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Document Status: This document serves as the US National Body's notification of its intent to relinquish the SC 34 Secretariat. Any National Body interested in assuming the SC 34 secretariat responsibilities should advise the JTC 1 Secretariat, in writing as soon as possible.

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November 7, 2002

Dear JTC 1 Members,

Subject: Relinquishment of Secretariat of ISO/IEC JTC 1/SC 34, Document
Description and Processing Languages

This letter is to serve as the usual one-year notice that the US National Body will relinquish the Secretariat of ISO/IEC JTC 1/SC 34 effective **December 1, 2003**.

The US National Body has determined that it is not in their interest to retain the SC 34 Secretariat.

The US National Body trusts that JTC 1 shall be able to appoint a new Secretariat for JTC 1/SC 34 in due course and are ready to terminate our services earlier if desired.

Sincerely,

Lisa A. Rajchel
Director International Secretariats
Standards Facilitation