

Feb-25-05

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From-ASSOCIATION HEADQUARTERS

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RE: Request to Participate in April 13, 2005 Roundtable  
Discussion on Sarbanes-Oxley Act § 404

Dear Mr. Katz:

The Securities and Exchange Commission has announced it will hold an open roundtable on April 13, 2005 to discuss the experiences of registrants, accounting firms, and others in implementing the new internal control requirements under §404 of the Sarbanes-Oxley Act of 2002. I am writing to request an opportunity for a representative of ARMA International to participate in this roundtable discussion on §404 on behalf of professional information managers. ARMA International offers the expertise of the profession of records and information management and has consistently driven excellence and standards for life cycle management of records created in public and private sector organizations.

Established in 1956, ARMA International (ARMA) is the non-profit membership organization for the information management profession. The 10,000 members of ARMA include records and information managers, imaging specialists, archivists, corporate records managers in the financial services industry, and legal administrators. Most of these professionals work in corporate settings, including the majority of S&P 500 companies. ARMA provides education, research, and networking opportunities to information management professionals and provides guidance to policy makers on issues involving information management.

ARMA serves as a recognized standards developer for the American National Standards Institute (ANSI) towards the development of records and information management standards. ARMA is also a charter member of the information and documentation subcommittee of the International Organization for Standardization (ISO) towards the development of its records management standards.

Please contact my Government Affairs Director Bob Tillman at 888-298-8219 should you have any questions about ARMA International or our interest in providing testimony. Thank you in advance for your consideration.

Sincerely,

David McDermott

David McDermott, CRM  
President

