



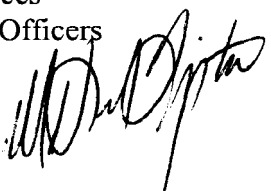
# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

MAY 21 2003

IRM BULLETIN 2003-011

To: Deputy Secretary  
Assistant Secretaries  
Solicitor  
Inspector General  
Heads of Bureaus and Offices  
Bureau Chief Information Officers

From: W. Hord Tipton  
Chief Information Officer 

Subject: Standardized Procedures for Email Configuration Management

**Purpose:**

As part of the Cobell v. Norton case, Special Master Balaran accepted the Department of the Interior's (Interior) proposal to implement real-time capture and archive of email traffic for designated bureaus and offices, and to restore retained backup tapes for designated bureaus and offices into a searchable archive. Interior has contracted with a vendor, ZANTAZ, to implement this proposal which was approved in the Special Master's order dated September 25, 2002.

In order to demonstrate compliance with the Special Master's order dated September 25, 2002, Interior intends to provide assurance that emails and their attachments will be reliably, consistently, and automatically captured, archived and retained in a safe, secured and entrusted environment. Therefore, it is imperative that Interior standardize the process for email configuration management in all designated bureaus and offices.

**Background:**

The Electronic Email Archive system has been implemented to assure that Interior is moving forward to secure a reliable method for email archival and retrieval.

Interior has agreed to demonstrate to the Special Master that the solution is capable of archiving all emails within and between bureaus/offices except for the Office of the Inspector General.

To satisfy this, Interior must:

- Maintain all archived emails within and across designated bureaus;
- Assure the integrity of the documents;

- Provide oversight into the process assuring compliance;
- Demonstrate the ability to retrieve the documents in a timely manner; and
- Implement a sound agency wide solution.

**Scope:**

The initial scope of this project is limited to the following designated bureaus and offices within Interior:

Office of the Solicitor  
Bureau of Indian Affairs  
Office of the Special Trustee for American Indians  
Office of the Assistant Secretary - Indian Affairs  
Bureau of Land Management  
Office of the Assistant Secretary - Policy, Management, and Budget  
Office of Hearings and Appeals  
Office of Historical Trust Accounting  
Office of the Secretary  
Minerals Management Service  
Bureau of Reclamation (Office of the Solicitor)  
National Business Center Washington, DC location (Office of the Secretary, Office of the Assistant Secretary - Policy Management and Budget and Office of Historical Trust Accounting)

**Time Frame:**

This bulletin becomes effective immediately.

**Policy:**

- All Email administrators shall ensure that ZANTAZ software is not removed or tampered with by Interior employees.
- Prior to any reconfiguration of the above designated bureaus and offices' email servers, email administrators must notify Regina L. Lawrence in the Office of the Chief Information Officer.

**Implementation Responsibilities:**

- Interior's CIO is responsible for assisting bureau and office directors and CIOs in achieving timely compliance with the standardization requirements and Interior policies for IT management.

Questions regarding this bulletin may be addressed to Regina L. Lawrence, Departmental Electronic E-mail Archive System Project Manager, telephone (202) 208-5413 or e-mail [regina\\_lawrence@ios.doi.gov](mailto:regina_lawrence@ios.doi.gov)