

May 18, 2004

MEMORANDUM FOR INTERAGENCY TRANSITION PLANNING TEAM
MEMBERS

SUBJECT: Official Files

There is a statutory requirement that materials created in the conduct of U.S. Government business be preserved as official public records. It is important to document and archive the work that this team has undertaken on behalf of the Department of Defense.

Please forward to Ms. (b)(6) electronically or in hard copy, the following:

- All team updates presented to the SecDef
- All Milestone updates
- Iraq Assessment team reports
- Published drafts of the Iraq Transition Plan
- Official comments received in staffing the plan
- Official correspondence to or from team members
- Other materials that may be of historical importance

Within the Department of Defense e-mail may be official correspondence when it is used to approve or communicate official policy or Department of Defense position, or in any other way to transact Government business.

Request documents in these categories ^{b(6)} created from December 2003 to the present be provided to me not later than May 25, 2004. In the future, ensure that an archival copy of all official documents be provided to (b)(6). I am appreciative of the extraordinary efforts being expended and the demanding deadlines that are the norm, but it is imperative that we capture and preserve the official record of this endeavor.

/s/
Paul J. Hutter
Chief Operating Officer
Interagency Transition Planning Team