

July 26, 2002

MEMORANDUM TO: DISTRIBUTION

FROM: SUSAN L. FREY /s/
DEPARTMENTAL RECORDS OFFICER

SUBJECT: RM Numbered Memo 2002-24: Transmittal of GAO Report on
INFORMATION MANAGEMENT: Challenges in Managing and
Preserving Electronic Records

The June 2002 report from GAO entitled, "INFORMATION MANAGEMENT: Challenges in Managing and Preserving Electronic Records" was undertaken because of the transition from predominantly paper records to growing quantities of electronic records. GAO was requested to determine the status of the National Archives and Records Administration (NARA) response to the difficulties in managing, preserving, and providing access to electronic records and to review NARA's efforts to acquire an advanced electronic records archiving system.

In the report, GAO recommends that the Archivist "develop documented strategies to raise awareness of the importance of records management programs and for conducting systematic inspections of these programs." In addition, GAO recommends that the Archivist reassess the schedule for acquiring the new archival system.

We are working at Headquarters to increase the awareness of the importance of the records management program, so this is a timely report.

Please review and pass this report on, as appropriate. It is a lengthy report, totaling 83 pages, so electronic viewing is recommended!

Attachment