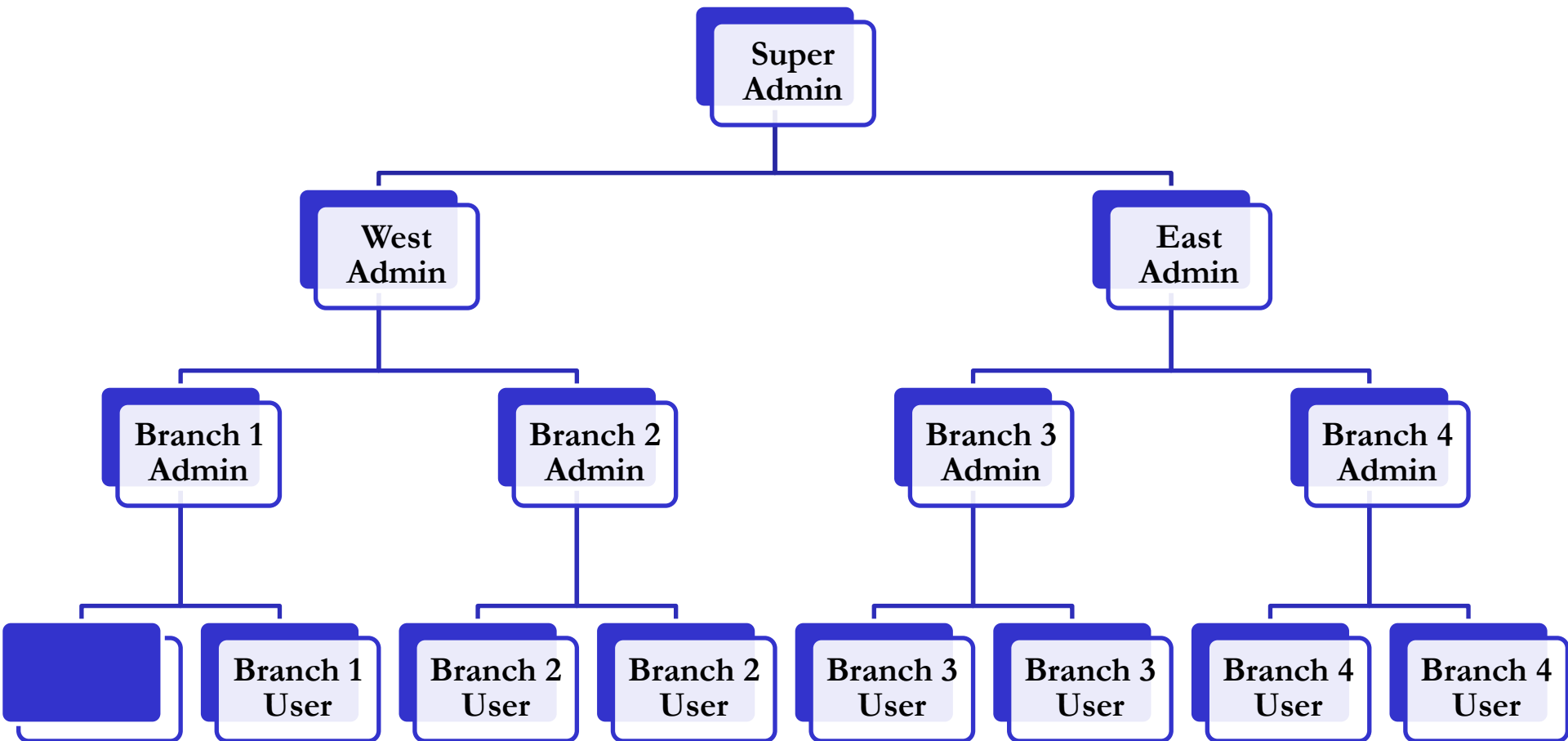
Administrative Branches

Records Transfers

- New!

- Create and manage records transfers online.

- Ability to approve a records transfer created by another user.

- Follow the status of a records transfer.

- Add attachments, such as box lists.

- Robust query capabilities.

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Deployment and Training

- Gateway 1 meeting:
  - Detailed ARCIS Demonstration
  - Discussion of current agency structure
  - Decisions you need to make regarding your agency and ARCIS (branch hierarchy, administrators, access controls, etc.)
  - Change Management
  - Training

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Deployment and Training

- Current Training:
  - 1.5 days (User Admin, Records Transfers, Reference Requests)
  - NARA instructor led
  - Computer lab environment
  - Hands on
  - Train the trainer
  - Training materials online

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Deployment and Training

- Resources are limited for you and for NARA.

- We are considering other ways to provide training (computer based, webinar, DVD, etc.) but they will not be available for some time.

- We are currently training DOJ and are working with a few other agencies.

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Deployment and Training

- Meetings will soon be scheduled to continue formulating the deployment plan.

- Participation of Account Managers and Records Centers.

- We ask for your continued patience as we move forward.

- 177 Agencies require training!

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ARCIS Customer Portal

- Comments from Curt Francisco, DOJ

- Questions and Answers

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Thank you!

For more information, please contact:

John McEvoy

301-837-3056

john.mcevoy@nara.gov

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