

## MEMORANDUM

**Date:** May 23, 2008

**Subject:** Scheduling Agency Electronic Information Systems as Required by Section 207(e) of the E-Government Act of 2002

**From:** Andrew T. Battin, Acting Director,  
Office of Information Collection

**To:** Senior Information Officials

This is a follow up to Molly O'Neill's March 13, 2008, memorandum requesting your assistance with complying with Section 207(e) of the E-Government Act of 2002 which requires all federal agencies to develop records retention schedules for all electronic information systems by September 30, 2009. (See [http://www.epa.gov/records/policy/mo207e\\_memo.htm](http://www.epa.gov/records/policy/mo207e_memo.htm).)

In 2006, the National Records Management Program (NRMP) identified systems that are subject to this requirement by reviewing information in the Agency's Registry of EPA Applications and Databases (READ) and reviewing Capital Planning and Investment Control (CPIC) systems. The NRMP prepared a list of 464 systems that did not appear to have records schedules and sent the list to the National Archives and Records Administration (NARA), one of the requirements of Section 207(e). Since that time, we have been able to assign existing records schedules to 120 of those systems, leaving 344 systems that need to be investigated further. We believe that we will be able to assign existing schedules to many of these remaining systems, but we need your assistance in gathering more information about them in order to make that determination. Please have your system managers review the attached list of unscheduled systems, arranged in order by AAship, and Region and respond by completing the Electronic Information System Inventory form, also attached.

Your responses are requested no later than **June 15, 2008** and should be sent electronically to: [records@epa.gov](mailto:records@epa.gov). The NRMP will analyze the information and determine if the systems can be covered by existing schedules or if new schedules are required. If new schedules are required, the system manager will be contacted to initiate the process.

Thank you for your assistance. If you have questions or need additional information, please contact John B. Ellis, Agency Records Officer, at 202-566-1643.

Attachments

cc: Information Management Officials  
Records Liaison Officers