Social Media Guidance and the Capture of Social Media Records

ACA@UBC Seminar

"We shape our tools, and our tools shape us"

February 6, 2013

Bethany Cron

National Archives and Records Administration

Office of the Chief Records Officer

Overview

Background on social media in Government

Examples of agency use

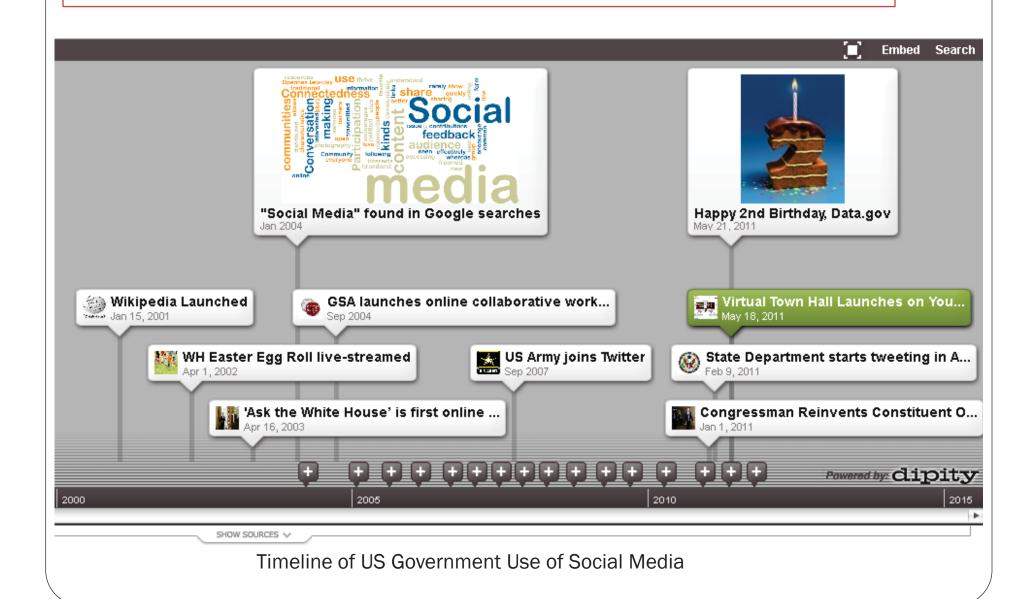
Background on NARA

NARA Requirements in Bulletins

Best practices for records management

Next steps

Background on social media in Government





TRENDING: Funding & Fiscal Cliff Second Term Skills & Training Mobility





POLICY MANAGEMENT EXECTECH WHO & WHERE THE HILL AGENCIES OPINION RESOURCES









Social Media

Why you really should read those terms of service

By Frank Konkel Jan 10, 2013

When the General Services
Administration on Jan. 8
announced a government-wide
terms-of-service agreement with
Pinterest, some agencies had been
on the photo-sharing site for
months. So what's wrong with
federal offices simply agreeing to a
site's standard terms?

Simply put, because most free

Terms of Service

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FAILURE TO ADHERE TO THE CODE OF CONDUCT AND TERMS OF USE

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This addendum ("Addendum") to the Google+ Pages Additional Terms of Service ("Google+ Pages Terms"), the current version of which is attached as Exhibit A, (together, the "Agreement") for the Google+ Page services ("Google+ Pages" or "Services") is entered into by the U.S. General Services Administration ("GSA," "You," or "User") and Google Inc. ("Google"). For the purposes of this Addendum, the Google+ Pages Terms include the Google Terms of Service and all documents referenced therein. This Addendum will be effective as of the last date it is signed by Google and GSA (the "Addendum Effective Date").

BACKGROUND

The parties recognize that United States Federal Agencies (each, an "Agency"), as United States Government entities, are required, when entering into agreements with other parties, to follow applicable federal laws and regulations governing its agreements with other parties. Such laws and regulations include limitations on matters related to indemnification, fiscal law, advertising and endorsements, governing law and dispute resolution forum; and affirmative duties related to ethics, security, accessibility, and freedom of information. GSA and Google agree that modifications to the Google+ Pages Terms are appropriate to accommodate the legal status and public mission of each Agency. The free Services provided pursuant to this Addendum are commercial.

NOW, THEREFORE, in consideration of mutual covenants set forth herein, the parties hereby agree as follows:

- 1. Google agrees that it shall offer to each Agency that wishes to use the Services the terms of this Addendum as set forth below (the "Terms").
- 2. The GSA shall notify Google, via email to plus-pages-notifications@google.com, of each Agency that wishes to use the Services. Such notice shall include the name of the Agency, the name of authorized representative of the Agency and the email address for such representative. Google agrees that it shall send via email a form of this Addendum with the Terms to such Agency. The Agency may review and electronically accept the Addendum in order to enter into the Agreement with Google.
- 3. For each Agency that accepts the Addendum, the GSA agrees to provide Google with written notice of the URL for each Agency G+ Page (as defined below). The GSA shall provide such written notice via email to plus-pages-notifications@google.com. Google agrees that, following receipt of such notice, it shall comply with Section D of the Terms as specified below.

TERMS

A. Precedence; Further Amendment; Termination: This Addendum constitutes an amendment to the Google+ Pages Terms. Language in the Google+ Pages Terms indicating it alone is the entire agreement between the Parties is waived. If there is any conflict between this Addendum and the Google+ Pages Terms, or between this Addendum and other rules or policies on the Google site or services, this Addendum shall prevail. This Addendum may be further amended only upon written agreement





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STATUS REPORT





Examples of agency use



TRENDING: Funding & Fiscal Cliff Second Term Skills & Training Mobility

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Social Media

Agencies getting better at social tools

By Camille Tuutti Jan 09, 2013

There is no shortage of social activity in government, but a new report finds that agencies are becoming increasingly familiar with the benefits of social platforms and discovering uses that further their missions.

The Partnership for Public Service and Booz Allen Hamilton's new study looks at how agencies use technology and social media. In interviews with 26 individuals from 12 agencies and offices, the report authors identified use cases





ADVANCED SEARCH

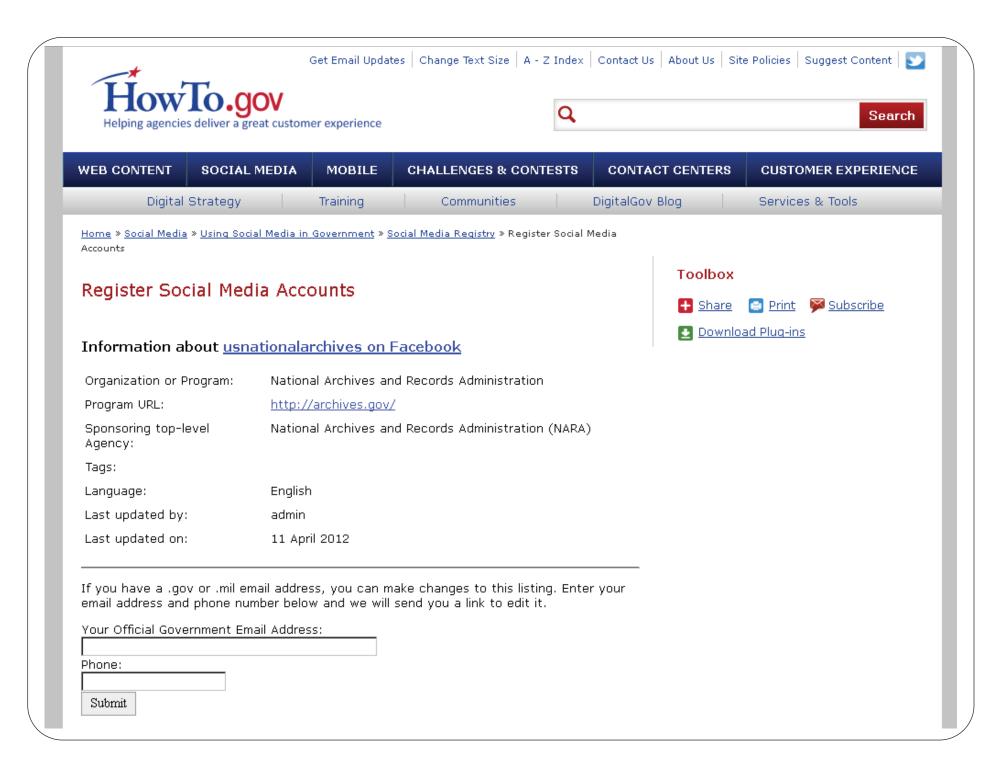
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Finding structure for unstructured data

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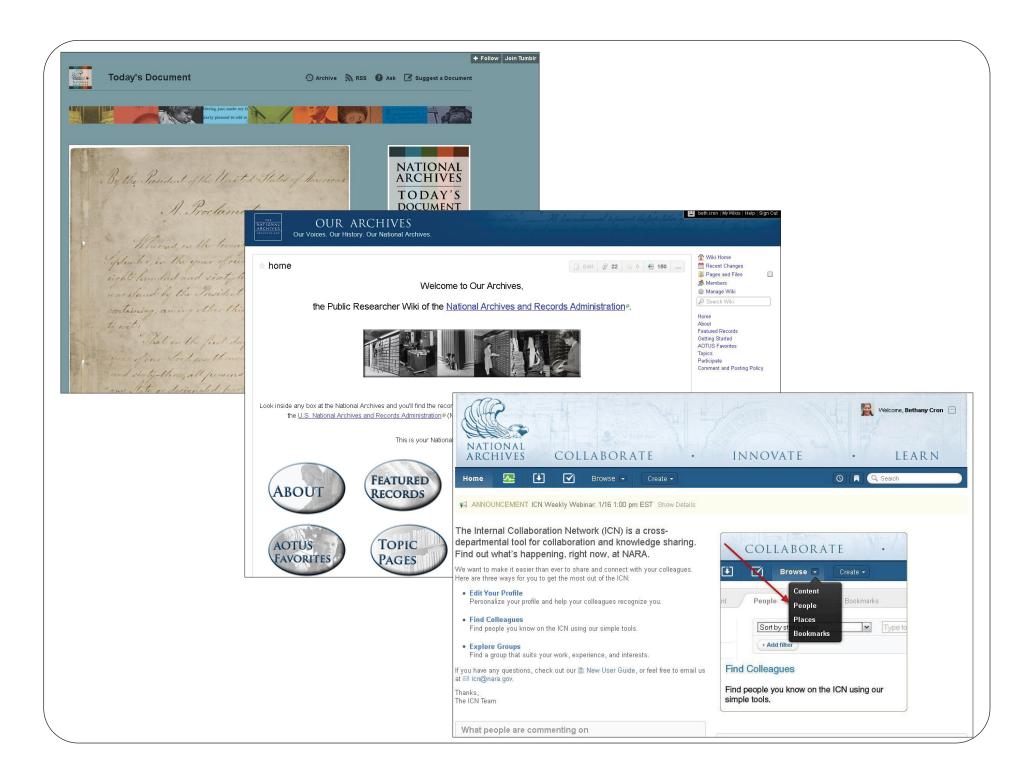
Social Media at NARA

- Citizen Archivist Dashboard
- Facebook
- Foursquare
- Flickr
- Historypin
- Ideascale
- Storify
- Tumblr
- Twitter
- Ustream
- YouTube



Web 2.0 @ the National Archives

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National Archives at Chicago	f
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National Archives at Philadelphia	f
National Archives at Riverside	ft



Background on NARA

 NARA is responsible for ensuring the proper management of all government records



Federal Records Act (FRA)

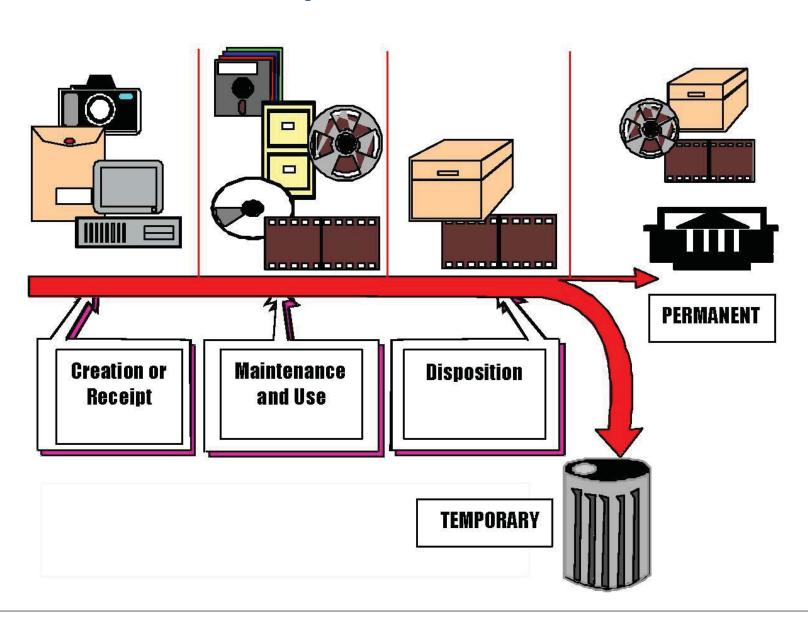
(44 U.S.C. Chapter 31)

• Gives the Archivist of the United States the authority to provide guidance and assistance on the management of records



Staff at the Lenexa, Kansas, Federal Records Center transport records for scheduled disposal. (Photo by Darryl Herring)

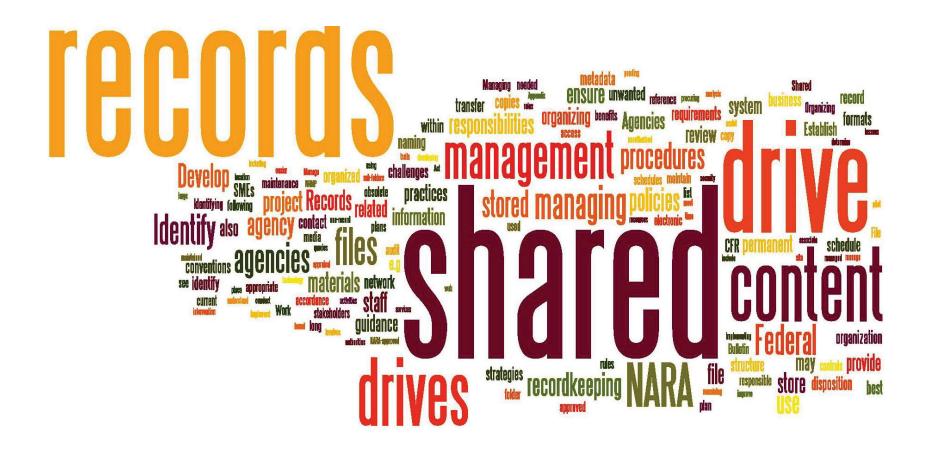
Records Lifecycle



Office of Chief Records Officer



Records Management Policy Section



NARA Requirements in Bulletins



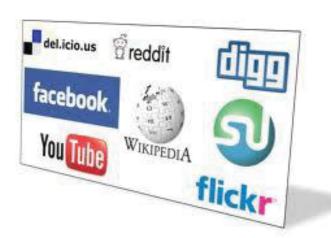
National Archives Building Washington, DC



Archives II College Park, MD

NARA Bulletin: Guidance on Managing Records in Web 2.0 & Social Media Platforms

- Expands on NARA's existing web guidance
 - Implications of Recent Web Technologies for NARA Web Guidance
 - NARA Guidance on Managing Web Records
- Not intended to provide agencies with model schedules or step-bystep guidance



Defining Federal records

The Federal Records Act (44 U.S.C. 3301) defines
Federal records as any material that is recorded,
made or received in the course of Federal business,
regardless of its form or characteristics, and is
worthy of preservation.

Defining social media records

If any answers are **YES**, then content is likely a record:

Is the information unique and not available anywhere else?

Does it contain evidence of an agency's policies, business, mission, etc.?

Is this tool being used in relation to the agency's work?

Is use of the tool authorized by the agency?

Is there a business need for the information?

Framing the issues

- Recordkeeping
- Identification of records
- Implementation of records schedules
- Capture
- Content management
- Personally identifiable information
- Public expectations
- Content in multiple places
- Ownership and control of data

Addressing Records Management Challenges

Policy

Records Scheduling

Preservation

Policy

- Areas to consider include:
 - Identifying records
 - Defining ownership
 - Terms of service (TOS)
 - Communicating policies
 - Monitoring use and value
 - Monitoring changes to TOS



Social Media Guidelines and Best Practices



CDC Twitter Profiles

Purpose

This document is designed to provide guidance (CDC) employees and contractors on the use of currently participates. CDC encourages the strinformation and engage with individuals and page.

Background

Twitter is a real-time information network used businesses to share information, commentary, social media content. Launched in July 2006, I made up of 140 characters or less, called twee message, mobile websites, audio, Twitter's we applications. Twitter has an estimated 200 mill a day, and the service handles over 1.6 billion of commonly used Twitter terms.

CDC has a robust and growing Twitter present profiles connecting followers with information of

Please refer to the <u>CDC Enterprise Social Med</u> for guidance on use of social media for work-requirements on use of social media in an office

Communications Strategy

Twitter and other social media tools are intend health communications program or project dev Director of Communication Science (ADCS) in (HCSO) of CDC's National Centers, Institutes,

Clearance and Approval

- 1. New Accounts: As per the CDC Enterprise
 - All new Twitter accounts must be c
 The Office of the Associate Director
 - The Office of the Associate Director least 5 days prior to the launch of the to <u>socialmedia@cdc.gov</u>.
 - Security approval is required from to Officer (OCISO). Please contact yo (ISSO) for additional information on
 - A Privacy Impact Assessment mus Officer.

CDC Twitter Guidelines and Best Practices



DEPARTMENT OF HEAL CENTERS FOR DISEASE DIVISION OF NEWS U.S. Department of State Foreign Affairs Manual Volume 5-Information Management

5 FAM 790 USING SOCIAL MEDIA

(CT:IM-110; 06-10-2010) (Office of Origin: IRM/BMP/GRP)

5 FAM 791 SCOPE

(CT:IM-110; 06-10-2010)

- a. Social media consist of a variety of digital technologies t interaction among individuals who use the tools. Social individuals to post their own content to Web sites access comment on, rate and/or tag content that others have p distributed media files; dynamically develop software ap interact in simulated learning, gaming and trading envir in online conversations; and observe the interactions of
- Social media provide an important means for the Depart lead role in conduct of U.S. foreign policy. This subchap guidance for accessing and using social media to:
 - (1) Conduct internal and external collaboration within between the Department and other Federal Gover
 - Conduct diplomatic activities with non-U.S. Govern organizations and individuals on controlled-access are not available to the general public;
 - (3) Use for official consular, public affairs and public d activities on Web sites that are available to the ge
 - (4) (Use for engaging in activities that are of official of Department.

The provisions of this subchapter apply to all Department p users of Department systems, including Foreign Service (FS Civil Service (CS) employees, employees abroad including I staff (LE staff), and contractors performing duties under the Department of State.

5 FAM 791.1 Authorities

(CT:IM-110; 06-10-2010)

The following authorities are in addition to those listed in 5

POLICY

POLICY



EPA Classification No.: CIO 2184.0	CIO Approval Date: 06/20/2011
CIO Transmittal No.: 11-0006	Review Date: 6/2014

Issued by the EPA Chief Information Officer, Pursuant to Delegation 1-19, dated 07/07/2005

SOCIAL MEDIA POLICY

1. PURPOSE

This policy establishes the principles for the use of social media at EPA. For purposes of this policy, "social media" is a term for a wide-spectrum of user-driven content technologies.

2. SCOPE AND APPLICABILITY

This policy applies to EPA employees, contractors, and other personnel acting in an official capacity on behalf of EPA when using social media for official EPA purposes on the Intranet and the Internet, whether such use occurs on the EPA Website or third-party sites.

This policy does not apply to EPA employees using social media tools for personal use while using government-owned office equipment; such use is covered by EPA Order 2100.3 A1, "Limited Personal Use of Government Office Equipment Policy."

This policy does not apply to EPA employees using social media in their personal capacities; however, employees are always required to follow the Standards of Ethical Conduct and the Hatch Act

This policy does not supersede or replace existing legal responsibilities and policies in effect.

3. AUDIENCE

5

The audience for this policy includes any EPA employee, contractor, or other person who uses social media on behalf of EPA.

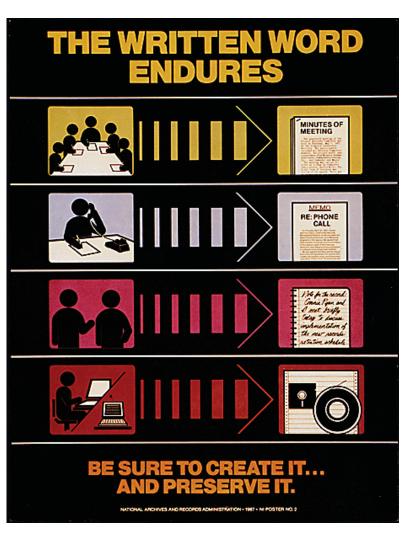
4. BACKGROUND

Much like the Internet transformed information during the 1990's, social media is a 21st century phenomenon that offers a new and constantly emerging range of opportunities for networking, collaborating, and information-sharing. EPA is using social media tools to create a more effective and transparent government, to engage the public and EPA's partners, and to facilitate internal collaboration. Social media provides another set of tools to help EPA accomplish its mission.

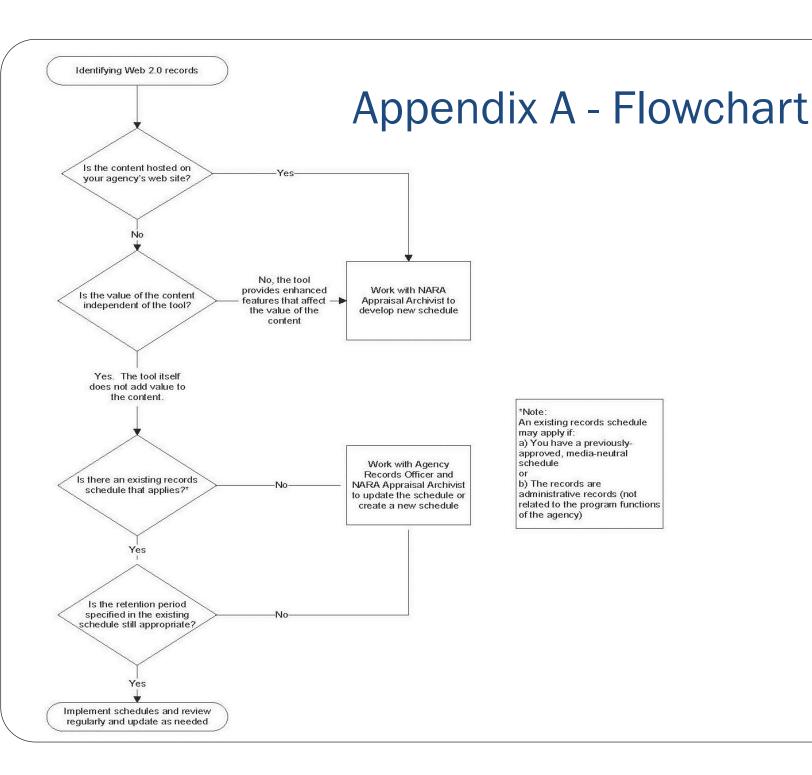
The benefits of using social media in support of EPA's mission include increased ability for the Agency to engage and collaborate with partners, notably the American public. With the benefits and opportunities of social media come risks for security and privacy. It is important that EPA weigh both the benefits and the risks before using social media tools. In addition, there are legal issues and federal requirements that are unique to the government, such as privacy, Section 508 compliance (accessibility), records management, procurement rules, and staff participation on external sites that directly impact EPA employees' use of social media tools. EPA will use these tools only in support of

Page 1 of 6

Records Scheduling



- Agencies must create new schedules or apply existing disposition authorities considering:
 - Use and functionality
 - Any enhanced processes, functionality, added metadata, or other features



Department of State - DipNote Blog

DispAuthNo: New item.

b DipNote Blog Page. Contains information (textual, audio, video) intended to give the public a chance to become active participants in a community focused on world issues. It allows on-line questions and discussion, offers a behind the scene look at the Department, and an official forum for exchanging ideas Department employees are also invited to tell their stories and share their experiences.

Disposition: PERMANENT. Cutoff and transfer to the National Archives at the end of each calendar year. Initial transfer in 2011 will include the 2010 postings and archived blog postings for 2007-2009. All subsequent yearly transfers will only include postings from the previous calendar year. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance for web records in effect at the time of transfer.

DispAuthNo: New item.

Preservation

- Capture strategies include:
 - Using web crawling software
 - Using web capture tools to create local versions of sites and migrate content to other formats
 - Using platform APIs
 - Using RSS Feeds, aggregators, or manual methods























Agency responsibilities with contractors and third parties



Pinterest

Q. Federal Records: Agency acknowledges that use of Pinterest's Services may require management of Federal records. Agency and user-generated content may meet the definition of Federal records as determined by the agency. If Pinterest holds Federal records, the Agency must manage Federal records in accordance with all applicable records management laws and regulations, including but not limited to the Federal Records Act (44 U.S.C. chs. 21, 29, 31, 33), and regulations of the National Archives and Records Administration (NARA) at 36 CFR Chapter XII Subchapter B). Managing the records includes, but is not limited to, secure storage, retrievability, and proper disposition of all Federal records including transfer of permanently valuable records to NARA in a format and manner acceptable to NARA at the time of transfer. The Agency is responsible for ensuring that it is compliant with applicable records management laws and regulations through the life and termination of its use of the Services.

December 20, 2012

Background

June 2011: <u>GAO Audit 11-605</u>, "Social <u>Media: Federal Agencies Need Policies and Procedures for Managing and Protecting Information They Access and Disseminate"</u>

Archivist: NARA will develop "guidance on effectively capturing records from social media sites and ... best practices."

June 2011	SOCIAL MEDIA
	Federal Agencies Need Policies and Procedures for Managing and Protecting Information They Access and Disseminate
GAO-11-605	G A O

Social media use in Federal agencies

- GAO 11-605 areas of concern:
 - Management of Federal records
 - Privacy
 - Security

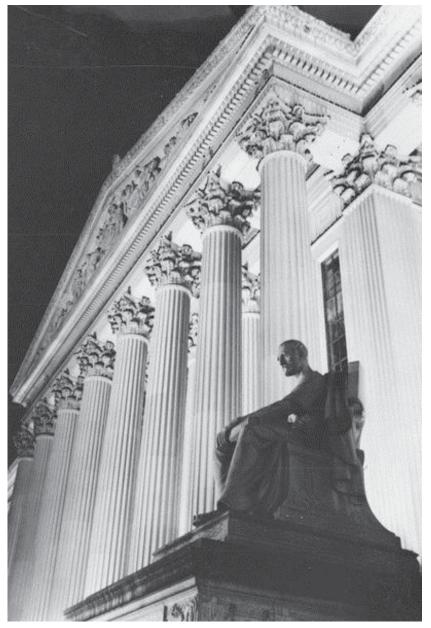
2011 RMSA reported only 50% of responding agencies had policies and procedures

Upcoming NARA Bulletin and White Paper

- Builds on NARA's Guidance on Managing Records in Web
 2.0/Social Media Platforms
- Provides additional guidance and best practices for capturing records
- Serves as another step to address concerns raised in the GAO Audit

Agency Forum

- Attended by web managers and RM staff from selected agencies
- Three agencies presented
- Only a few examples could be classified as "best practices"



Photograph of the National Archives Building at Night at the Pennsylvania Avenue Entrance, 1972

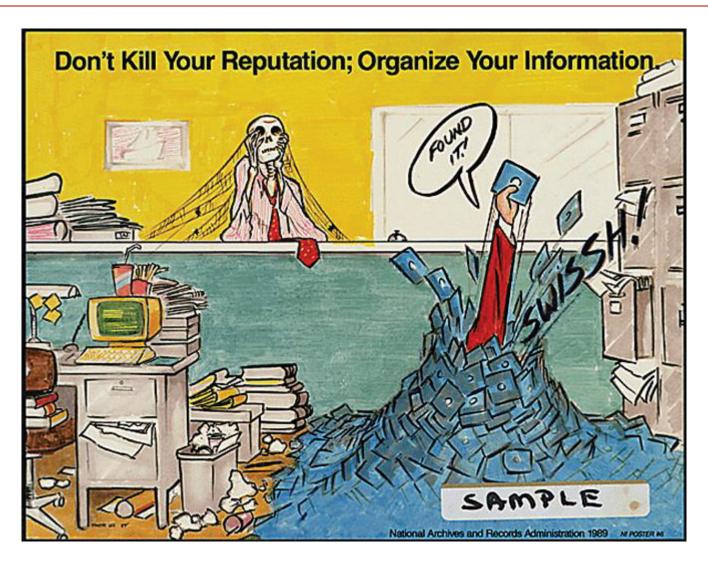
Current tools and methods for capture

Backupify Hootsuite ThinkUp Ask vendor Ohmygov.com directly for PDF/A content Export in CSV Copy and paste Print and file format into a word doc Flickr API

Examples of Agency Policies

Agency	Social Media Policies	Social Media in Use	Excerpts from Social Media Policies
Centers for Disease Control	CDC Social Media Tools, Guidelines and Best Practices Twitter Guidelines and Best Practices Facebook Guidelines and Best Practices	Facebook, Twitter, YouTube, LinkedIn	"9. Establish a Records Management System: Set-up a system to keep track of your Twitter posts, @replies, retweets and mentions to comply with Federal guidelines for records management and archiving." (Twitter Guidelines p.4) "Records Management. All Facebook page administrators must establish a system to collect all Facebook posts, comments, fan posts, events, and hidden posts (spam) to comply with Federal guidelines for records management and archiving. Any comment removed for violating the CDC commenting policy must be recorded and archived prior to deleting." (Facebook Guidelines p.2)
Department of State	Using Social Media	Facebook, Twitter, YouTube, Flickr, Tumblr, blog, Google+, RSS feeds	"(9) Records in social media sites must be copied or otherwise captured and maintained with related records, unless the site has a record management application that can manage the records throughout its lifecycle. Nonrecord content consisting of duplicate information which is maintained in other department recordkeeping systems (original recordkeeping copy is maintained in accordance with its records disposition schedule), and transitory records do not need to be archived and may be deleted when no longer needed." (p.11)
Smithsonian Institution	Electronic Records: Recommendation for Preservation Formats The Smithsonian: Using and Archiving Facebook	Facebook, Twitter, YouTube, Flickr, Pinterest, Virtual World, blog	For text, video, audio, and other files: "In accordance with best practices, SI Archives prefers to preserve transferred electronic records in the formats described in the table below." (Electronic Records p.5) "We created PDF/A capture of Facebook pages." (The Smithsonian: Using and Archiving Facebook)

Best practices for records management



Building a Foundation

- Institute a working group
- Apply the definition of a Federal record
- Review existing records retention schedules



Construction of the Foundation for the National Archives Building, September 1, 1932

Tools and Methods

- Evaluate and test available tools
- Consider using tools with transparent processes
- Use built-in export capabilities
- Use APIs to create customized tools
- Ask the platform provider for social media content



Implementation

The Archivist's Code

The archivist has a moral obligation to society to preserve evidence on how things actually happened and to take every measure for the physical preservation of valuable records. On the other hand he has an obligation not to commit funds to the housing and care of records that have no significant or lasting value.

The archivist must realize that in selecting records for retention or disposal he acts as the agent of the future in determining its heritage from the past. Therefore insofar as his intellectual attainments experience and judgment permit he must be ever conscious of the future's needs making his decisions impartially without taint of ideological political or personal bias.

The archivist must be watchful in protecting the integrity of records in his castedy. He must guard them against defacement alteration or theft, he must protect them against physical damage by fire or excessive exposure to light, damp, and dryness, and he must take care to see that their evidentiary value is not impaired in the normal course of rehabilitation arrangement, and use

The archivist should endeavor to promote access to records to the fullest extent consistent with the public interest, but he should carefully observe any established policies restricting the use of records. Within the bounds of his budget and opportunities he should work unremittingly for the increase and diffusion of knowledge making his documentary hiddings freely known to pilipsion of knowledge making his documentary hiddings freely known to pilipsion when the proposal consultation.

The arrhivist should respond courteeasty and with a spirit of service to all proper requests but he should not waste time responding in detail to proclass or unreasonable inquiries. He should not place unnecessary obtacles in the way of these who would use the records but rather should be whatever he can to spare their time and ease their work. Obviously, he should not idly discuss the work and findings of one searcher with another, but where duffication of research effort is apparent he may properly inform one searcher of the work of another.

The archivist should not profit from any commercial exploitation of the records in his custody, nor should be withhold from others any information he has gained as a result of his archival work in order to carry out private professional research. He should however, take every legitimate advantage of his favored situation to develop his professional interests in historical or other research.

The arrhinist should freely pass on to his professional colleagues the results of his own or his organizations research that add to the body of archived knowledge. Likewise, he should then to his successors a true account of the records in his custody and of their proper organization and arrangement.

General Geraicus Administration

Dayne C. From

- Incorporate specific language into TOS
- Delegate roles and responsibilities for capture
- Provide training for staff
- Provide centralized guidance
- Share your lessons learned

Examples of social media capture tools and methods

Backup products

Web crawlers



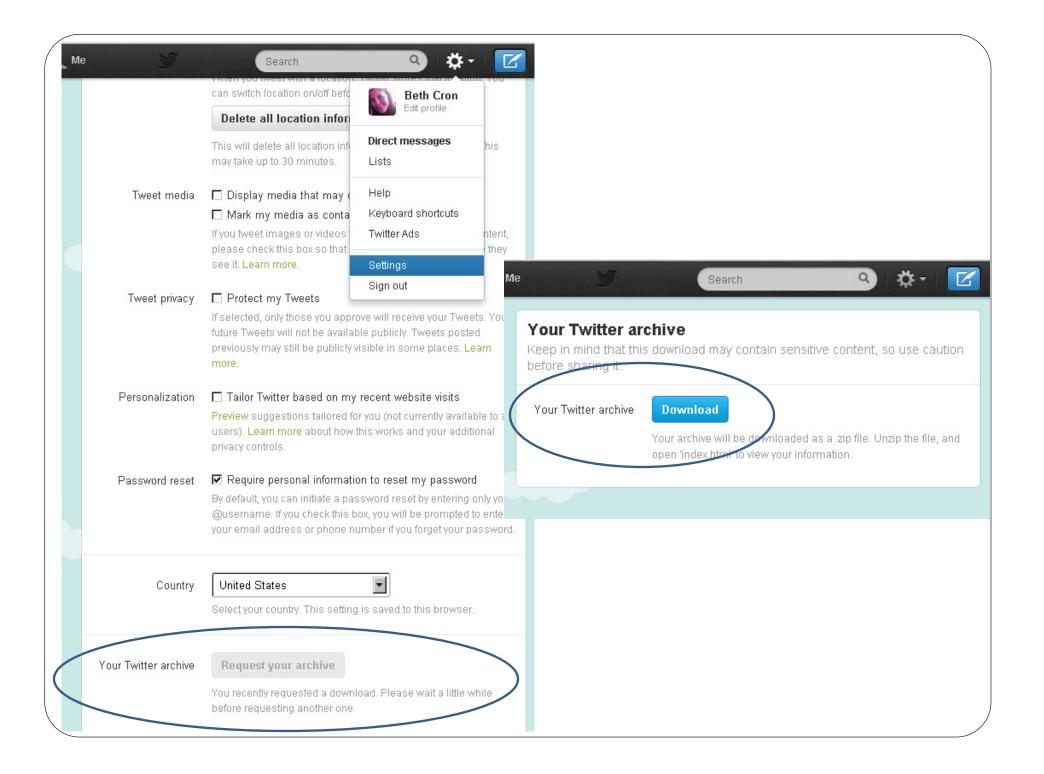




It is the agency's responsibility to determine if the tools and methods are adequate for preservation purposes.

Table of available tools and software

Provider	Paid Service	Product Description & Use Cases	Platforms Able to Capture	Method of Capture	Notes	Examples
Hootsuite	Freeup to 5 accounts Pro \$9.99/month	Provides a social media dashboard for managing multiple accounts. Users can spread messages across networks, monitor keyword mentions in streams, and track results with built-in click-through stats and integrated Google Analytics.	Twitter	Archived Messages is an optional addon on for the HootSuite Pro Plan. Twapperkeeper, now part of Hootsuite, archives tweets.	First 100 messages are archived for free and starting at \$10/month for additional levels. Available from GSA's Apps.gov	
If this, than that		Users give ittt tasks by putting one channel's trigger together with another channel's action. Tasks are executed every 15 minutes and can be turned on or off and shared with others.	Twitter, Facebook, weather forecasts, email, etc.		Limited channels	
<u>Iterasi</u>	Contact provider	Subscription service to create web archives for the corporate, legal and government industries. It includes data available requiring authentication such as direct messages on Twitter and messages on Facebook.	Twitter, Facebook, LinkedIn	Web crawlers capture entire sites or individual pages on-demand or on a regular schedule. Can also capture contents of RSS feeds (e.g., blogfeeds, Twitter). The "Page Notary Tool" captures any webpage, even those password or firewall protected.		
LiveOffice	Contact provider	Social Archives service offered by Symantec is part of the larger LiveOffice software package.	Twitter, Facebook, LinkedIn	Captures social media content in a centralized repository	Only available with <u>LiveOffice</u> AdvisorMail	
<u>Memento</u>		Memento, an LC-funded project run by Los Alamos National Laboratory and Old Dominion University, proposes a technical framework for integrating current and past Web.	Web sites	Firefox plug-in retrieves web captures from the Internet Archive from a specified date and time.		



Download Your Information

Get a copy of what you've shared on Facebook.

Easily download and browse through a personal archive of your Facebook photos, posts and messages. Learn more about downloading a copy of your information.



What's in your archive?

- · Photos or videos you've shared on Facebook
- Your Wall posts, messages and chat conversations
- Your friends' names and some of their email addresses

(Note: We'll only include email addresses for friends who've allowed this in their account settings.)

What's not in your archive?

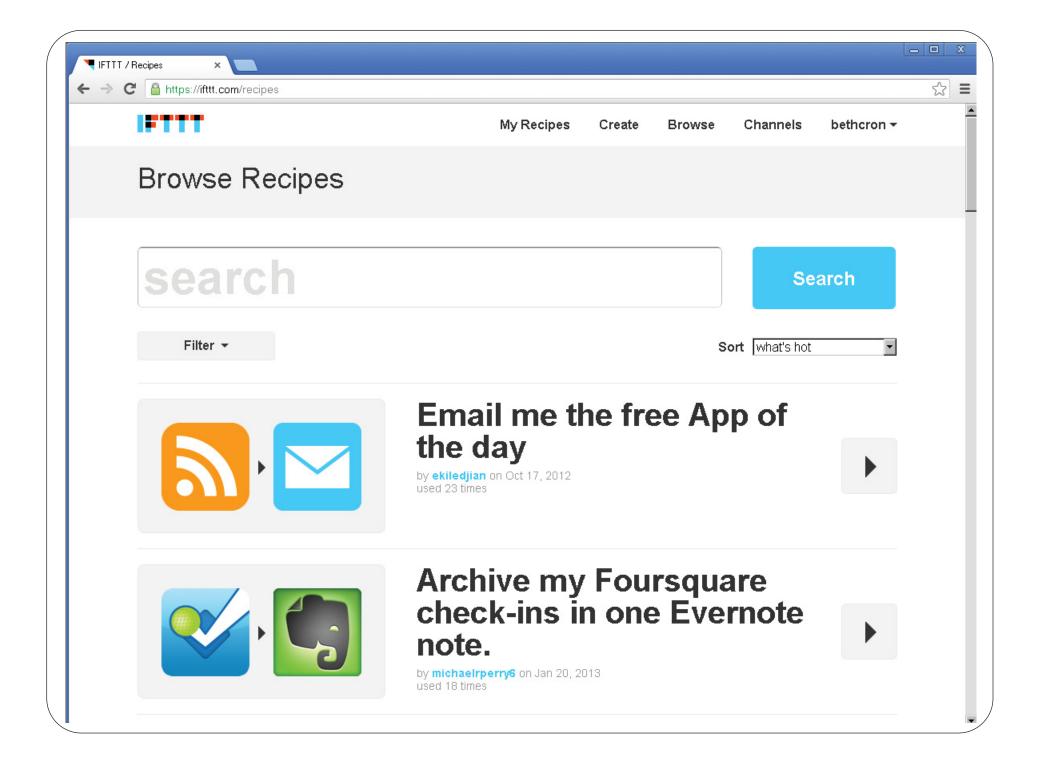
- Your friends' photos and status updates
- Other people's personal info
- Comments you've made on other people's posts

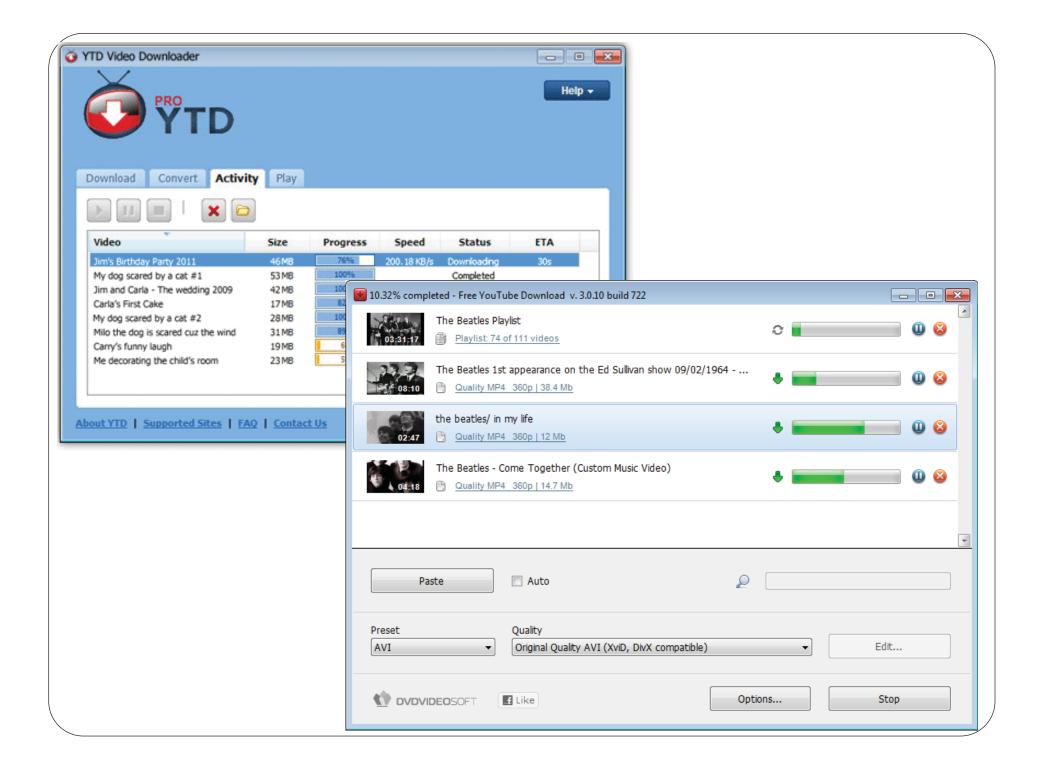
You can also download an expanded archive to see more about your account history. Learn what's included.

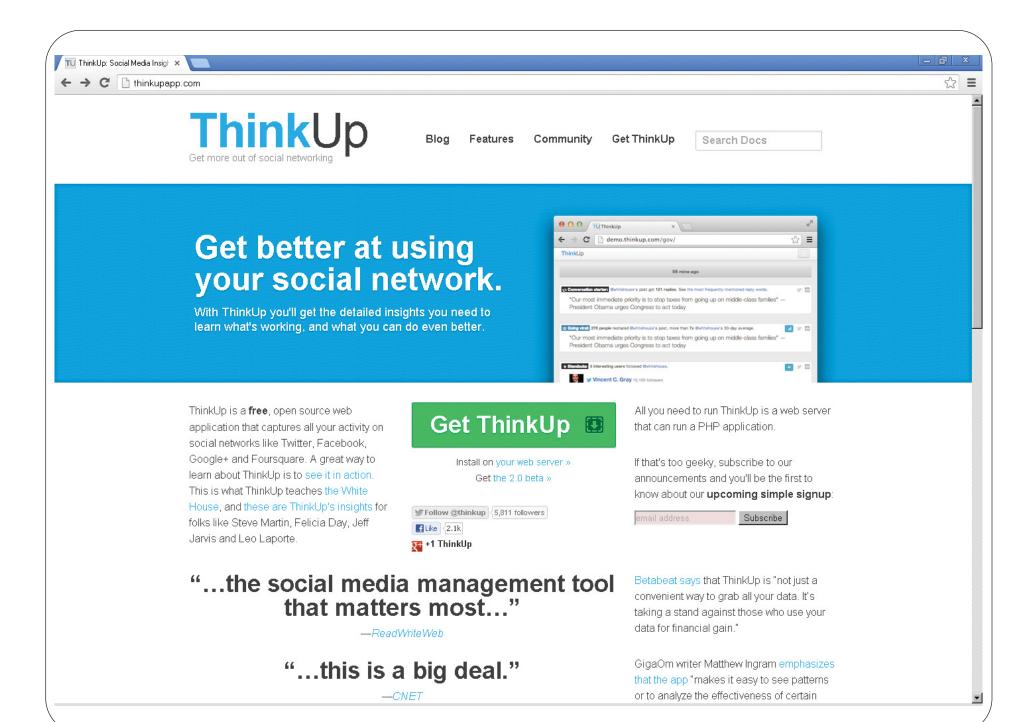
Caution: Protect your archive

Your Facebook archive includes sensitive info like your private Wall posts, photos and profile information. Please keep this in mind before storing or sending your archive.













Related activities at NARA

- Implementing the goals of the <u>Managing Government Records</u>

 <u>Directive</u>
- Updating the transfer guidance with additional acceptable formats
- Revising General Records Schedules to incorporate web records
- Working to investigate automated technologies to manage diverse collections of digital records



Next steps

- The Bulletin will be published soon
- Follow NARA's Records Express blog for updates
- @NARA_RecMgmt



Questions?

Thank you.

Bethany.cron@nara.gov