

April 20, 1995

To: David

From: Sheryl

RE: Draft records retention guidance for board members and staff

Attached is a draft of records retention guidance, including e-mail as well as hard copy documents, for distribution to board members and staff. Could you please review it and let me know if you have any revisions, and particularly if I've left something out? Miriam Nisbet at NARA has also agreed to vet it before we distribute it. If possible, I'd like to give it to the staff as soon as possible and to the board before their next meeting.