

DIA

From: [REDACTED]
To: [REDACTED]
Date: Friday, October 15, 2004 1:41:19 PM
Subject: Re: SF 115 for Gulf War records

Hello [REDACTED],

It was nice meeting with all of you, too. I have a few thoughts and requests to make, and I'm looking forward to resolving some of these issues.

Can you also send me the other schedule electronically for Operation Iraqi Freedom? I would like to talk to the program office regarding all of these schedules. You showed me some of the records for Gulf War, but where are the bulk of these records kept? In the program offices? Which ones? I would need to see the records to ensure the schedule is accurate.

Also, I noticed on the schedules, i.e. for Gulf War, that on the SF 115 in the office designation blocks of #2-3 (Major Subdivision and Minor Subdivision) that it lists your office and not the program office that the records are related to.

Also, I also need to meet with the Program office regarding the older captured Iraqi documents schedule of N1-373-02-01. This was the proposed schedule for the cd-rom and index similar to the already scheduled and destroyed paper records of captured records from Operation Desert Storm. I need to talk to a program office to ask questions, so I can write my appraisal report. I have a cd-rom, but the random files I opened indicated that they were all in another language. Also, the cd-rom indicates that it is the 3rd cd in a collection. Where are the rest of them? This job has been out for a couple of years, so I would like to see some movement on this job. I'll still edit the other schedules we discussed, but I think this schedule for these older records in electronic format should be a high priority. Electronic records are more vulnerable to deletion or corruption when they are stagnant.

Is it possible for you give me a contact name and number for arranging this meeting with the program office. Or do you prefer to contact the program offices to set up my appraisal visits?

I can currently meet anytime on Thursday, October 21st to discuss the creation and use and context for these records for my appraisal report. This meeting should take place in the program office's area or sometimes the meetings are in close proximity to the records if they are located in the same building.

The usual situation is to meet with the program manager or staff member most knowledgeable about these records. I'll ask questions and then I'll look at the records. I will sometimes have followup questions for the program official when I'm writing my appraisal report.

Please share this e-mail with [REDACTED] (I'm not sure I have her name or spelling correct). Please correct misstatement of her name if I was incorrect. Also, could you provide me there e-mail addresses, so I can give them up to date with what we are doing as well.

Thank you for your cooperation.

[REDACTED]
Senior Records Analyst
Life Cycle Management Division
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740
telephone: 301-[REDACTED]
fax number: 301-[REDACTED]

>>> [REDACTED]@dia.mil> 10/14/2004 3:47:28 PM >>>
[REDACTED]

Thanks for meeting with us yesterday. Enclosed is the proposed SF 115 for Gulf War records.

Thanks

[REDACTED]

DIA Records Management Program Office

202-231-4291