

Date: December 19, 2001

To: Records Managers

From: Susan Frey, DOE Records Officer

Subject: RM Numbered Memo 2002-08: Transmitting NARA's Memo NWM 04.02  
Vital Records Program Training Sessions

NARA's memo on the Vital Records Program Training Sessions follows. I encourage everyone to take advantage of this training opportunity.

December 7, 2001

**MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION  
RESOURCES MANAGERS: Vital Records Program Training Sessions**

In his memo to heads of agencies after the September 11 attacks (see [www.nara.gov/records/vitalmemo.html](http://www.nara.gov/records/vitalmemo.html)), the Archivist of the United States reminded agencies that they need to have an active disaster preparedness and recovery program for the vital records needed to provide essential government services and protect legal rights. He also announced that the National Archives and Records Administration (NARA) would hold no-cost vital records management training.

I am pleased to provide details on that training in this memorandum. NARA will offer three no-cost special ½ day training sessions in the Washington, DC, metropolitan area that will discuss vital records in general, how to establish and implement a vital records program, and where this program fits in an agency's disaster planning efforts. These sessions will be held on January 22 and 30 and February 7, 2002 and are open to anyone with an interest in or responsibilities for Federal records. The enclosed announcement sheet contains information about the course dates, times and locations, details about the sessions' contents, and registration information. Please register soon to ensure a spot at one of the sessions.

NARA looks forward to working with you to ensure that the vital information needed by our Government is secure and accessible. If you have any questions, please email either of the addresses indicated on the announcement.

**MICHAEL L. MILLER**  
Director  
Modern Records Programs

