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TO: Heads of Executive Branch Departments and Agencies
FROM: David S. Ferriero, Archivist of the United States
SUBJECT: Establishment of Agency Services Organization and Appointment of Executive For Agency Services and Federal Chief Records Officer

Last week, I announced several key appointments as part of an ongoing major transformation of the National Archives and Records Administration (NARA). We are undertaking this transformation and making these appointments in order to more effectively carry out our responsibilities and better serve our customers. NARA will serve as a leader in records management and open government and you, as our customers, will be at the center of all we do. The task of preserving and accessing records for the business needs of the government and the public interest needs of our citizens has always been a partnership between NARA and the departments and agencies of the Executive branch. Today, I write to share with you some important changes taking place at NARA to better serve you and advance our common cause of building a more open, responsive government.

As part of the transformation, we are creating a new organization—Agency Services—that will address agency customers' records management needs and also represent the public's interest in the accountability and transparency of Federal records. Once it is formally established in May of this year, Agency Services will bring together, nationwide, the two key programs that assist agencies in managing their Federal records: the National Records Management Program and the Federal Records Centers Program. Bringing these programs together in one integrated office will facilitate greater coordination between records management and FRCP services and will enhance NARA's ability to communicate with and respond to our customer agencies in support of their missions. Agency Services will also include the Information Security Oversight Office (ISOO), the Office of Government Information Services (OGIS), and the National Declassification Center (NDC). These latter three offices will have oversight or implementation responsibilities that are tied to records and include the interests of agencies and the public.

I have appointed William J. Bosanko to serve as the Executive for Agency Services. Mr. Bosanko has worked for NARA for more than 18 years—as an archives technician, an archivist, and most recently, as the Director of ISOO, where he is responsible for oversight of the President's

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classification system. Throughout his career, and most recently as a key participant in several major reform efforts, he has successfully worked to meet the varying needs of numerous agencies with widely differing missions while also serving as an advocate for the public. Mr. Bosanko's appointment will be effective on March 27, 2011.

Paul M. Wester, Jr. will serve as the Chief Records Officer for the Federal Government effective March 13, 2011. In this new position, as the senior official accountable for Federal Government-wide records management, Mr. Wester will lead Federal records management policy and guidance and will assess the effectiveness of records management across the Federal Government, both with an emphasis on electronic records. Mr. Wester will also direct NARA's National Records Management Program (NRMP) and a Policy Analysis and Enforcement Unit. In addition, he will serve as a liaison with agencies as well as the Office of Management and Budget, the Congress, the CIO Council, and other external stakeholders on records management issues. Mr. Wester brings more than twenty years of records management experience and leadership to the position, most recently serving as the Director of Modern Records Programs at NARA.

David M. Weinberg continues in his leadership role as the Director of the Federal Records Centers Program, a position he has held since the inception of the FRCP as a fee-for-service entity in fiscal year 2000. Under Mr. Weinberg's direction, the FRCP has evolved into a network of seventeen records centers that provide cost-effective and regulatory-compliant records storage solutions and developed a portfolio of paper-based and electronic records services for Federal agencies.

We have recently begun a search effort for the ISOO Director position and are committed to filling the vacancy with someone who will maintain the balance between secrecy and openness for which ISOO is known. The NDC and OGIS remain under the capable leadership of Sheryl Shenberger and Miriam Nisbet respectively.

For additional information on Agency Services and the wider context of NARA's transformation, I invite you to read Charter For Change: Charting the Course online at <http://blogs.archives.gov/aotus/wp-content/uploads/2011/02/charting-the-course.pdf> . The discussion of organization issues begins on page number 17 and Agency Services is more fully described on pages 35-38.

I also invite you to share your questions and comments on these changes with me and as both our customers and our partners, to continue to tell us how we are doing as these changes are implemented.

Thank you,

A handwritten signature in black ink, appearing to read "D. S. Ferriero", with a long horizontal flourish extending to the right.

David S. Ferriero

Archivist of the United States