



National Archives and Records Administration

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MEMORANDUM TO AGENCY COMMENTERS

I wanted to take this opportunity to thank you for the thoughtful comments that you offered earlier in this fiscal year on the proposed *High-Level Requirements for Transferring Future Permanent Electronic Records to NARA*, specific to the e-mail and scanned image formats, as part of the Electronic Records Management (ERM) eGovernment Initiative.

During April through June of this year, my staff considered your comments and produced an analysis of potential alternatives on many salient policy issues that were identified as a result of your comments.

As you are probably aware, there are many other activities with policy ramifications that are currently ongoing at NARA in addition to the ERM Initiative. These include both the Records Management Initiatives (RMI) as well as acquisition activities related to the Electronic Records Archives (ERA).

The issues that have been identified during the analysis of your comments are critically related to these other ongoing activities. I have determined that it is premature to make any final decisions related to the *High-Level Requirements for Transfer* until both the RMI and ERA activities are further along. Tentatively, I will consider re-evaluation of the proposed requirements in late fiscal year 2004. At that time, NARA will work with you to address your comments before we issue any guidance in final form.

Once again, thank you for your thoughtful input. If you coordinated comments from other parts of your agency, please share this message with them. If you have any questions, please contact Mark Giguere at (301) 837-1744.

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