

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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To: All NI Employees

From: Director, National Information Resources Management Center

Subject: Consolidation and Transfer of NIRMC Records Administration, Records Management and Freedom of Information Act/Privacy Act Duties

Currently, three of the four Denver National Centers (Centers) collaterally manage records, including drafting and issuing temporary and permanent directives, and centrally respond to Freedom of Information Act (FOIA) and Privacy Act (PA) requests, pursuant to established Washington Office and local Center guidelines.

In an effort to streamline the above processes and ensure procedural consistency throughout the four Centers, NIRMC's records administration, records management, and FOIA/PA duties are being transferred to the Records Program in HR-250.

As a result, NIRMC records administration and management issues, including directives processing, will be the responsibility of Michelle Trast, Records Administrator, HR-250. Additionally, all FOIA/PA-related issues, as well as incoming FOIA and PA requests, are to be directed to Ms. Trast, as FOIA/PA Officer, prior to taking responsive action or disclosing any information.

The above procedural modifications are effective immediately.

Signed by:
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Director, NIRMC

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NI-100 Staff Assistant

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