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BUREAU OF LAND MANAGEMENT
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To: All BC, HR, RS Employees

From: Director, National Human Resources Management Center

Subject: Guide to Information Resources Management (IRM) Policies and Regulations

The purpose of this Information Bulletin is to provide a reference source for Information Resources Management (IRM) policies and regulations. At the recent National Business Center Planning conference, our customers requested information on IRM policies. Attachment 1 contains a listing of applicable IRM policies.

Although there are some recent policies which deal specifically with information technology, many policies that existed before automation still apply. For example, National Archives issues records management policy on creation, maintenance and disposition of records. When designing new automated systems, users must also apply these records policies to ensure that data in the system is disposed of according to records schedules. The Bureau has printing and publishing standards. These standards also apply when creating, designing and publishing web pages. In the past, we secured information and records in locked file cabinets and restricted access to only those with a need to know. The same requirements apply to automated records. Security and access requirements must be considered during the system design phase.

The IRM group is available to assist in system design and web development projects as well as user support. For more information regarding IRM policies or system design, please contact Laura Davis, IRM Group Administrator, HR-250 at 236-6578.

Signed by:
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1 Attachment
1 - Information Resource Management Policies (1p)

Distribution
RS-150, Library
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HR-200

INFORMATION RESOURCE MANAGEMENT POLICIES

Subject	Background	Policies
Project Management	BLM has an approval process to follow when developing new systems.	BLM Manual 1261- Automation, IRM, Modernization and Life Cycle Management. New draft handbook can be found on BLM's Intranet site at web.blm.gov/internal/wo-500/wo-520 . WO-IM-98-45 Information Technology for Life Cycle Cost Model
Configuration Management	Configuration Management ensures hardware/software and architecture standards	IM-NI-98-4007 - Software Development Standards, WO-IM-98-77 - Transmittal of BLM IRM Strategic Plan
Network/ System/ Administration	Coordinates systems to ensure adherence to corporate standards, content, design and access to paths to avoid redundancies.	DOI, IRM Bulletin 1997-002 E-mail Retention Standards & Systems Back-up Tapes
User Support	Support for hardware, software, network problems	
Computer Security	Authorizes the establishment & deletions of user accounts and manages physical security	BLM Manual 1264 Security, 375 DM 19 Information Technology Security, IM-NI-98-4001 Administration Systems User Approval Process
Internet Services	NT server support and web hosting, relational database management system interface	WO-IM-98-95 Bureau Web Site Design Guidelines, WO-IM-98-94 Bureau Internet Web Site Responsibilities, WO-IM-97-177 Internet Acceptable Use Policy
Records Administration	Electronic records need to go through an approval process to be designated as official records. Electronic FOIA of 1996 requires us to publish certain documents on the web.	BLM Manual 1278 External Access to BLM Information, BLM 1270 Records Administration, WO-IM-97-182 Safeguarding of Bureau Electronic Privacy Act Records, and Privacy Act Access Restriction Notices, WO-IM-97-183 Making Records Available via the BLM Electronic Reading Room Home Page as required by 1996 FOIA Amendment.
Data Administration	Data Administration ensures compliance and enforcement of Bureau data standards, business engineering and logical data models.	BLM Manual 1283 Data Administration
Records Management	The National Archives and Records Admin provides policies for records maintenance and disposition of official records (manual & electronic).	BLM Manual 1220 Records & Information Management,
Telecommunications	Telecommunications & Radio Frequencies	BLM Manual 1290 Telephones