

Date: October 4, 2004
To: RM Community
From: Susan L. Frey
Departmental Records Officer
Subject: RM Numbered Memo 2005-02: NARA's Request for Comment on Flexible Scheduling Draft Guidance

Please see NARA's memo below and attachment. We are very interested in overhauling our disposition schedules, as appropriate, using these new concepts, so I'm very interested in your comments on this process. Please send your comments to Jay Blewett by COB Friday, 10/22/04, so that we can consolidate them and send them to NARA. If you have field sites, please distribute this memo as appropriate and consolidate comments from your sites.

Please let me know if you have any questions on this process on 3-3666.

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

From: RM Communications [mailto:RM.Communications@nara.gov]
Sent: Thursday, September 30, 2004 3:02 PM
To: Evelin, Sharon; Frey, Susan
Subject: NWM 33 2004 Request for Comment on Flexible Scheduling Draft Guidance

September 30, 2004

NWM 33.2004

MEMORANDUM TO AGENCY RECORDS OFFICERS: Request for Comment on Flexible Scheduling Draft Guidance

As part of NARA's Records Management Initiatives we are seeking agency comments on Flexible Scheduling draft guidance.

The Flexible Scheduling draft guidance (attached below) defines a "big bucket" or large aggregation schedule and flexible retention and outlines considerations for when and when not this scheduling method is appropriate. Finally, the guidance provides steps for an agency to follow to submit a flexible retention schedule to NARA.

We encourage you to submit your comments on this draft guidance by email to RM.Communications@nara.gov by October 29, 2004. Your feedback helps us ensure that NARA's Records Management Initiatives meet the needs of various stakeholders in the Federal records management process.

HOWARD P. LOWELL
Director
Modern Records Programs