

MEMORANDUM TO: DISTRIBUTION

FROM: SUSAN L. FREY
DEPARTMENTAL RECORDS OFFICER, SO-312

SUBJECT: RM 01-03, Records Management Council/
Environmental Management (EM) Records Storage
Committee Meeting

You will have already received notice of the subject meeting in RM 01-02, dated November 1, 2000. The meeting is scheduled for December 5-7 in Dayton, Ohio and will focus primarily on records storage issues.

The meeting will be held at the Dayton Marriott. Both the Cincinnati and Dayton Airports service this area. The Cincinnati Airport offers a greater selection of flights; however, the Dayton Airport is closer to the hotel. Directions from the airports to the hotel are attached. A block of rooms has been set aside with a per diem rate of \$65. Please make your reservations as soon as possible by calling 1-800-450-8625. Cutoff date for the room block is November 22 and remember to refer to "Department of Energy" when making reservations.

A draft agenda is attached. The Council and the EM Committee will hold a joint meeting on December 5. Separate meetings will be held on December 6 and, on the morning of December 7, the EM Committee will present its decisions and proposed next steps to the Council. A listing of items to be addressed by the Council on December 6 is included in the agenda. Please provide any additional agenda items to this office no later than November 27.

It is important for each site to be represented at this meeting. If you will not be able to attend, please let me know before November 20 and indicate the reason. Any questions regarding the meeting may be addressed to me at 301-903-3666 or to Sharon Evelin at 301-903-3455.

3 Attachments