

Date: March 29, 2001  
To: Records Management Council  
From: Susan Frey  
Subject: RM Numbered Memo 2001-16: NARA's April 25 BRIDG Meeting and February 21  
BRIDG Meeting Summary

Below is correspondence for the National Archives and Records Administration regarding the upcoming Bimonthly Records and Information Discussion Group (BRIDG) meeting and the summary of the last meeting.

If you have any question, please give me a call on 301-903-3666.

-----Original Message-----

From: MaryKay Schmidt [mailto:mary.schmidt@arch2.nara.gov]

Sent: Thursday, March 29, 2001 8:33 AM

To: Frey, Susan

Subject: NWM 10.2001: April 25 BRIDG Meeting and February 21 BRIDG Meeting Summary

March 23, 2001

NWM 10.2001

MEMORANDUM TO AGENCY RECORDS OFFICERS: Bimonthly Records and Information Discussion Group (BRIDG) Meeting on April 25, 2001, and February 21, 2001 BRIDG Meeting Summary.

Please mark your calendars for the next BRIDG meeting scheduled on Wednesday, April 25, 2001, from 10:00 a.m. to noon. The meeting will be held at the FEMA Headquarters Building at 500 C Street, SW, Washington, DC. The FEMA Building is accessible via the L'Enfant Plaza Metro stop (Orange, Blue, Green, and Yellow Line access). The Conference Room is located just off the lobby of the building.

The proposed topic is the web records management guidance currently under development at NARA, among other issues. An update on the "Changing Federal Recordkeeping Environment" project is also planned. This will include a discussion of the Contractor's data collection and the NARA Records Systems Analyses (RSAs) that are currently underway in several Federal agencies.

As capacity is limited, an RSVP will be required. To reserve a place for the meeting, please provide your name, telephone number, and number of attendees to Mary Kay Schmidt on 301-713-7110, extension 255, (or email marykay.schmidt@nara.gov), no later than noon on April 20, 2001. The NARA Records Center Program staff will host a Records Center Forum from 9:00 to 9:45 a.m. before the BRIDG meeting to discuss records center issues and answer questions.

A summary of the February 21, 2001 BRIDG meeting is attached. The topic of this meeting was "Records Management and the Transition to the New Administration."

We sincerely appreciate that FEMA offered to host this event, as the National Archives Building, at 7th and Pennsylvania Avenue, NW, Washington, DC. is currently undergoing renovations. We will be able to hold the June 26, 2001 BRIDG Meeting at the downtown Archives location. However, we are pleased to report that the Department of Energy has offered to host the following two BRIDG Meetings at their downtown location on September 18, 2001, and November 13, 2001. Please mark the dates on your calendar.

I look forward to seeing you at the April 25 BRIDG Meeting at the FEMA Headquarters Building.

MICHAEL L. MILLER  
Director  
Modern Records Programs