



Department of Energy

Germantown, MD 20874-1290

SEP 22 2006

MEMORANDUM FOR: HQS PROGRAM RECORDS OFFICIALS
HQS RECORDS LIAISON OFFICERS

FROM: SHARON A. EVELIN
DEPARTMENTAL RECORDS OFFICER

SUBJECT: NUMBERED MEMORANDUM RM 06-47
HEADQUARTERS RECORDS AWARENESS WEEK

Sharon A. Evelin

September 25-29, 2006 is Headquarters **Records Awareness Week**. Literature and information will be available in various locations at Forrestal and Germantown. On Wednesday, September 27, Records Management personnel will have information booths set up in front of the ERWA store located next to the guard station at the cafeteria entrance in Germantown and on the lower level area near the escalator at Forrestal. Staff will be present from 10:00 a.m. – 2:00 p.m. to answer questions and provide helpful hints on managing records, addressing retention and storage issues, and preserving permanent historical records. Please assist us by encouraging DOE staff to stop by and visit our information booths.

