

Date: April 10, 2003  
To: Records Management Community  
From: Susan L. Frey  
Departmental Records Officer  
Subject: RM Numbered Memo 2003-10: Transmittal of NARA's Memo on Expanding Acceptable Transfer Formats: Transfer Instructions for Records in PDF

Attached is NARA's memo on their new transfer instructions for records in PDF. Please review this interim guidance and pass it on to all appropriate staff.

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

**From:** Deborah Armentrout [mailto:deborah.armentrout@nara.gov]  
**Sent:** Monday, March 31, 2003 12:58 PM  
**To:** Frey, Susan  
**Subject:** NWM 11.2003 Expanding acceptable transfer formats: Transfer Instructions for Records in PDF

NWM 11.2003

March 31, 2003

**MEMORANDUM TO AGENCY RECORDS OFFICERS:** Expanding acceptable transfer formats: Transfer Instructions for Records in Portable Document Format (PDF).

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 records in PDF to the National Archives of the United States. It supplements existing guidance in 36 CFR 1228.270 for transferring existing electronic records.

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).

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