

Date: January 16, 2001
To: RM Community
From: Susan Frey, DOE Records Officer
Subject: RM Numbered Memo 2001-12: Electronic Records of Departing Officials

Please see the attached note regarding actions to be taken to capture the electronic records of departing officials.

If you have any questions, please let me know on 301-903--3666.



Capturing-Departing-Emplo
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