

To: Records Management Program Officers

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Subject: RM Numbered Memo 2001-01: NARA's "Transition" Guide Available on the Web

There is a transition guide available to government agencies on NARA's web site, www.nara.gov, under Records Management, What's Hot. This guide is entitled, "Documenting Your Public Service" and replaces the 1992 NARA Management Guide, "Personal Papers of Executive Branch Officials." It will help offices develop their senior official transition briefing materials.

The link is <http://www.nara.gov/records/pubs/dyps.html#preface>

According to NARA, the purpose of this guide is to provide high-level Government officials and others with basic information to enable them to distinguish Federal records from other documentary materials, including personal files. (This guide does not apply to Presidential records created under the Presidential Records Act.) Knowledge of this guidance, careful advance planning, and maintaining separate files for personal materials will aid officials when they leave public service.