**Agency RM Policy 2019-001**

June 6, 2019

**To:** Agency Program Staff

**Subject:** Implementation of Recordkeeping or Information Systems, or Shared Drives

**Expiration Date:** Expires when revoked or superseded

Program offices are required to notify and meet with the Agency Records Management Office prior to the implementation of new recordkeeping or information systems, or shared drives.

Contact the Agency Records Officer to set up this meeting. She can be reached at the following:

Abigail Jones

Agency Records Officer

ARO@agency.gov

555-555-5555