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MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Five Fast Track Guidance Products Now Available

We are pleased to announce that the first five Fast Track products have been posted to the NARA Records Management web page at <http://www.nara.gov/records/fasttrak/ftprod.html>. The first round of Fast Track products focused on producing brief documents and checklists that may be used by Agency Records Officers to answer strategic questions asked by CIOs or IT personnel regarding electronic records management and recordkeeping.

The completed products are:

- Context for Electronic Records Management
- What is Electronic Recordkeeping?
- Why Federal Agencies Need to Move toward Electronic Recordkeeping
- Preliminary Planning for Electronic Recordkeeping: Checklist for IT Staff
- Preliminary Planning for Electronic Recordkeeping: Checklist for RM Staff

After you have reviewed these products, we would welcome your comments and suggestions via email to fasttrack@arch2.nara.gov or by fax to 301-713-6852. Please let us know how they could be improved or revised to assist you better. Comments received by February 4, 2000, will be used in our next update of these products.

I'd like to take this opportunity to thank all the members of the Fast Track Guidance Development Project for their hard work and insightful consideration of the issues to make these products possible.

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