

April 11, 2002

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** / **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 (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 documents in the direct final rule package on the electronic maintenance and submission of information. A marked copy of the package, presenting our comments, is attached. Please note that the text of the appendix to the direct final rule must be reformatted (double-spaced; text, index and headings aligned flush left) to conform to *Federal Register* publication standards.

When these documents are forwarded for signature and publication, please include in the transmittal package one 3.5-inch diskette containing the direct final rule and one containing the proposed rule. The text of the guidance document, Appendix A to the direct final rule, should be appended to the text of the direct final rule on the diskette and in ADAMS. These diskettes will be forwarded to the Office of the Federal Register and the Government Printing Office for use in typesetting the documents. Also, please include a copy of the Congressional letters on a diskette. This diskette will be forwarded to the Office of Congressional Affairs.

A Regulatory History must be created for this direct final rule after it has been published in the *Federal Register*. The Regulatory History should be created in ADAMS. In the profile of each document related to the Regulatory History, use the Regulation Identifier Number (RIN) as the Case/Reference number (RIN 3150-AF61). This will make it easier to combine all the documents into a package under ADAMS after the direct final rule has been published.

When forwarding this rule for publication, please provide the ADAMS accession numbers for the direct final rule and the companion proposed rule. Also, please give SECY owner's rights in the ADAMS security profiles for these documents.

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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