

# U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION

www.archives.gov

October 7, 2002

## NWM 18.2002

August 20, 2002

### MEMORANDUM TO AGENCY RECORDS OFFICERS: Records of concern

As we approach the anniversary of the tragic events of September 11 we want to remind all departments and agencies of the responsibility they have to protect information in their records from getting into the wrong hands. Of particular concern is information that could be used to develop weapons of mass destruction, attack or destroy public sites or critical infrastructure, or threaten emergency planning.

On March 19 the White House issued a memorandum for heads of executive departments and agencies on safeguarding such sensitive information. The memorandum urged all departments and agencies to review their records management procedures and their holdings to ensure that they are protecting this information.

NARA has implemented a nation-wide program to identify records of concern that are in our archival holdings, that is, records in our legal custody. When we identify records of concern in the archives, we withdraw the records from public access. However, records that are in NARA's Record Centers are not included in NARA's records of concern program, because these records are still in the legal custody of the originating departments and agencies. Therefore, for records stored in Records Centers, it is the responsibility of each originating department or agency to implement the provisions of the White House memorandum. Of course, access to records stored in NARA Records Centers is limited to authorized agency employees or contractors.

We will be happy to provide copies of our guidance on the definition and implementation of NARA's records of concern program. Questions concerning the overall program should be directed to Steven Tilley, Chief of the Special Access/FOIA Staff, at 301-837-3059. Questions concerning security classified records should be directed to Jeanne Schauble at 301-837-0584. David Weinberg can help with questions concerning Record Centers. He may be reached at 301-837-3115.

MICHAEL J. KURTZ  
Assistant Archivist for Records Services - Washington, DC

THOMAS MILLS  
Assistant Archivist for Regional Records Services

### Memos to Agency Records Officers

---

Page URL: [http://www.archives.gov/records\\_management/policy\\_and\\_guidance/nwm18\\_2002.html](http://www.archives.gov/records_management/policy_and_guidance/nwm18_2002.html)

---

U.S. National Archives & Records Administration  
700 Pennsylvania Avenue NW, Washington, DC 20408 • 1-86-NARA-NARA • 1-866-272-6272