

Date: November 8, 2000  
To: Records Management Program Officers  
From: Susan Frey  
DOE Records Officer  
Subject: RM Numbered Memo 2001-06: NARA 's Final Four Fast Track Guidance Products Now Available

Please note the following Memorandum from NARA.

November 8, 2000

NWM 03.2001

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

We are pleased to announce that the final four Fast Track products have been posted to the NARA Records Management (RM) web site at <http://www.nara.gov/records/fasttrak/ftproj.html>. This final round of Fast Track products focused on producing more detailed information that should be considered by RM and information technology staff when deciding whether to implement an electronic recordkeeping (ERK) or electronic records management (ERM) project.

The four new products available for comment are:

- Typical Records Management (RM) Functions and Typical RM Program Activities
- Examples of System Functions for Electronic Recordkeeping (ERK) and Electronic Records Management (ERM)
- Survey of Baseline Organizational Information
- Analysis of Costs and Benefits for ERM/ERK Projects

After you review these products, please forward your comments and suggestions via email to [fasttrack@arch2.nara.gov](mailto:fasttrack@arch2.nara.gov) or by fax to 301-713-6852. We welcome your advice as to how they could be improved or revised to assist you better. Comments received by December 15, 2000, will be used in the final update of these products.

These four Fast Track products will be discussed at the November 28 Bimonthly and Information Discussion Group (BRIDG) meeting (see NWM 01.2001). The meeting will also focus on the new Government Paperwork Elimination Act (GPEA) Guidance that is available on the NARA Records Management web site at <http://www.nara.gov/records/policy/gpea.html>. To register for this meeting, please provide your name, telephone number, and number of attendees to Mary Kay Schmidt on 301-713-7110, extension 255, (or email [mary.schmidt@arch2.nara.gov](mailto:mary.schmidt@arch2.nara.gov)), no later than November 22, 2000.

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 that made all of the Fast Track products possible.

MICHAEL L. MILLER  
Director  
Modern Records Program