



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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March 7, 2012

In Reply Refer To:
1220 (OC-110) P

EMS TRANSMISSION: 03/09/2012
Information Bulletin No. OC-2012-023

To: All National Operations Center Employees
From: Director, National Operations Center
Subject: National Operations Center (NOC) Records Management (RM) Strategy

The attached NOC RM Strategy provides a foundation for improving our RM Program. It sets the stage for the application of detailed RM policy which is to be issued in the second quarter of this calendar year.

The strategy articulates the current status of our RM program for both paper and electronic records. It identifies specific areas which need improvement. The NOC Records Administrator will target these areas for improvement through policy and training. The NOC Leadership Team embraces the concepts of the RM Strategy and encourages each NOC employee to aggressively assist with the overall improvement of our records program.

//Signed/dkr/3-7-2012//

Signed by:
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Authenticated by:
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Attachment

[National Operations Center Records Management Strategy \(21 pp\)](#)

Distribution:
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