

Accredited Standards Committee*
National Committee for Information Technology Standards (NCITS)

Doc. No.: T10/98-107 R0

Date: December 11, 1997

Project:

Ref. Doc.:

Reply to: Mr. John Lohmeyer
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To: T10 Membership
From: John Lohmeyer, Chair T10 Technical Committee
Subject: Proposed T10 Document Retention Policy

Officially, NCITS no longer archives documents for its Technical Committees. This was done because the NCITS Secretariat does not have the resources to insure that they have 100% of the TC's documents. The NCITS Secretariat has requested that each TC develop a document retention policy. Accordingly, I propose that T10 adopt the following as its document retention policy:

"The officers of the T10 Technical Committee prepare a T10 mailing following each T10 plenary meeting. These mailings take the form of a collection of files (the NCITS Secretariat subsequently distributes these files to subscribers on various media). Minimally, the T10 mailings shall include meeting announcements, draft agendas, and meeting minutes. Additionally, on a best-effort basis, the officers will include proposals submitted to T10 and working drafts prepared by T10 editors.

Anyone may subscribe to the T10 mailings for a nominal fee. However, T10 does not guarantee that it will retain these mailings."