

Date: June 6, 2002

Memo To: RM Community

From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2002-21: Transmittal of NARA Memo on BRIDG Meetings

Please see the attached memo from NARA regarding the upcoming BRIDG meeting and minutes from the previous meeting. Pass this on as appropriate.

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

From: Merisue D'Achille [mailto:merisue.dachille@nara.gov]
Sent: Wednesday, May 29, 2002 8:28 PM
To: susan.frey@hq.doe.gov
Subject: NWM 12.2002 : Bimonthly Records and Information Discussion Group (BRIDG) Meeting on June 18, 2002

May 29, 2002

NWM 12.2002

MEMORANDUM TO AGENCY RECORDS OFFICERS: Bimonthly Records and Information Discussion Group (BRIDG) Meeting on June 18, 2002, and April 23, 2002, BRIDG Meeting Summary.

Please mark your calendars for the next BRIDG meeting scheduled on Tuesday, June 18, 2002, from 10:00 a.m. to noon. The topic will be an update on the progress of the "Transfer of Permanent Electronic Records to NARA" issue area of the ERM initiative and NARA Updates. The meeting will be held at the Federal Deposit Insurance Corporation (FDIC) Building at 801 17th Street, NW, Washington, DC. The FDIC Building is on the corner of 17th and H streets, one-half block from the Farragut West subway stop (17th Street exit). Once in the building, take the elevator down one flight or walk down stairs.

Due to security requirements, an RSVP will be required. To reserve a place for the meeting, please provide your name, telephone number, agency, and number of attendees to Merisue D'Achille at 301-837-1642, (or email merisue.dachille@nara.gov), no later than noon on Monday, June 17, 2002.

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 301-837-1938 (or email wendy.mallory@nara.gov).

A summary of the April 23, 2002 BRIDG meeting is attached. The topic of this meeting was "Records Management Applications: Needs Analysis and Lessons Learned."

We sincerely appreciate that FDIC offered to host this event, as the National Archives Building, at 7th and Pennsylvania Avenue, NW, Washington, DC, is undergoing renovations.

I look forward to seeing you at the June 18 BRIDG Meeting at the FDIC Building.

MICHAEL L. MILLER
Director
Modern Records Programs