



FOREIGN AFFAIRS MANUAL

VOLUME 5 – Information Management

Transmittal Letter: IM-50

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5 FAM 800 INFORMATION SYSTEMS MANAGEMENT

CHANGES

1. Subchapters 5 FAM 800-870 have been completely rewritten. Subchapters 5 FAM 880 and 890 remain Unassigned. Because all of the content of the subchapters is new, no italics are used.
2. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy old 5 FAM 810 through 860 (TL:IM-14, 12/30/1994, 39 pages total) and 870 (TL:IM-37, 12/30/2002, 3 pages total) and replace it with the revised 5 FAM 800 (23 pages total).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL checklist, then fill in the entry line for TL:IM-50, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST Room B934 202-736-7470, FAX 202-736-7472,

handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 5 FAM Volume Coordinator, at 202-261-8250.

(IRM/APR/RG)