



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

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NWM 16 2005

MEMORANDUM TO FEDERAL AGENCY CONTACTS: RACO 2005, Nominations for Archivist Achievement Award in Records Management

I am pleased to announce that the National Archives and Records Administration (NARA) will present an Archivist's Achievement Award in Records Management at our annual records administration conference, RACO 2005, on Thursday, May 12th, at the International Trade Center-Ronald Reagan Building in Washington, DC.

The Archivist's Achievement Award will recognize outstanding records management programs or activities in a Federal agency. The awards will provide a way for agencies to learn more about noteworthy records activities in the Federal Government and highlight model programs for others to emulate.

To assist NARA in identifying noteworthy nominees, please submit nominations that you think represent outstanding records management activities. Award selections are made based on evaluations of the nominations received. You may nominate any Federal entity deserving of special recognition, including your own agency.

Please submit your nomination directly to NARA and provide the name of the agency and/or program being nominated; an agency contact; a brief description of the agency's achievement in records management; documentation that supports your nomination; and your name, telephone number, address, and e-mail address.

We must receive all nominations no later than March 23, 2005. Nominations may be submitted by mail, fax, or e-mail to Susan Cummings, National Archives and Records Administration, Modern Records Programs, NWM, Room 2100, 8601 Adelphi Road, College Park, MD 20740, by fax to 301-837-3697, or by e-mail to susan.cummings@nara.gov.

If you have any questions or need additional information, please contact Susan Cummings at 301-837-1636 or by e-mail.

Additional RACO 2005 information, including conference registration information, is available at the NARA web site at http://www.archives.gov/records_management/training/raco2005.html. We will periodically update this site, as more information becomes available.

I look forward to seeing you at RACO 2005.

HOWARD P. LOWELL
Director
Modern Records Programs

RACO 2005

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