



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

Memorandum

To: Acting Associate Solicitor, Division of Administration
Associate Inspector General, Management and Policy
Chief Information Officer, Bureau of Land Management
Chief Information Officer, Minerals Management Service
Chief Information Officer, Bureau of Indian Affairs
Special Trustee for American Indians
Director, Office of Hearings and Appeals
Director, National Business Center

From: Daryl W. White  NOV 28 2001
Chief Information Officer

Subject: Notifying E-Mail Users of Successful Backups

Attached are instructions to your e-mail system administrators to notify e-mail users about successful backups of e-mail messages. The instructions are to be disseminated to your e-mail system administrators immediately. In any case, the requirements of the instructions must be followed. The instructions complement instructions on e-mail backup retention that I issued on August 3, 2001.

For more information about the special document retention requirements created by the Cobell v. Norton case, please visit the Department's website at <http://www.doi.gov/courtorders/> and click on the first entry, Order Regarding Interior IIM Records.

Legal questions should be directed to Sabrina McCarthy at (202) 219-2139 in the Solicitor's Office.

Attachment

cc: Solicitor
Inspector General
Deputy Commissioner, Indian Affairs
Acting Director, Minerals Management Service
Acting Director, Bureau of Land Management
Ted Weir/BLM Records Officer
James Greening/MMS Records Officer
Ken Rossman/BIA Records Officer
OIG, Ronald Malone

Solicitor, Glenn Schumaker
National Business Center, Roberta Heintz
Assistant Secretary, Land and Minerals Management
Assistant Secretary, Indian Affairs
Assistant Secretary, Policy, Management and Budget

**Instructions to E-Mail System Administrators
for Notifying E-Mail Users of the Capture of E-Mail Messages on Backup Media**

Pursuant to the Cobell v. Norton litigation pending in the U.S. District Court for the District of Columbia, you must capture, on backup media that are designated for indefinite retention, all e-mail messages related to the Three Functional Areas of

- 1) American Indian trust reform, including the High-Level Implementation Plan or any of its subprojects;
- 2) the Cobell v. Norton litigation; or
- 3) administration of Individual Indian Money (IIM) accounts.

These instructions require you to notify e-mail users weekly about the date of the last successful backup that is designated for indefinite retention.

I. Notification to E-Mail Users of Capture of E-Mail Messages on Backup Media

Your notification, by e-mail, allows e-mail users to delete messages related to the Three Functional Areas, once the messages have been printed and filed. To ensure your compliance with this policy, please follow this procedure:

On the first business day each week, send an e-mail notification to all your e-mail users about the date of your last successful backup that is designated for indefinite retention. The notification should state:

You must print and file e-mail messages that relate to the Three Functional Areas of 1) American Indian trust reform, including the High-Level Implementation Plan or any of its subprojects; 2) the Cobell v. Norton litigation; or 3) administration of Individual Indian Money (IIM) accounts.

The date of our last successful backup, which is designated for indefinite retention, is _____ (date of last successful backup).

You may delete e-mail messages related to the Three Functional Areas that you sent or received on dates up to and including _____ (date of last successful backup), after you have printed and filed the messages, with all attachments.

II. For More Information

If you have technical questions about these requirements, please call Sue Rachlin, Deputy CIO, at (202) 208-6194. Legal questions should be directed to Sabrina McCarthy (202-219-2139) in the Solicitor's Office. For more information about the special document retention requirements created by the Cobell v. Norton litigation, please visit the Department's website at <http://www.doi.gov/courtorders/> and click on the first entry, Order Regarding Interior Department IIM Records.