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MEMORANDUM TO FEDERAL AGENCY CONTACTS: Report on Flexible Schedule Implementation by Federal Agencies

We are pleased to notify you that NARA has issued a Report on Flexible Schedule Implementation by Federal Agencies, now available at <http://www.archives.gov/records-mgmt/resources/flexible-studies.html>.

The report examines nine Federal agencies that employ flexible schedules to manage the disposition of their records. It describes how these agencies are implementing flexible schedules, the challenges they have faced, and the successes they have achieved. The report covers ten topic areas: motivation for employing a flexible schedule; planning and groundwork; policy and procedure changes; implementation tools, training and outreach; change management; contractor records; electronic mail; legacy records; metrics; and the impact on legal discovery and FOIA.

If you have any questions, please contact the Lifecycle Management Division appraiser or Regional Records Management Contact assigned to work with your agency. A list of the appraisal and scheduling work groups is posted on the NARA web site at: <http://www.archives.gov/records-mgmt/appraisal/index.html>.

SUSAN R. CUMMINGS
Acting Director
Modern Records Programs