

July 31, 2001

MEMORANDUM TO: Brenda Jo. Shelton, Chief
Records Management Branch
Information, Records, and Document Management Division
Office of the Chief Information Officer

FROM: Michael T. Lesar, Chief */RA/ Signed by A Shepard for M Lesar*
Rules and Directives Branch
Division of Administrative Services
Office of Administration

SUBJECT: OFFICE CONCURRENCE ON ELECTRONIC MAINTENANCE AND
SUBMISSION OF INFORMATION -- DIRECT FINAL RULE,
COMPANION PROPOSED RULE, AND ACCOMPANYING GUIDANCE
DOCUMENT

The Office of Administration concurs, subject to the comments provided, on the direct final rule, the companion proposed rule, the draft SECY paper, and the accompanying guidance document on electronic maintenance and submission of information. A marked copy of the package, presenting our comments, is attached.

If you have any questions concerning this matter, please contact Michael T. Lesar, Chief, Rules and Directives Branch, ADM, at 415-7163 (MTL) or Victoria Voytko, ADM, at 415-6075 (VNV).

Attachments: As stated

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