

Reclamation Manual

Directives and Standards

Subject:	Information Management
Purpose:	This Directive and Standard (D&S) provides requirements to ensure the creation of adequate and accurate documentation of the Bureau of Reclamation's official business and to provide standards for how records and information are to be created, maintained, protected, used, and disposed of either by permanent preservation, transfer to inactive storage, or destruction. The benefits of this D&S are to ensure Reclamation's compliance with Federal laws.
Authority:	Records Disposal Act of 1943; Federal Records Act of 1950; Freedom of Information Act (FOIA) of 1967 and 1974; Federal Records Act of 1976; Reclamation Safety of Dams Act of 1978; Paperwork Reduction Act of 1980; Privacy Act (PA) of 1988; Government Paperwork Elimination Act of 1998; E-Government Act of 2002; 44 United States Code (USC) Chapters 21, 29, 31, 33, and 35; 36 Code of Federal Regulations (CFR) parts 1220 through 1238; Office of Management and Budget (OMB) Circular A-130; OMB M-06-15, M-06-16, and M-07-16; OMB/National Archives and Records Administration (NARA) M-19-21; Departmental Manual (DM), Part 370, Chapters 382 through 385, 752 and 753; and Reclamation Manual D&S, <i>Identifying and Safeguarding Controlled Unclassified Information (CUI)</i> (SLE 02-01), and <i>Privacy and Safeguarding Personally Identifiable Information (PII)</i> (RCD 01-02)
Approving Official:	Associate Chief Information Officer, Information Resources Office (IRO)
Contact:	Information Management and Technology Service Strategy Division (IMTSSD), Information Management Group (IMG) (84-21210)

1. **Introduction.** The Information Management Program is a Reclamation-wide program that is essential for the creation and preservation of records. As mandated by Federal law, all information received, created, or compiled by Reclamation officials and employees is the property of the Federal Government and must be maintained in accordance with established standards.¹ Official records shall not be transferred to a non-Federal entity.
2. **Applicability.** This D&S applies to all Reclamation officials, employees, and staff, temporary or permanent.

¹ When drafting acquisition requirements (i.e., a Solicitation's Statement of Work, Statement of Objectives, or technical specifications), the program/requesting office is responsible for including any Information Management Program requirements that are applicable to contract performance, deliverables, and/or contractor employees.

Reclamation Manual

Directives and Standards

3. Program Administration.

- A. **IMG.** Program management of records and information is administered by the IMG (an office within the IMTSSD of the IRO), which provides guidance and assistance, including the development and issuance of Reclamation-wide standards, to improve the management of all records and information regardless of media.
- B. **Reclamation Records Officer.** As part of the IMG, the Reclamation Records Officer:
- (1) provides guidance and approval to regional Records and Information Management Officers (RIMO) on developing and implementing Reclamation records and information management policies, plans, goals, and strategies to ensure compliance with statutory obligations and regulatory requirements; and
 - (2) serves as the main point of contact between Reclamation and the Department of the Interior's Records Officer.
- C. **Regional RIMO.** Each region must appoint a RIMO, who will act as a liaison to the Reclamation Records Officer. As a charter team member, each RIMO will recommend and participate in the development of Reclamation-wide records and information management requirements, goals, and strategies to ensure compliance with statutes and regulations. RIMOs must provide oversight and implementation of Reclamation records and information management standards and procedures within their respective regions and act as the point of contact for their regional, area, and field offices. RIMOs shall also ensure that:
- (1) all Reclamation records and information are being evaluated and handled in compliance with this D&S and the [Information Management Handbook](#) (IMH);
 - (2) official file stations are identified and periodic records and information file station reviews are performed to ensure compliance;
 - (3) measures are taken to inform all regional employees and contractors of legal provisions relating to the unauthorized destruction, removal, alteration, or defacement of records and information, and appropriate training programs are in place;
 - (4) management is notified if records and information management violations occur as outlined in Paragraph 5 of this D&S; and
 - (5) regional records and information management needs are met in development of Reclamation policy, directives, guidance, procedures, and training.

Reclamation Manual

Directives and Standards

4. **Information Management Requirements.** All Reclamation employees must comply with the mandatory requirements established in the IMH and this D&S for the creation, maintenance, use, retention, and disposition of all records and information, regardless of media. The chapter topics listed below refer to their respective requirements in the IMH.
 - A. Chapter 1 contains Records Management procedures;
 - B. Chapter 2 contains Drawing Management and Drafting Modeling Standards;
 - C. Chapter 3 contains Audiovisual and Multimedia Management procedures;
 - D. Chapter 4 contains Library Management procedures; and
 - E. Chapter 5 contains Correspondence Management procedures.
5. **Penalties.**
 - A. For information on loss of records and requirements for reporting such losses, refer to Chapter 1 of the IMH.
 - B. The Reclamation Records Officer is required, per NARA, 44 USC 3106 and 36 CFR Part 1230, “Unlawful or Accidental Removal, Defacing, Alteration, or Destruction of Records,” to “notify the Archivist of any actual, impending, or threatened unlawful removal, defacing, alteration, corruption, deletion, erasure, or other destruction of records in the custody of the bureau.”
 - C. Directors, managers, and supervisors must take corrective actions if records or information management violations occur, including appropriate administrative or disciplinary action in accordance with 370 DM 752, Appendix B, Table of Offenses and Penalties, Items 2, 12, and 20 and 36 CFR 1230.10 and 1230.12.
 - D. Any Reclamation employee may be subject to criminal penalties associated with the unlawful destruction, damage, or alienation of Federal records and information (18 USC 2071 and 35 CFR 1228.102). In addition, there are administrative and disciplinary actions associated with the loss, misuse, or damage to records and information included in 370 DM 752, Appendix B, Table of Offenses and Penalties; and those containing information exempt from disclosure under the FOIA (5 USC 552) and the PA (5 USC 552a). Contact your RIMO for additional identification and handling requirements for Federal records and information.
6. **Definitions.** For definitions of terms used in this D&S, refer to the IMH Glossary.
7. **Review Period.** The originating office will review this release every 4 years.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____