

Date: April 20, 2001

To: DOE Records Managers

From: Susan Frey,
Departmental Records Manager

Subject: NARA's Request for Comment on Draft Technical Report to
Accompany ISO 15489

Please see the following email from NARA requesting comments on the Technical Report to accompany the new international standard for Records Management. Note the specific questions that NARA would like for us to address about the Technical Report. Comments are due to me with a cc to Jay Blewett by cob Monday, April 30, 2001 so that we can consolidate all comments and submit them to NARA by 5/2/01.

Please let me know if you have any questions.

April 19, 2001

NWM 13.2001

MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Request for comment on draft of Technical Report to accompany ISO 15489.

The National Archives and Records Administration has been asked to review and comment on the final draft of the Technical Report that accompanies the proposed International Standard on Records Management, ISO 15489. This Technical Report presents one possible methodology for implementing ISO 15489 and has been written for use by public and private organizations throughout the world.

We are seeking the views of Federal agency records officers and information resource managers before we develop our comments for the U.S. standards organization (NISO) that will be voting on the draft. Your feedback would be valuable to us, and we look forward to your advice. We are particularly interested in knowing whether you believe that any of the guidance is not appropriate for the U.S. Federal sector and receiving suggestions for more clearly worded concepts.

An electronic copy of the draft will be attached to the email version of this memo. Since the draft technical report is approximately 70 pages long, paper copies of this report will not be sent via surface mail. If you wish to receive an electronic copy of the draft technical report, please email your request to records.mgt@nara.gov.

Please send your written comments by May 2, 2001, to nancy.allard@nara.gov (email), to 301-713-7270 (fax), or to Policy and Communications Staff (NPOL), Room 4100, 8601 Adelphi Rd., College Park, MD 20740-6001. If you have questions, please contact Ms. Allard prior to April 27 on 301-713-7360, ext. 226.

MICHAEL L. MILLER
Director
Modern Records Programs