

Date: June 6, 2003  
To: RM Community  
From: Susan L. Frey, Departmental Records Officer  
Subject: RM Numbered Memo 2003-11: Request for Comment on NARA Strategic Plan

Please see the memo from NARA below soliciting input on their proposed Strategic Plan. I will attend the upcoming BRIDG meeting and will present Departmental comments at that time.

Please send this to any appropriate staff and then present a consolidated response to this Office. All HQ comments should be forwarded through Jannie Kindred, [jannie.kindred@hq.doe.gov](mailto:jannie.kindred@hq.doe.gov) by Friday, June 13, 2003 for consolidation. All consolidated field comments, as well as the consolidated HQ comments, should be sent to Jay Blewett, [jay.blewett@hq.doe.gov](mailto:jay.blewett@hq.doe.gov) by noon, Tuesday, June 17, 2003 for our review.

Thank you very much. Please let me know if you have any questions on 301-903-3666.

Thanks, **Su**  
Departmental Records Officer  
301-903-3666

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

**From:** RM Communications [mailto:RM.Communications@nara.gov]  
**Sent:** Monday, June 02, 2003 1:20 PM  
**To:** Evelin, Sharon; Frey, Susan  
**Subject:** NWM 18.2003 Bimonthly Records and Information Discussion Group (BRIDG) Meeting on June 19, 2003

June 2, 2003

NWM 18.2003

**MEMORANDUM TO AGENCY RECORDS OFFICERS:** Bimonthly Records and Information Discussion Group (BRIDG) Meeting on June 19, 2003

Please mark your calendars for the next BRIDG meeting that is scheduled for Thursday, June 19, 2003. The meeting will be in Room 105 of the National Archives Building, 700 Pennsylvania Avenue NW beginning at 10AM and lasting approximately until noon.

NARA is in the process of updating its Strategic Plan and needs your help. We want to be sure that we address your concerns and needs in this revision. Deputy Archivist Lewis J. Bellardo will discuss changes we have made thus far to the plan and take your comments and questions. The draft plan is available for review on NARA's web site at [http://www.archives.gov/about\\_us/strategic\\_planning\\_and\\_reporting/2003\\_strategic\\_plan\\_draft.html](http://www.archives.gov/about_us/strategic_planning_and_reporting/2003_strategic_plan_draft.html).

In addition, Dr. Bellardo will provide an update on NARA's current activities to improve Federal records management in the areas of scheduling and appraisal.

To reserve a place for the meeting, please provide your name, telephone number, and agency via email to [RM.Communications@nara.gov](mailto:RM.Communications@nara.gov), no later than noon on Monday, June 16, 2003. You may reserve places for several staff in the same email, but for security purposes we must have each individual's name.

The NARA Records Center Program staff will host a Records Center Forum from 9 to 9:45 AM before the BRIDG meeting to discuss records center issues and answer questions. To register for the Records Center Forum, please contact your Records Center Account Representative or Kristin Soter at 301-837-1640 or via email [kristin.soter@nara.gov](mailto:kristin.soter@nara.gov).

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