



December 27, 2002

ASC INCITS  
Information Technology Industry Council  
Ms. Monica Vago  
Manager, Standards Operations  
1250 Eye Street, N.W., Suite 200  
Washington, DC 20005

Re: Regular ANSI Audit – Audit Year 2004

Dear Ms. Vago:

As you aware, on March 22, 1995, the ANSI Board of Directors unanimously approved ANSI Auditing Policy and Procedures. These procedures called for the implementation of an audit program in which every ANSI-accredited standards developer will be audited at a minimum of once every five years. This letter is to notify you that ASC INCITS for which the Information Technology Industry Council serves as secretariat has been scheduled for its regular ANSI audit in the year of 2004. Please be reminded that all costs for the audit are to be borne by the Information Technology Industry Council. An estimate of the costs may be provided, upon request, for planning purposes.

In order to provide a cost effective and efficient audit, you are encouraged to contact me as soon as possible to schedule the month and week of your audit. This will permit timely assignment of an auditor. Further details concerning the audit process, material to be reviewed and cost will be provided late this year or the beginning of the next year.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me at 212-642-8925.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Moskowitz", is written over a printed name and title.

Jay Moskowitz  
Director  
ANSI Standards Audit Program