

**U.S. Federal Government
Interagency Committee on Government Information**

TERMS OF REFERENCE

I. BACKGROUND

The E-Government Act of 2002 (Public Law 107-347, 44 U.S.C. Ch 36) addresses various aspects of Federal management and promotion of electronic government services. Section 207 of the Act requires the Director of the Office of Management and Budget (OMB) to establish the Interagency Committee on Government Information (ICGI). The ICGI was established on June 17, 2003.

Pursuant to section 207 of the Act, the ICGI will:

- consult with interested communities;
- conduct studies and submit recommendations to the Director of OMB and the Archivist of the National Archives and Records Administration (NARA); and
- share effective practices for access to, dissemination of, and retention of Federal information.

To meet these requirements of the E-Government Act, ICGI operates under the Terms of Reference presented here.

II. ORGANIZATION

The ICGI consists of an Executive Committee, comprised of representatives of the NARA, the offices of the Chief Information Officers (CIOs) of Federal agencies, and other relevant officers from the executive branch. Pursuant to the Act, the ICGI may also include representatives of the Federal legislative and judicial branches.

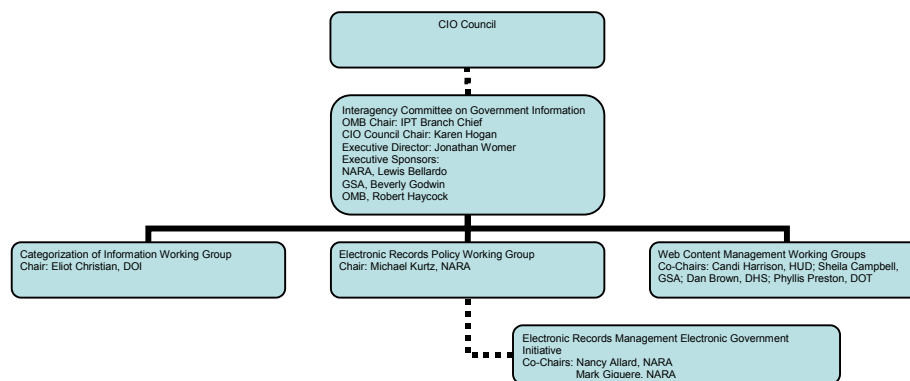
III. EXECUTIVE COMMITTEE

The ICGI's executive committee, which operates under the direction of the CIO Council, has overall responsibility for the requirements specified in section 207 of the E-Government Act. The OMB Director or designee chairs the ICGI executive committee. In addition to the OMB Chair, the ICGI executive committee includes the executive sponsor of each ICGI working group and a Co-Chair from the CIO Council. The ICGI executive committee can create and delegate work to subordinate working groups.

IV. ICGI WORKING GROUPS

Initially there are three ICGI working groups -- Categorization of Information Working Group; Electronic Records Policy Working Group, Web Content Management Working Group. These working groups are charged with developing final draft deliverables of the ICGI, which will be submitted to the executive committee for review and final approval.

The working groups include representatives from agencies throughout the federal government, including any relevant e-Government programs. They are also available for consultations with any federal agency. Each ICGI working group will seek consultation with interested communities and with government agencies other than U.S. Federal, consistent with the Federal Advisory Committee Act and other relevant statutes. In the context of its specific delegation of work, each ICGI working group publicly solicits comments on its work and shares information on effective practices for access to, dissemination of, and retention of Federal information. In addition, the working groups afford the opportunity to include direct input from the legislative and judicial branches. ICGI working groups report to the executive committee on progress and refer matters of information policy to the executive committee.



IV.A. Categorization of Information

The chair of the Categorization of Information Working Group is appointed by OMB. The working group's purpose is to fulfill the requirements of subsection 207(d) of the Act, "Categorizing of Information." Specifically, by December 17, 2004, ICGI shall submit to the OMB Director recommendations on:

- (A) the adoption of standards, which are open to the maximum extent feasible, to enable the organization and categorization of Government information in a way that is searchable electronically, including by searchable identifiers; and in ways that are interoperable across agencies;
- (B) the definition of categories of Government information which should be classified under the standards; and
- (C) determining priorities and developing schedules for the initial implementation of the standards by agencies.

The ICGI recommendations also address what defined categories of Government information shall be required to be categorized under the standards. The Categorization of Information working group will provide ongoing consultation with OMB and interested parties regarding modifications to policies and procedures.

IV.B. Electronic Records

The chair of the Electronic Records Policy Working Group is appointed by NARA. The working group's purpose is to fulfill the requirements of subsection 207(e) of the Act, "Public Access to Electronic Information." Specifically, by December 17, 2004, ICGI shall submit to the OMB Director and the Archivist recommendations on:

- (A) the adoption by agencies of policies and procedures to ensure that chapters 21, 25, 27, 29, and 31 of title 44, United States Code, are applied effectively and comprehensively to Government information on the Internet and to other electronic records; and
- (B) the imposition of timetables for the implementation of the policies and procedures by agencies.

In addition, the Electronic Records Policy Working Group acts as executive board for the Electronic Records Management e-government project. The Electronic Records Policy Working Group will provide ongoing consultation with the Archivist and interested parties regarding modifications to policies and procedures.

IV.C. Web Content Management

The chair of the Content Management Working Group is appointed by OMB. The working group's purpose is to assist OMB in fulfilling the requirements of subsection 207(f)(1), 207(f)(3), and 207(g) of the Act, "Standards For Agency Websites," "Public Domain Directory of Public Federal Government Websites," and "Access to Federally Funded Research and Development," respectively. Specifically, by June 17, 2004, ICGI shall submit to the OMB Director recommendations on:

- (A) policies to improve agency reporting of information for the repository established under Subsection 207(g); and,
- (B) policies to improve dissemination of the results of research performed by Federal agencies and federally funded research and development centers.