

Date: January 29, 2003

To: RM Community

From: Susan Frey

Subject: RM Numbered Memo 2003-05: Comments Requested on NARA Flexible Scheduling and GRS Strategies Documents

At today's BRIDG meeting, Lou Bellardo, the Deputy Archivist, requested comments on the attached documents: Flexible Scheduling and GRS Strategies. Comments on these documents should be sent to Jay Blewett by 2/5/03 as Lou Bellardo wants all comments in by 2/7/03. These documents are the result of NARA trying to be more responsive to agencies and provide flexibility in scheduling practices. The flexible scheduling and new GRS strategies are not mutually exclusive – we can adopt a mix and match strategy that best meets our needs. They want comments on:

- What will help most
- What won't make much difference
- What is positively harmful
- Any additional ideas not addressed in the documents

In addition, they would like comments on what we like and don't like about the current scheduling process – what works and what doesn't work. These comments are due to Jay by 2/12/03. This is a good opportunity for us to comment on these documents, so please forward them to any appropriate staff members.

Also attached is a presentation that is available to use in briefings to Program Managers. Please feel free to adapt it and use it as needed.

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

**From:** Deborah Armentrout [mailto:deborah.armentrout@nara.gov]

**Sent:** Saturday, January 18, 2003 8:13 AM

**To:** Frey, Susan

**Subject:** NWM 05.2003 Bimonthly Records and Information Discussion Group (BRIDG) Meeting on January 29, 2003

January 17, 2003

NWM 05.2003

**MEMORANDUM TO AGENCY RECORDS OFFICERS:** Bimonthly Records and Information Discussion Group (BRIDG) Meeting on January 29, 2003.

Please mark your calendars for the next BRIDG meeting that is scheduled for Wednesday, January 29, 2003 from 9a.m. to 12a.m at the Office of Thrift Supervision, 1700 G Street NW (Farragut West metro stop). The topic will be an update on NARA's Records Management Initiatives, focusing on strategies to improve the scheduling process. We are looking for your comments and questions on the strategies described in the attached letter and supporting documents.

To reserve a place for the meeting, please provide your name, telephone number, agency, and number of attendees to Jean Cooke at 301 837-1609 (or email [jean.cooke@nara.gov](mailto:jean.cooke@nara.gov)), no later than noon on Monday, January 27th.

**HOWARD P. LOWELL**  
Acting Director  
Modern Records Programs