

# Department of the Interior Departmental Manual

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**Effective Date:** 12/27/82

**Series:** Information Resources Management

**Part 375:** IRM Program Management

**Chapter 1:** Program Definitions, Goals and Responsibilities

**Originating Office:** Office of Information Resources Management

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## 375 DM 1

**1.1 Purpose.** This chapter describes the Department of the Interior Information Resources Management (IRM) program and its scope, goals, responsibilities, and structure. The program has been established to effect the administration, policy guidance, program direction, and Departmental authority for information resources management activities throughout the Department

### 1.2 Description of IRM Program.

A. General Description. Information Resources Management is both an integrated management process and an information coordination process directed towards the cost-effective management and use of the Department's information resources. The integrated management process is concerned with the management and operational interrelationships among several information-oriented functions or disciplines including automatic data processing, telecommunications, libraries and information centers, records management, data administration, and management analysis in regulating or utilizing information resources. The information coordination process is concerned with the institutional requirements and uses for information and the coordination of these information needs and uses across organizational and mission program areas. The span of IRM program activities covers the full information and information technology life cycles including the acquisition, cataloging, communication, processing, usage, and disposition of information and the acquisition, management, use and disposition of information technology. The program is also concerned with the personnel and monetary resources associated with information-related activities within the Department. Appendix 1 lists definitions for terms frequently associated with IRM. The definitions provided will apply to all usages of these terms throughout this DM part.

#### B. Core IRM Program Disciplines.

(1) These information-handling program disciplines are included in the IRM program in the Department and comprise its core structure:

Automatic Data Processing Management  
Telecommunications Management

Data Administration  
Records Management  
Library and Information Service Management  
Management Analysis

(2) Each of these disciplines has established policies, procedures, standards, etc. pertaining to the management of the discipline. Bureaus and offices will establish their own IRM programs in accordance with 375 DM to assure effective management and coordination among these disciplines. It is not a requirement that all of the above disciplines be located within a common unit within a bureau or office. Bureaus and offices may choose to include other disciplines within their IRM programs as noted below.

C. Other Program Disciplines Related to IRM. Other functions also have varying degrees of involvement with the IRM program by virtue of their information technology dependency or their effect upon information resources management functions. Bureaus should consider the interrelationships of other disciplines with the IRM core program disciplines in the establishment of their respective IRM programs.

D. Relationship of the IRM Program to the Mission and Programs of the Department. The IRM program together with its core disciplines supports all missions and programs of the Department. In many cases, IRM activities support a number of programs simultaneously through the sharing of common information, technology, and services. Information resources requirements should be clearly identified and planned for in mission program plans and budget documents.

**1.3 Authority.** The IRM program is based on the authorities assigned to the Assistant SecretaryBPBA and delegated to the Office of Information Resources Management which are delineated in 110 DM 10. The IRM program is the focal point for the implementation of public laws, Federal regulations, and executive orders related or pertaining to information resources. Included in 375 DM 2 is a list of the most significant of these authorities.

**1.4 Scope of Program.** The IRM program encompasses the information resources and information management and coordination processes of the Office of the Secretary and all bureaus and offices within the Department. The policies, procedures, and standards established within the Program shall also apply to work or activities performed by consultants, contractors, universities, other government agencies, etc. for the Department to the extent that these activities involve information resources management functions or processes.

**1.5 IRM Program Goals.** The IRM Program has nine major program goals. These goals are the foundation for overall program direction and the basis for assessing the needs, benefits, and effectiveness of specific policies, plans, and standards. The following describes each goal and the management objectives each supports:

A. Description of the Program Goals.

(1) Enhance the Information Base. Identify existing information collections,

analyze their value, coordinate the systematic addition of new resources to the existing base of information collections, and properly dispose of resources having no further useful value.

(2) Facilitate Information Transfer. Facilitate the orderly and timely transfer of information from source or origin or storage location to those in need of the information using the most cost-effective means available.

(3) Maximize Information Resources Accessibility. Maximize the awareness of the existence of information and improve the accessibility and availability of information resources to persons or organizations in need, and in the specific form, media, or structure required.

(4) Improve Information for Managing. Improve the adequacy and dependability of information used in management and decisionmaking processes and meet all required levels of quantity, quality, accuracy, timeliness, flexibility, and consistency appropriate to each management or decisionmaking function.

(5) Control Information Resources Costs. Coordinate the development and implementation of cost accounting techniques which aid in the identification of information resource costs and initiate management actions which will lead to more efficient and cost-effective application of resources.

(6) Improve Personnel Productivity. Identify and provide opportunities for improvement of personnel productivity through application of technologies and improved information handling processes.

(7) Ensure Information Quality, Security. Identify and improve the quality and accuracy of information and provide required levels of control and protection of information resources within the Department.

(8) Transfer Information Technology. Facilitate the acquisition and application of new technology and information management tools and techniques within all Departmental organizations.

(9) Train Information Technologists. Improve the training, development, skills maintenance, and career advancement opportunities of information technologists.

B. Relationship of the IRM goals to the Department=s mission and overall management goals. The IRM goals support managers, program specialists, and information users in the performance of their duties and responsibilities. The first three goals are specifically directed towards the community of information users; the second three specifically support managers, and the last three specifically support the information management disciplines. The Office of Information Resources Management will monitor IRM activities Departmentwide to assess progress in achieving these goals. The Office will also assure that IRM goals, objectives, and activities are in consonance with the overall goals of the Department of the Interior.

## 1.6 Responsibilities.

A. The Assistant Secretary Policy, Budget and Administration (PBA) is assigned overall responsibility for Information Resources Management throughout the Department. The Assistant Secretary-PBA:

(1) Serves as the single official for carrying out the Department's responsibilities under the Paperwork Reduction Act of 1980 (P.L. 96-511)

(2) Chairs the Departmental Information Resources Council (IRC).

B. The Information Resources Council (IRC) is comprised of each of the program Assistant Secretaries or their Deputies and is chaired by the Assistant Secretary-Policy, Budget and Administration. The IRC is responsible for reviewing the implementation of the IRM program and advising the Assistant Secretary-PBA on needed changes or recommended improvements to the Program. Specifically, the Information Resources Council:

(1) Reviews and makes decisions regarding major IRM policy issues.

(2) Advises the Secretary on resolution of major issues.

(3) Approves Departmental goals, strategies, plans, and broad policies related to IRM (375 DM 3 provides additional information regarding the IRC's responsibilities).

C. The Director, Office of Information Resources Management is assigned implementation and oversight responsibility for the Departmental IRM Program and serves as technical advisor to the IRC. The Director also interprets Federal and Departmental policies related to IRM, develops and recommends Departmental policies, and provides guidance to bureaus and offices on policy implementation.

D. Program Assistant Secretaries are responsible for assuring the implementation of the Department IRM program and for establishing IRM programs in their subordinate organizations. These Assistant Secretaries or their deputies also serve as representatives to the IRC.

E. Head of Bureaus are responsible for:

(1) Establishing an IRM program within their respective bureau.

(2) Implementation of IRM policies, standards, and plans.

(3) Completion of IRM reports and furnishing information as required by the Office of Information Resources Management.

(4) Identification of IRM requirements in program and budget plan formulation.

(5) Designating an IRM Coordinator as liaison with the Office of Information Resources Management.

F. IRM Coordinator.

(1) Each bureau head shall designate a bureau IRM Coordinator who will serve as the primary coordinator and liaison with the Office of Information Resources Management for the IRM program activities. The Office of Information Resources Management will perform the IRM coordination function for the Office of the Secretary.

(2) The IRM Coordinator shall be at an appropriate management level and be given sufficient delegated authority to perform all IRM program coordination functions for the bureau and to act for the bureau in meetings, conferences, special committees, etc., established by the Office of the Secretary. Bureaus will advise the Office of Information Resources Management of any changes in appointment of their IRM Coordinator.

**1.7 Implementation Structure for the IRM Program.**

A. The IRM program will be developed and maintained in accordance with the following major elements which constitute the program policy structure.

(1) Program Management Elements:

IRM Policy Dissemination  
IRM Program Coordination  
IRM Strategic Planning  
IRM Assessment  
IRM Organizations

(2) Resources and Technology Management Elements:

IRM Budgeting and Financial Management  
Information Technology and Services Management  
Information Technology and Services Procurement  
Information Resources Managers and Technologists  
Information Resources Standards Program

(3) Information Life Cycle Management Elements:

Information Acquisition  
Information Cataloging and Inventorying  
Information Use Management  
Information Processing Management  
Information Communication and Dissemination  
Information Disposition

B. Each of the IRM program elements is covered in detail in the remaining chapters of this part. Illustration #1 shows the relationship of the IRM program elements to corresponding areas within the core program disciplines. The comprehensive set of information resources policies built around these IRM Program elements and contained in the remaining chapters of Part 375 DM will serve as the basis for integrating the more specialized policies contained in the remaining Parts (376-390 DM) of the IRM Program series.

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**Appendix 1**

**Glossary of Terms and Definitions**  
**Associated with Information Resources Management**

The following is a list of terms and definitions most frequently used when describing Information Resources Management functions or activities. Each program chapter for the core program disciplines contains additional terms and definitions, which are primarily related to that discipline.

Data. A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by machines. (ISO)

Data Administration. A function including development and coordination of the policies, procedures, practices, and plans for the capture, correction, storage, and use of data.

Data Base. A collection of interrelated data logically stored to serve one or more uses or applications.

Data Base Administration. The process of controlling the content, design, and use of one or more data bases to avoid uncontrolled redundancies and to enhance development.

Data Resource Management. The process of planning and controlling the activities and functions of an organization which relate to collecting, cataloging, processing, storing, communicating, and disposing of data.

Federal Information Standards Program. An ongoing process designed to provide leadership, technical guidance, and coordination of government efforts in the development of guidelines and standards for the information sciences and related disciplines.

Information. The meaning that a human assigns to data.

Information Catalog. An orderly index or list of names and other pertinent descriptive data regarding the complete information holdings or a subset of these holdings of an organization.

Information Center. A collective body of human, technological, and other assets designed to

provide specific or generalized information services, and/or technological application assistance at regular intervals, on demand, or selectively, according to express needs of users.

Information Communications. The procedures and means by which data and information are communicated and disseminated throughout an organization.

Information Cost. The aggregate cost of everything an organization requires or expends to do the job of creating, processing, and disseminating information and paperwork.

Information Disposition. The steps taken to determine whether or how data should be destroyed or maintained for residual value.

Information Dissemination. The active process of communicating recorded ideas, facts, and data by any medium.

Information Inventory. A collection of descriptive data regarding the scope, quantity, content, or location of an organization's information holdings. This data may be contained within an information catalog.

Information Management. The application of general management principles including planning, directing, and controlling the processing, handling, and uses of an organization's information.

Information Processing. To copy, exchange, read, combine mathematically or logically, record, store, transmit, transport, or write information from one medium or format to another.

Information Services. A helpful activity provided users to assist them in meeting their information needs and requirements.

Information Source. An information generator the output of which is assumed to be free from error or of known quality or error rate. The origin of data acquired or generated by an organization.

Information Standards. Standards pertaining to the manner in which data and information are defined, cataloged, represented, transmitted, stored, processed, and accessed; also the manner in which associated information technology is designed, configured, interconnected, and operated in the process of handling data.

Information System. The orderly combination of human resources, technology, and established methods and procedures to collect, process, and/or communicate data in the form or format needed.

Information Technology. The aggregate collection of electronic, electro-mechanical, and/or optic equipment together with their control programs or instructions which are applied to the collection, organization, processing, storage, retrieval, and communication of data.

Library. A collection of information pertaining to specialized or diverse subject areas stored in one or more media forms, accessible to those of a designated user community who require the information, and under the management of a librarian.

Management Analysis. Developing, analyzing, evaluating, advising on, or improving the effectiveness of work methods and procedures, organizations, manpower utilization, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions of management.

Security. (As applied within IRM) The management controls and protections designed to protect information, equipment, facilities, and other assets from loss, destruction, or unauthorized access.

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**375 DM 1**  
**Illustration 1**

**IRM PROGRAM ELEMENTS**

Planning  
Policy  
Assessment  
Program Coordination  
Standards  
Budget/Finance  
Services/Tech.  
Managers/Technologists  
IRM Organization  
Acquisitions  
Catalog/Inventory  
Use Management  
Disposition  
Processing  
Communications/Dissemination

**DATA ADMINISTRATION**

Planning  
Policy  
Standards  
Data Base Technology  
Data Administrators  
Data Cost Accounting  
Data/Data Base Acquisitions  
Data Base Management Systems

**TELECOMMUNICATIONS  
MANAGEMENT**

Planning  
Policy  
Standards  
Network/Technology Management

**LIBRARIES  
INFORMATION CENTERS**

Planning  
Policy  
Standards  
Automated Support Tools  
Library Cost Accounting  
Librarians  
Requisitions  
Inventory Systems  
Information Acquisition

**RECORDS MANAGEMENT**

Correspondence Mgmt.  
Directives Mgmt.  
Forms Mgmt.  
Reports Mgmt.  
Copy Mgmt.

Telecommunication Specialist  
Telecommunication Cost Accounting  
Telecommunications Procurement

Mail Mgmt.  
Files Mgmt.  
Micrographics Mgmt.  
Records Disposition

#### ADP MANAGEMENT

Planning  
Policy  
Standards  
ADP Technology Management  
ADP Specialist  
ADP Cost Accounting  
ADP Procurement  
ADP Systems  
ADP Security

#### MANAGEMENT ANALYSIS

Management Systems  
Information Flows  
Organizational Analysis  
Productivity Program  
Special Studies

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