



LAN TEAM

05/12/00 11:23 AM

To:
cc:
Subject: All DOI Employees: REMINDER TO SAVE EMAIL MESSAGES IN HARD COPY

(NOTE TO SUPERVISORS: Please ensure that employees without access to e-mail receive a paper copy of this message).

The Solicitor's office reminds you to retain electronic mail which relates to (1) the Cobell v. Babbitt litigation, (2) the High Level Implementation Plan and its sub-projects, (3) IIM trust administration, or (4) trust reform.

This is a reminder that all Department personnel are required to print and properly file a paper copy of all email (including all transmission data* in the message) and attachments, whether sent or received, which discuss any of the four topics described above. These procedures apply to all email, regardless of whether the substance of a particular message is contained in subsequent messages. Please note that these procedures are broader than the normal rules that apply under the Federal Records Act, and include messages received for informational purposes only, arranging meetings and other non-records.

* To:, From:, Date and Time:, and if you choose to request one, return receipt