

To: Records Managers

From: Susan Frey

Subject: RM Numbered Memo 2001-33 NARA's BRIDG Meeting Announcement and Summary

Please see the memo below from NARA regarding their upcoming BRIDGE meeting and the meeting summary from the previous meeting.

If you have any questions, please let me know on 301-903-3666.

August 15, 2001

NWM 18.2001

MEMORANDUM TO AGENCY RECORDS OFFICERS: Bimonthly Records and Information Discussion Group (BRIDG) Meeting on September 18, 2001, and June 26, 2001, BRIDG Meeting Summary.

Please mark your calendars for the next BRIDG meeting scheduled on Tuesday, September 18, 2001, from 10:00 a.m. to noon. The topic will be announced soon on NARA's web site at <http://www.nara.gov/records/bridg.html>. The meeting will be held at the Department of Energy Headquarters Building at 1000 Independence Avenue, SW, Washington, DC. The DOE Building is accessible via the Smithsonian Metro stop (Orange and Blue Line access). Take the Independence Avenue exit and walk one block on Independence to the DOE Building. A registration table will be located in the visitors' lobby.

Due to security requirements and limited capacity, an RSVP will be required. To reserve a place for the meeting, please provide your name, telephone number, and number of attendees to Mary Kay Schmidt on 301-713-7110, extension 255, (or email marykay.schmidt@nara.gov), no later than noon on Tuesday, September 4, 2001. The NARA Records Center Program staff will host a Records Center Forum from 9:00 to 9:45 a.m. before the BRIDG meeting to discuss records center issues and answer questions. To register for the Records Center Forum, please contact Wendy Mallory at 301-713-7200, extension 222 (or email wendy.mallory@nara.gov).

A summary of the June 26, 2001, BRIDG meeting is attached. The topic of this meeting was "Agency Priorities and Format Issues Concerning Electronic Records." Please note the list of "Agency Priorities Concerning Electronic Records Issues and Guidance" on pages one and two. We invite you to submit comments on this list and additional suggestions via electronic mail to records.mgt@nara.gov.

We sincerely appreciate that DOE offered to host this event, as the National Archives Building, at 7th and Pennsylvania Avenue, NW, Washington, DC, is currently undergoing renovations. DOE will also host the subsequent BRIDG Meeting at the same location on November 15, 2001. Please mark the date on your calendar.

I look forward to seeing you at the September 18 BRIDG Meeting at the DOE Headquarters Building.

MICHAEL L. MILLER
Director
Modern Records Programs