



September 17, 1999

NWM 20.99

MEMORANDUM TO AGENCY RECORDS OFFICERS: Pending regulation on agency records centers

The September 15 *Federal Register* contained an Initial Regulatory Flexibility Analysis relating to the proposed Agency Records Centers regulation in the *Federal Register* for public comment. NARA developed this Analysis in response to comments received on the proposed regulation. A copy of the *Federal Register* notice is posted on NARA's web site at <http://www.nara.gov/nara/pubcom.html>.

We welcome your comments on the Analysis. In particular, if your agency has contracts with private sector records centers, we ask that you send the following information to the NARA Regulation Comment Desk to assist us in evaluating the impact of the proposed rule on small businesses.

- Is your contract with a large or small business records center? (Pierce Leahy and Iron Mountain are considered large businesses.)
- Approximately how many cubic feet of your agency's records are stored in commercial records centers? If you use more than one center, it would be helpful to know approximately how many cubic feet are in each center or the range in size of holdings.

By October 15, please send any comments to Regulation Comment Desk (NPOL), Room 4100, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Alternatively, comments may be faxed to 301-713-7270.

Thank you for your cooperation in this matter.

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