

# Focus on Open Government Records Management

August 2016

# Census Bureau's Responsibility and Commitment

- The Census Bureau is committed to managing our records properly to comply with legal requirements and to support their mission.
- The accuracy and consistency of how records are identified, captured, stored and retrieved provide the cornerstone to the effective functioning and transparent operation of the Agency.
- The Census Bureau is required to preserve Agency records in accordance with applicable statutory and regulatory requirements and to facilitate access to information by Census Bureau staff, partners, stakeholders and the public as appropriate.

# Records Management Governance

The Policies and Procedures Manual (PPM) Chapter K-3, “Records Management,” governs the Census Bureau’s policy on records management, focusing on the retention and disposition of all records, including electronic records.

- Focus on overall records management responsibilities under the Federal Records Act (FRA), as amended, and other applicable authorities
- Confirm and align principles, responsibilities and requirements for managing the Census Bureau’s records to ensure that the Agency is in compliance with federal laws and regulations; Census Bureau policies; and best practices for managing records.

# Records Schedule

Record Schedules describe agency records, establishes a period for their retention by the agency, and provides mandatory instructions for what to do with them when they are no longer needed for current government business.

The two types of records schedules are as follows:

- a) **General Records Schedules**—These schedules, published by NARA, govern the retention and disposition of administrative records common to all federal government agencies.
- b) **Census Bureau Records Schedules**— These schedules govern the retention and disposition of program records

# Electronic Records Management Initiative

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- The purpose of the project is to address the Records Management solution for the Bureau of the Census (BOC) e-mail and internal social media communications as mandated by the Federal Information Security Management Act (FISMA) and to fulfil the Managing Government Records Directive, M-12-18.
- The Email Records Management System (ERMS) will be compliant with federal records capabilities necessary to capture all inbound and outbound email, social media content such as instant messaging, and electronic documents and store these records using the cloud for storage.

# ERMS Project

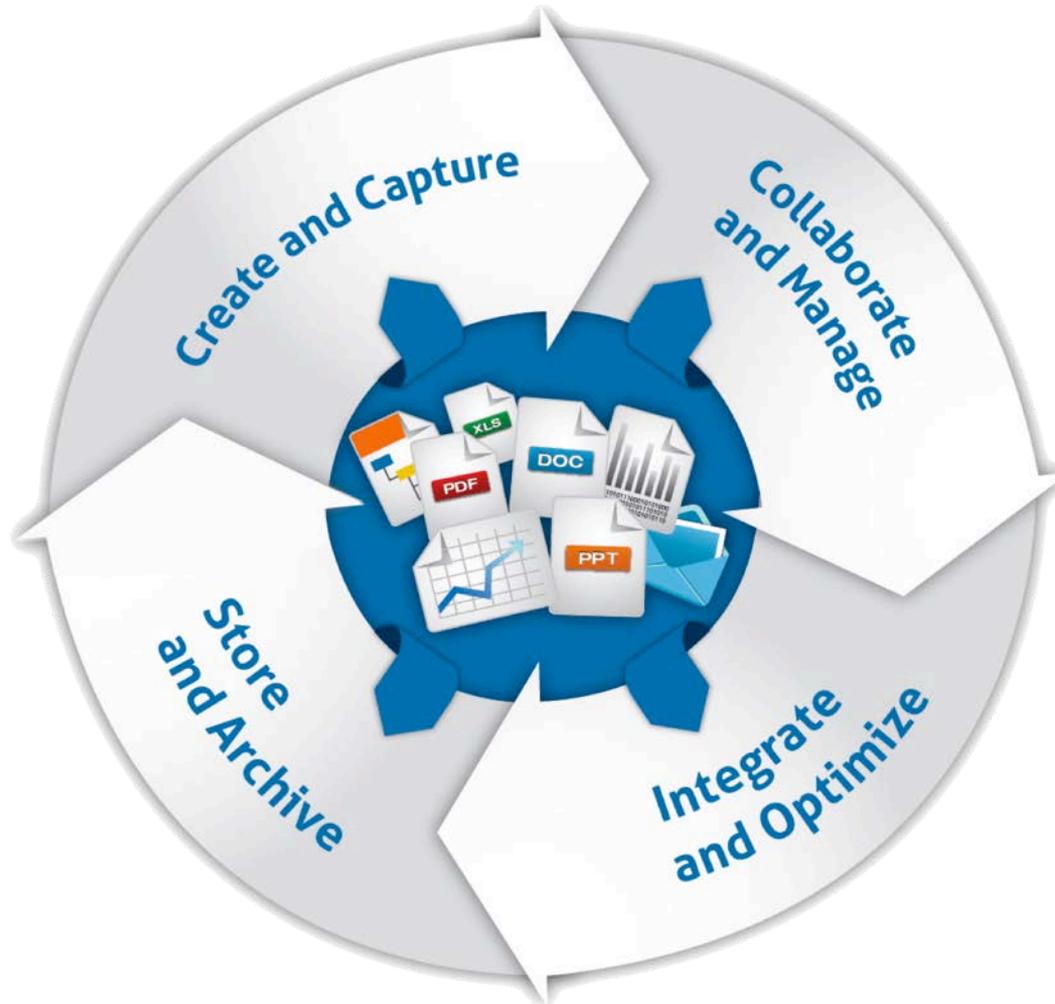
- This project will follow the Capstone guidance provided by the National Archives and Records Administration (NARA) and the Department of Commerce (DOC) which references the Presidential Memorandum on Managing Government Records signed on November 28, 2011 and the subsequent issuance of the Management Government Records Directive memorandum signed on August 24, 2012 by the Office of Management and Budget (OMB) and NARA.
- The requirement does away with the traditional print-and-file policies and requires agencies to implement new approaches to manage their documents electronically.

# ERMS Project (Cont)

This project will create a solution that better manages retained records over a period of time. The ERMS solution will:

- Have the flexibility to perform privacy and Freedom of Information Act (FOIA) searches while lowering the Departments' overall associated operational and program costs.
- Serve as a records disposition and records management solution supporting all Census Bureau, National Processing Center (NPC) and regional offices.
- Allow for final disposition of records based on the role/position of the end-user, not the content of each individual email record.
- Allow for the retention of temporary email records based on the record schedule in the process of being created by the Department of Commerce.

# ERMS Lifecycle



# In Conclusion

- Well-managed records provide clear and durable evidence of what the government has promised, what it has done, what services it has provided and how it has spent public funds.
- Weak records controls result in an ad hoc, potentially misleading national evidence base that opens opportunities for manipulation, corruption and fraud.
  - weakens citizens' ability to claim fair rights and entitlements; undermines the ability to plan and monitor policies and services; and makes it difficult to open information effectively.