

From: RM Communications
To: RMO1; RMO2; RMO3; RMO4; RMO5; RMO6; RMOREG; RMPOC1; RMPOC2
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MEMORANDUM TO FEDERAL AGENCY RECORDS OFFICERS: Guidance relating to transition team materials

As a follow-up to NARA Bulletin 2008-02, Protecting Federal records and other materials from unauthorized removal (available at <http://www.archives.gov/records-mgmt/bulletins/2008/2008-02.html>), we are providing additional guidance relating to the records of Presidential transition teams as well as the records agencies accumulate in connection with transition teams.

Transition teams represent the President-elect, and the materials that team members create or receive during the 2008-2009 Presidential Transition are not Federal records that an agency must manage. However, the agency's copy of materials furnished to the transition team (e.g., transition briefing books, slide decks, websites, etc.) and correspondence and other exchanges (e.g., email messages) sent to or received from a transition team member are Federal records and must be managed in accordance with the agency records schedule.

If a transition team member is appointed to an agency position as part of the new Administration, the status of transition team materials that the individual brings to the agency may change at that time. If transition team materials are incorporated as agency working files, they become records under either the Federal Records Act (FRA), for individuals working at Federal agencies, or the Presidential Records Act (PRA), for individuals working in PRA creating entities of the Executive Office of the President. If the transition team materials are kept separate from Federal agency files or from files of a PRA entity, then they remain personal papers of the President-elect.

If you have any questions concerning this guidance, please contact the NARA appraiser or records analyst with whom your agency normally works. A list of the appraisal and scheduling work groups is posted on the NARA web site at <http://www.archives.gov/records-mgmt/appraisal/>. The Records Management staff in NARA's regional offices provides assistance to records officers across the country. A complete list of NARA regional facilities may be found at <http://www.archives.gov/locations/>.

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CC: ARAs; RAs; RM Leaders; RM Staff; STAFF; Team