

MEMORANDUM TO: RECORDS MANAGEMENT PROGRAM OFFICERS

FROM: SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER

SUBJECT: RM-2001-16, RECORDS MANAGEMENT COUNCIL
MEETING

The next Records Management Council meeting has been scheduled for April 24-25, 2001, from 1:00-4:30 p.m. EST via video teleconference. All Council members have confirmed their attendance and the video bridge has been reserved.

Attached is a draft agenda for your review. Many of the items are held over from the previously planned meeting. I've taken the liberty of assigning leads for several of the subjects. If you prefer not to address the issue assigned to you, please let me know. Provide any comments or additional agenda items to Sharon Evelin by cob April 12. An updated agenda will be provided to you by April 23. Although our time will be limited, there are lots of issues to cover and we have some new members to introduce.

I look forward to seeing you on April 24, 2001.

Attachment