



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

December 11, 2020

Memorandum

To: All U.S. Department of the Interior Employees

From: William E. Vajda
Chief Information Officer

WILLIAM VAJDA

Digitally signed by WILLIAM VAJDA
Date: 2020.12.11 11:36:14 -05'00'

Subject: Managing Federal Records for U.S. Department of the Interior Employees

This memorandum provides guidance to help you identify and manage federal records prior to your departure from the U.S. Department of the Interior (DOI).

Please remember that all staff are responsible for ensuring all federal records are properly managed and preserved, consistent with the Federal Records Act, until their authorized disposition. Also, federal cybersecurity policies require that all official government business be conducted on government furnished equipment (GFE).

What actions do I need to take before I depart?

Schedule time with your Records Officer at your earliest convenience. In preparation for that meeting:

- Ensure all your records and files (i.e., email, social media, or electronic messaging accounts) in both digital (including photos and video) and paper formats are available and accessible.
- Identify and segregate ongoing Freedom of Information Act (FOIA) or litigation records.
- Prepare a list of projects or issues you worked on while at the DOI.
- Forward electronic messages sent for official business from a non-official (e.g., personal) email account to your DOI official email account. (See Attachment 3)
- Remove all [personal material](#) from your GFE.
- Determine if there are any records you wish to take copies of when you leave so we can review and approve them prior to your departure. Please note that the use of personal removable storage devices (e.g., USB drives) to copy documents from your GFE is strictly prohibited.

How can I get assistance?

- You can find contact information for all Records Officers at <https://www.doi.gov/ocio/policy-mgmt-support/information-and-records-management/records/contacts>.
- Additional information will be provided during the off-boarding process.
- If you want to take copies of federal records with you upon your departure, contact

your [Records Officer](#), who will coordinate with the Office of the Solicitor, as appropriate.

- For more detailed information on federal records management, refer to the following:
 - o *Basic Guidance on Federal Records* (Attachment 1)
 - o the National Archives and Records Administration's (NARA) publication, *Documenting Your Public Service* at <https://www.archives.gov/records-mgmt/publications/documenting-your-public-service.html>

Attachments

- ATT 1: Basic Guidance on Federal Records
- ATT 2: Contact List of Bureau and Office Records Officers
- ATT 3: OCIO Directive 2015-003 *Notice of Disclosure Requirements for Official Business Conducted Using Non-Official Electronic Messaging Accounts*

ATT 1 - Basic Guidance on Federal Records

What are Federal Records?

Federal records are all recorded information, regardless of form or characteristics, made or received by a federal agency under federal law or in connection with the transaction of public business. Federal records must be preserved by an agency—as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the United States Government or because of the informational value of the data in them—until they are authorized for disposal as temporary records or for transfer to the National Archives as permanent records.

Federal records exist in many forms including, but not limited to:

- audio and video recordings
- electronic messages, including email, instant messages, and texts
- maps and geospatial information
- memoranda
- photographs
- presentations
- social media content
- statistical and narrative reports
- web records

Many factors contribute to the determination that recorded information qualifies as a federal record. If the answer to any of the following questions is "yes," the item is a federal record:

- Did the agency require creation or submission and maintenance of the information?
- Was the information used to conduct or facilitate agency business?
- Does the item contain unique information that explains formulation of significant program policies and decisions?
- Was the information distributed to other offices or agencies for formal approval or clearance?
- Is the information covered by an item in an agency records schedule or regulation?

Federal records are the property of the agency, not the individual employee, and must not be removed without agency approval. Government employees should work with their agency's records management staff to ensure records contain a full accounting of their organization, functions, policies, and activities. Agencies need to ensure that their records are complete and contain information needed to protect the rights of the government and the public.

What are not Federal Records?

Non-records include materials such as library or museum materials used solely for reference or exhibition purposes and duplicate copies of records kept only for convenience.

What are Personal Materials?

Personal materials refer to documentary items not relating to, or influencing, agency business. Personal materials belong to an individual, not the agency. Traditionally, personal materials have included the following categories:

- business or professional files created before entering Government service
- reference files, for example professional association journals or library materials
- copies of your official personnel file that were created when you entered federal service
- personal correspondence, emails, and other materials documenting outside business or political pursuits not relating to agency business

Employees may remove documentary materials of a purely personal nature when they leave the agency. However, employees often intermingle their personal and official files. In those situations, the agency may need to review and approve the removal of personal materials to ensure the proper preservation of all federal records and compliance with agency policies. Employees should consult their Bureau Records Officer.

As a best practice, employees should not conduct personal business on official agency accounts and information technology systems. Personal and non-official accounts should only be used to conduct agency business in exceptional circumstances. In 2014, the Federal Records Act was amended to require that an officer or employee of an executive agency may not create or send a record using a non-official electronic messaging account unless they:

- copy an official electronic messaging account of the officer or employee in the original creation or transmission of the record; or
- forward a complete copy of the record to an official electronic messaging account of the officer or employee no later than 20 calendar days after the original creation or transmission of the record.

National Archives and Records Administration guidance further requires that if an officer or employee of an executive agency receives an electronic message on a personal account, they must forward a complete copy of the record to an official electronic messaging account of the officer or employee no later than 20 calendar days after the original creation or transmission of the record.

ATT 2 - Contact List of Bureau and Office Records Officers

Office of the Secretary

Michelle M. Doutrich
7110 W. Jefferson Avenue
Lakewood, CO 82235
(720) 320-4823 (Work Cell)
Michelle.Doutrich@ios.doi.gov

Office of the Secretary Records Management Staff:

1849 C St. NW
Section 7149D - MIB
Washington, DC 20240
(202) 208-7765 (Office)
OS_recordsmanagement@ios.doi.gov

Bureau of Indian Affairs

James (Jim) Langford
12220 Sunrise Valley Drive
Reston, VA 20191
(703) 390-6536 (Office)
james.langford@bia.gov
NOTE: Also see Bureau of Trust Funds Administration - Mary Beth Roberts

Bureau of Land Management

Corey J. Wells
20 M St., SEMS - 3251
Washington, DC 20003
(202) 329-4849 (Office)
cjwells@blm.gov

Bureau of Ocean Energy Management

Steven Welch
45600 Woodland Road
Sterling, VA 20166
(703) 787-1733 (Office)
steven.welch@boem.gov

Bureau of Safety and Environmental Enforcement

Susan Fawcett
45600 Woodland Road
Sterling, VA 20166
(703) 787-1264 (Office)
susan.fawcett@bsee.gov

Bureau of Reclamation

Gary McDanel
Denver Federal Center
P.O. Box 25007 (84-21210)
Denver, CO 80225-0007
(303) 445-3337 (Office)
gmcDaniel@usbr.gov

Fish & Wildlife Service

Marene S. Baker
134 Union Blvd
Lakewood, CO 80228
(303) 275-2379 (Office)
maren_baker@fws.gov

National Park Service

Christie King
12201 Sunset Valley Drive
WASO-IR
Room 2C404C, Mail Stop 242
Reston, VA 20192
christie_king@nps.gov

Office of the Solicitor

Lance Purvis (Acting)
1849 C Street NW
MS-6429 MIB
Washington, DC 20240
(202) 208-5817 (Office)
Lance.Purvis@sol.doi.gov

**Bureau for Trust Funds
Administration**

Mary Beth Roberts
4400 Masthead NE
Albuquerque, NM 87109
(505) 816-1640 (Office)
Marybeth_Roberts@btfa.gov

**Office of Surface Mining Reclamation
and Enforcement**

Patrick Dege
1849 C Street NW
MS-1200 West Corridor, MIB
Washington, DC 20240
(202) 208-3549 (Office)
pdege@osmre.gov

United States Geological Survey

Christina Bartlett
12201 Sunrise Valley Drive
MS-159, Room 4B114
Reston, VA 21092
(703) 648-7197 (Office)
cbartlett@usgs.gov