

Re: Focus Group Invitation - GRS for Capstone

**Date :** April 7, 2014, 6:06:07 am EDT

**Size :** 15.4 KB

**Folder :** Meredith Scheiber:Archive\[Gmail]\All Mail

**From :** Sean Curry <sean.curry@nara.gov>

**To :** Thian, Tasha M <ThianTM2@state.gov>

**Cc :** Clavelli, Lisa <lisa.clavelli@nara.gov>, Scheiber, Meredith <meredith.scheiber@nara.gov>, Kauthen, Blane D <KauthenBD@state.gov>, Hoefke, Alicia M <HoefkeAM@state.gov>

**ZL Id :** PK1ATBCNR1L041HN1HEHPAJOOB24K5LB

**Type :** OtherArchive IMAPArchive

**File Plan :** Temporary Records

Thank you Tasha!

I will be sending all of you logistical information as we get closer to the date.

As always, thank you for your support of NARA!! See you on the 16th.

Sean

On Fri, Apr 4, 2014 at 4:31 PM, Thian, Tasha M <[ThianTM2@state.gov](mailto:ThianTM2@state.gov)> wrote:

Sean:

The attendees will be Blane Kauthen, Alicia Hoefke and myself. Thank you,

Tasha M. Thian, CRM  
Agency Records Officer  
A/GIS/IPS/RA  
[\(202\) 261-8424](tel:(202)261-8424)  
Fax: [\(202\) 261-8590](tel:(202)261-8590)  
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**From:** Paul Wester [mailto:[paul.wester@nara.gov](mailto:paul.wester@nara.gov)]  
**Sent:** Tuesday, April 01, 2014 10:58 AM  
**To:** Thian, Tasha M  
**Cc:** Clavelli, Lisa; Curry, Sean; Scheiber, Meredith  
**Subject:** Focus Group Invitation - GRS for Capstone

Tasha,

I would like to invite your agency to participate in a focus group related to the development of a General Records Schedule (GRS) for the Capstone approach to managing email.

This GRS is being developed to support NARA Bulletin 2013-02: Guidance on a New Approach to Managing Email Records (Capstone), released in August 2013. The bulletin may be found here: <http://www.archives.gov/records-mgmt/memos/ac31-2013.html>

The goal of this focus group is to get feedback from agencies on a draft of the GRS before it moves on to the wider, more formal, review process.

Accordingly, we would like you to join us on **Friday, May 16, 2014** from 9:30 am to 11:30 am at the National Archives Building in downtown Washington, DC, so that we can introduce you to the draft GRS and get your initial feedback on whether you feel it is clear, inclusive enough, and implementable at your agency. We encourage you to invite others from your agency to also attend (such as your email administrators and General Counsel colleagues). Due to space limitations, however, we must limit attendance to three (3) people per agency.

Please confirm by **April 30, 2014** if you are able to join us, and who from your agency will attend, by sending an email to Sean Curry ([sean.curry@nara.gov](mailto:sean.curry@nara.gov)). Please also contact Sean directly if you have any questions about the focus group. Additional logistical information about the meeting will be forthcoming.

Thank you for your consideration.

Paul

Paul M. Wester, Jr.

Chief Records Officer for the U.S. Government

National Archives and Records Administration

[301-837-3120](tel:301-837-3120)

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