



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

APRIL 09, 2009

LETTER TO CHIEF INFORMATION OFFICERS

I am writing to enlist your support on an important initiative that has been ongoing since the promulgation of the E-Government Act of 2002 (44 U.S.C. 3601). The intent of the E-Government Act as it relates to the National Archives and Records Administration (NARA) is to provide for the strategic management of Federal records and information while ensuring that citizen rights are protected, government accountability is assured, and the permanently valuable records of our Government are preserved for future generations.

Since 2004, NARA has been working with your agency to implement Section 207(e) of the E-Government Act. To assure compliance with the Act, NARA, working in conjunction with the Office of Management and Budget (OMB), issued policy in the form of Bulletins 2006-02 and 2008-03 that direct all Federal agencies to schedule their existing electronic records by September 30, 2009. A great deal has been accomplished since 2004; however, with six months remaining before the deadline, there is still much work to be done.

At this critical time, I urge you to consult with the senior officials in your agency, including your agency Records Management Officer, and advise them of our concerns regarding your agency's progress towards scheduling *all* of your existing electronic records. I realize that in many agencies records management is not viewed as a discipline that is critical to agency business, but instead as an unfunded mandate that cannot be accomplished with existing resources. However, given the damaging effects that poor records management can have on agency programs, citizen services, and public confidence, I hope you will agree that effective records management is the best solution for mitigating the risks that can negatively affect the performance of agency mission.

NARA looks forward to receiving your response on how your agency is complying with the statutory requirements contained in Section 207(e) of the E-Gov Act of 2002. Additionally, concurrent with the transmission of this letter, NARA has requested specific information from your agency Records Management Officer on your agency's progress in scheduling electronic records. We would appreciate your support and assistance in ensuring that this information is provided to NARA.

If you have any questions or concerns about your agency's role or responsibilities in meeting these requirements, please do not hesitate to contact Susan Cummings, Acting Director of NARA's Modern Records Programs. She may be reached at (301) 837-1636 or by email to susan.cummings@nara.gov.

A handwritten signature in cursive script that reads "Martha Morphy".

MARTHA MORPHY
Assistant Archivist for Information Services
and Chief Information Officer