

DATE: August 19, 2002

MEMORANDUM TO: DISTRIBUTION

FROM: SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER,  
IM-11

SUBJECT: RM 02-28: RECORDS MANAGEMENT GUIDANCE FOR PKI  
SYSTEMS

The attached draft Electronic Records Management Guidance for PKI Systems has been developed by the Federal PKI Steering Committee. The draft is in the final stages of review and comments are due to the Committee by Monday, September 23, 2002. The Committee hopes to present the draft to the Federal CIO Council in early October and, if approved, have NARA issue the document shortly thereafter. Since it is not clear whether NARA will formally coordinate the document prior to issuance, please take this opportunity to review and comment on the draft.

In order to submit comments to the Committee by September 23, please forward your responses to Jay Blewett or Sharon Evelin no later than September 18, 2002. We look forward to your comments and suggestions.

RM-02-28 Distribution:

Anthony Eitreim  
Cathy Marciante  
Dorothy-m Green  
Gail Splett  
Georgette Lane  
Hatch, Karen K. (NEV)  
Karin Brown  
Madeline Wilson  
Meg Milligan  
Adams, Sharon (OAK)

cc: Blewett, Jay; Simmons, Gaynell; Frey, Susan