

Date: October 10, 2002

To: Records Management Community

From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2003-01: Transmitting NARA Memo on Expanding Acceptable Transfer Formats: Transfer Instructions for Email with Attachments

Please see the following memo from NARA with attachment regarding NARA's interim guidance on transferring permanent email with attachments to the National Archives. This guidance was developed by a working group comprised of several agencies, including DOE. While we have concerns about some of the technical aspects of this guidance, it will enable agencies to transfer email records to NARA in formats other than ASCII.

Please review this document and send it to all appropriate staff, including the Information Technology e-mail staff members.

NWM 24.2002

September 30, 2002

MEMORANDUM TO AGENCY RECORDS OFFICERS: Expanding acceptable transfer formats: Transfer Instructions for Email with Attachments

As part of the President's Management Agenda NARA and its partner agencies are engaged in the Electronic Records Management E-Gov initiative. One component of this initiative is designed to expand the number and types of electronic records formats NARA will accept for deposit in the National Archives of the United States.

This memo transmits NARA's Interim Guidance on transferring permanent email with their attachments to the National Archives of the United States. It supplements existing guidance in 36 CFR 1228.270 for transferring existing electronic records. This guidance applies to email with attachments that can be exported from an email system in a standard markup language or in their native format. This guidance will remain in effect for an agency for as long as that agency maintains its current email system. Future email systems will be covered by the Design Requirements to be issued by NARA at a future date.

If you have any questions, please contact the Life Cycle Management Division archivist assigned to work with your agency or the Electronic and Special Media Records Services Division (301-837-3420).

MICHAEL KURTZ
Assistant Archivist
Office of Records Services * Washington, D.C.