

Numbered Memorandum RM 06-43: "NWM 29.2006 Univ. of Maryland, Center for Information Policy (CIP) report on electronic recordkeeping"

The attached is for information only.

Sharon Evelin  
Departmental Records Officer

cc: FYI IT Council

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-----Original Message-----

Subject: NWM 29 2006 Univ. of Maryland, Center for Information Policy (CIP) report on electronic recordkeeping

August 15, 2006

NWM 29.2006

MEMORANDUM TO FEDERAL AGENCY CONTACTS: University of Maryland (UMD)  
Center for Information Policy (CIP) report on electronic recordkeeping

I am pleased to announce the availability on the NARA website of the University of Maryland (UMD), Center for Information Policy (CIP) report "Best Practices in Electronic Records Management", as well as NARA's review of this report. The CIP report and the NARA review have been posted at <http://www.archives.gov/records-mgmt/initiatives/umd-survey.html>.

The CIP report, issued on December 19, 2005, is based on a survey conducted by CIP of recordkeeping practices in 21 Federal agency offices, two state agencies, and a private sector organization. The survey, which was partly funded by NARA, emphasized electronic recordkeeping in office environments.

NARA believes that this is a significant report dealing with a critical issue for Federal agencies. The NARA review notes that the report presents (a) informative findings on electronic recordkeeping practices, (b) recommendations for improved procedures, and (c) suggestions for useful future research topics. The review also outlines NARA's reservations about the report's recommendations for improved procedures.

If you have any questions about the NARA review of the CIP report, please contact Richard Noble in the Life Cycle Management Division (NWML), at (301) 837-2019 or [richard.noble@nara.gov](mailto:richard.noble@nara.gov).

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Director  
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