

October 18, 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 M T Lesar*
Rules and Directives Branch
Division of Administrative Services
Office of Administration

SUBJECT: OFFICE CONCURRENCE ON ELECTRONIC MAINTENANCE AND
SUBMISSION OF INFORMATION (AF61) -- COMMISSION PAPER,
DIRECT FINAL RULE, COMPANION PROPOSED RULE, AND
ACCOMPANYING GUIDANCE DOCUMENT

The Office of Administration concurs, subject to the comments provided, on the draft Commission paper, direct final rule, companion proposed rule and accompanying guidance document on the electronic maintenance and submission of information. A marked copy of the package, presenting our comments, is attached. Our mark-up incorporates comments from the Division of Facilities and Security and the Division of Contracts and Property Management.

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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