

Date: January 27, 2003  
To: HQ RLOs  
From: Susan Frey  
Subject: RM Numbered Memo 2003-04: NWM 06.2003 Vital Records Program Training Session

Please see the following memo with attachment from NARA regarding a free, ½-day Vital Records training session to be held in Washington, DC on Wednesday, February 19, 2003.

Please share this information as appropriate.

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

**From:** Deborah Armentrout [mailto:deborah.armentrout@nara.gov]  
**Sent:** Monday, January 27, 2003 10:40 AM  
**To:** Frey, Susan  
**Subject:** NWM 06.2003 Vital Records Program Training Session

January 27, 2003

NWM 06.2003

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

I am pleased to announce that the National Archives and Records Administration (NARA) will again hold, at no cost, a special ½ day vital records management training session in Washington, DC. Speakers will discuss vital records in general including how to establish and implement a vital records program and where this program fits in an agency's disaster planning efforts.

This vital records training session was given three times during FY 2002. Due to its importance and continued requests from records officers, we are offering it again from 9:00 am to 12:30 pm on Wednesday, February 19, 2003, at the Department of Agriculture's (USDA) Jefferson Auditorium, 14th and Independence Avenue, SW, Washington, DC.

The enclosed announcement sheet contains information about the briefing, including details about the session's contents, directions to the location, and registration information. The session is open to anyone with an interest in or responsibilities for

Federal records. Please register soon to ensure a place in the class. Security measures dictate that registration be closed at 9:00 am on Tuesday, February 18, 2003.

To register, please email Nancy Fortna at [nancy.fortna@nara.gov](mailto:nancy.fortna@nara.gov) or Kitty Carter at [kitty.carter@nara.gov](mailto:kitty.carter@nara.gov). Please include your name, telephone and fax numbers, agency name, and email address.

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 in the announcement.

**HOWARD P. LOWELL**

Acting Director

Modern Records Programs