

Date: September 18, 2000  
To: RM Distribution  
From: Susan Frey, DOE Records Officer  
Subject: Numbered Memo 2000-18:  
NARA Request for Comments and Upcoming BRIDG Meeting

Please see the email memo below from NARA. They are soliciting comments on a draft international standard on records management. This Office will submit a consolidated Departmental response, so please send all comments to Jay Blewett (jay.blewett@hq.doe.gov) by COB October 20, 2000. For Operations Offices with oversight of multiple sites, please consolidate all site comments prior to sending them to HQ. If you have any questions, please call me on 301-903-3666 or Jay on 301-903-9608.

September 12, 2000

NWM 17.00

MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Request for comment on draft international standard and September 28, 2000, BRIDG meeting topic announced

A draft international standard on records management has been developed by an international working group, including NARA and ARMA representatives, and is available in portable data format (PDF) at <http://www.niso.org/pdfs/DIS15489.pdf>. The draft standard is intended for use by both public and private sector organizations. It has been written as a high level standard to reflect the differences in recordkeeping requirements and practices internationally. The technical report referenced in the draft standard is incomplete and not available for review at this time.

We are seeking the views of Federal agencies in developing our comments to the U.S. standards organization (NISO) that will be voting on the draft. Your review would be valuable to us, and we look forward to the benefit of your advice. We are particularly interested in knowing whether you believe that any of the guidance is inappropriate in the U.S. Federal sector and receiving comments on any unclear wording.

Please send your written comments by October 31, 2000, to [nancy.allard@arch2.nara.gov](mailto:nancy.allard@arch2.nara.gov) (email), to 301-713-7270 (fax), or to Policy and Planning Staff (NPLN), Room 4100, 8601 Adelphi Rd., College Park, MD 20740-6001. If you have questions, please contact Ms. Allard on 301-713-7360, ext. 226.

In a recent letter, we advised that the next Bimonthly Records and Information Discussion Group (BRIDG) Meeting would be held on Thursday, September 28, 2000, from 10:00 a.m. to noon in Room 105 of the National Archives Building, 7th and Pennsylvania Avenue, NW, Washington, DC. The speaker at this meeting will be Dr. Lewis Bellardo, Deputy Archivist of the United States, and the topic will be the "Information Collection Component of the Appraisal and Scheduling Project." Additionally, we will summarize the highlights of the forthcoming publication, "Documenting Your Public Service," and provide updates on other NARA initiatives.

To reserve a place for the BRIDG meeting, please provide your name, telephone number, and number of attendees to Mary Kay Schmidt on 301-713-7110, extension 255, (or e-mail [mary.schmidt@arch2.nara.gov](mailto:mary.schmidt@arch2.nara.gov)), on or before September 25, 2000. Records Center Program staff will host a Records Center Forum from 9:00 to 9:45 AM before the September 28 BRIDG meeting to discuss records center issues and answer questions.

We look forward to seeing you there.

MICHAEL L. MILLER  
Director  
Modern Records Programs