

2016 National Sunshine Week:

Strengthening Transparency through Open Data and Information

March 15, 2017

What is Records Management?

Planning, controlling, directing, organizing, training, promoting, and other managerial activities involved in records creation, maintenance and use, and disposition...

Records management knowing what you have, where you have it and how long to keep it

What is a Record?

Records include all:

- Books
- Papers
- Maps
- Photographs
- Machine-readable materials, or
- Other documentary materials, regardless of physical form or characteristics

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.
- Preserving Agency records

What are Federal Employee Responsibilities?

Federal employees have three basic obligations regarding Federal records:

- Create records needed to do the business of their agency, record decisions and actions taken, and document activities for which they are responsible
- Protect records so that information can be found when needed.
- Carry out the disposition of records under their control in accordance with agency records schedules and Federal regulations

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

Records Management Directives

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 Management Government Records Directive memorandum signed on August 24, 2012 by the Office of Management and Budget (OMB) and NARA.
- 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

Electronic Records Management System Capstone

The Electronic Records Management solution will:

- Manage retained records over a period of time.
- Flexibility to perform privacy and Freedom of Information Act (FOIA)
- 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.
- Allow for the retention of temporary email records.

In Conclusion

- 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.

Strengthening Transparency through Open Data and Information

- Implementing an effective records management program will allow you to identify records that are needed for legal and compliance purposes and ensure they are assigned the appropriate retention periods.
- 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.