

United States Government

Department of Energy

Memorandum

DATE: MAY 7

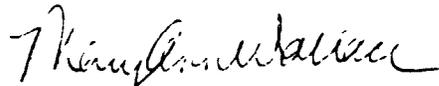
REPLY TO:
ATTN OF: AD-244

SUBJECT: RM 93-2, Proper Storage and Handling of X-rays and Audio/Visual Records

TO: Distribution

Proper storage of medical x-rays is a problem that exists across the Department. A Technical Information Paper on the care and storage of x-rays is being prepared by the National Archives and Records Administration (NARA); however, the release date is yet to be determined. In the interim, the attached guidance has been developed for your information and use from existing documentation and advice from preservation experts at NARA. Also included is some general information on the care and storage of audio/visual and microform records.

Questions on this material may be directed to Sharon Evelin on FTS/commercial (301) 903-3455 or me on FTS/commercial (301) 903-3524.



Mary Ann Wallace, Director
Records Management Division
Office of IRM Policy, Plans,
and Oversight

Attachment

cc:
B. LeFurgy, EH-42