

Date: February 27, 2003

From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2003-06: Nominations for Archivist Achievement Award in Records Management

Please see the memo from NARA below for information about an award that they will present at this year's RACO conference in May, 2003. If you have a Federal records management program or activity that you would like to nominate, I encourage you to submit the information to me by COB March 12, 2003. I'll forward to NARA Departmental nominations. We are doing lots of great things at the Department and it would be wonderful to be recognized.

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

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

Sent: Monday, February 24, 2003 6:57 AM

To: Frey, Susan

Subject: NWM.08 2003 RACO 2003, Nominations for Archivist Achievement Award in Records Management

February 20, 2003

NWM.08 2003

MEMORANDUM TO AGENCY RECORDS OFFICERS, INFORMATION TECHNOLOGY MANAGERS, AND CHIEF INFORMATION OFFICERS: RACO 2003, Nominations for Archivist Achievement Award in Records Management

I am pleased to announce that the National Archives and Records Administration will present a new Archivist's Achievement Award in Records Management at our annual records administration conference, RACO 2003, on Tuesday, May 13, at the International Trade Center-Ronald Reagan Building, in Washington, DC. The awards will recognize outstanding records management programs or activities in a Federal agency and will also provide a way for agencies to learn about noteworthy records activities, which can be used as models for similar undertakings in other organizations.

To assist NARA in identifying noteworthy nominees, please submit nominations that you think represent outstanding records management activities. Award selections are made based on

evaluations of the nominations received by NARA. You may nominate any Federal entity deserving of special recognition, including your own agency.

Please submit your nomination directly to NARA and provide the name of the agency and/or program being nominated; an agency contact; a brief description of the agency's achievement in records management; documentation that supports your nomination; and your name, telephone number, address, and email address.

We must receive all required information no later than March 15, and it may be submitted by mail, fax, or email to Nina Frederick, National Archives and Records Administration, Life Cycle Management Division, NWML, Room 5320, 8601 Adelphi Road, College Park, MD 20740. Fax: 301-837-3699. Email: nina.frederick@nara.gov.

If you have any questions or need additional information, please contact Nina Frederick at 301-837-1718 or by email.

Additional information about RACO 2003, including conference registration information, is available at the NARA web site at www.archives.gov/records_management/training/raco2003.html. We will periodically update this site, as more information becomes available.

I look forward to seeing you at RACO 2003.

Sincerely,

HOWARD P. LOWELL
Acting Director
Modern Records Programs