

Date: July 21, 2004
To: RM Community
From: Susan L. Frey
Departmental Records Officer
Subject: RM Numbered Memo 2004-06: Transmittal of NARA Bulletin on
Pre-accessioning Permanent Electronic Records

Below please find NARA's Bulletin on Pre-accessioning permanent electronic records. Distribute this to all interested parties.

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

From: RM Communications [<mailto:RM.Communications@nara.gov>]
Sent: Friday, July 16, 2004 8:30 AM
To: Evelin, Sharon; Frey, Susan
Subject: NWM 21.2004 NARA Bulletin 2004-02. Pre-accessioning permanent electronic records

July 16, 2004

NWM 21.2004

MEMORANDUM TO AGENCY RECORDS OFFICERS: NARA Bulletin 2004-02. Pre-accessioning permanent electronic records

I am pleased to notify you that NARA has issued NARA Bulletin 2004-02, Pre-accessioning permanent electronic records. The bulletin is attached to this announcement and has been posted to the NARA web site
http://www.archives.gov/records_management/policy_and_guidance/bulletins.html.

This bulletin defines what NARA means when discussing pre-accessioning of electronic records with archival value and describes the criteria for determining when pre-accessioning is appropriate.

Please contact the Archival Services Manager, Electronic and Special Media Records Services Division (NWME), at (301) 837-3420 or cer@nara.gov for additional information.

HOWARD P. LOWELL
Director
Modern Records Programs