

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

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Project:

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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."

At the March 19, 1998 T10 meeting, T10 accepted the above wording replacing the last sentence with two sentences:

"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. T10 encourages its members and other interested parties to retain copies of the T10 mailings as they see fit. T10 itself does not retain these mailings."