

Date: April 30, 2002

To: Records Management Community

From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2002-17: Request for Comment on Proposed NARA Guidance on New Transfer Standards for Electronic Records

See the attached memo from NARA below requesting comments on their proposed guidance on new transfer standards for electronic records. Please let me know by Thursday, May 9, 2002, your three highest priority formats from the list below or other format not listed in which you store permanent records. For Headquarters programs, please send your responses to Jannie Kindred by Wednesday, May 8, 2002, so she can create a consolidated HQ list. I will then consolidate all the information into a Departmental response.

Please let me know if you have any questions on 301-903-3666.