

Chapter 1. INTRODUCTION

1. Purpose. The Bureau of Reclamation (Reclamation) Information Management Handbook (IMH) defines the objectives, policy, responsibilities, and guidance for all offices regarding the life cycle management of records, information, and data as required by law.
2. Objectives.
 - Provide organization, functions, policies, decisions, and procedures
 - Provide adequate and proper documentation of Reclamation’s Mission-critical activities and essential transactions of agency business
 - Provide guidance for creation, use, and maintenance of records, information and data
 - Protect the legal and financial rights of the Government and the persons directly affected by Reclamation’s activities
 - Preserve this documentation in a uniform and adequate manner to enhance its continual use
 - Provide for the security of the information
 - Ensure its long term controlled accountability for administrative, legal, audit, and business needs
3. Laws and Authorities.
 - National Archives and Records Administration Act of 1984 (P. L. 98-497)
 - 44 U.S.C. Chapter 21 – National Archives and Records Administration
 - Chapter 29 – Records Management by the Archivists of the United States and Administrator of General Services
 - Chapter 31 – Records Management by Federal Agencies
 - Chapter 33 – Disposal of Records
 - Chapter 35 – Coordination of Federal Information Policy
 - Chapter 36 – Management and Promotion of Electronic Government Services
 - Electronic Freedom of Information Act Amendments of 1996
 - Government Paperwork Elimination Act
 - Government Performance and Results Act
 - Safety of Dams Act of 1978
 - E-Government Act of 2002
 - Information Technology Management Reform Act of 1996
 - Paperwork Reduction Act
 - Freedom of Information Act
 - Privacy Act
 - 36 CFR Sub-Chapter B – Part 1220 -1238
 - 41 CFR Sub-Chapter C – Part 102 - 193
 - Office of Management and Budget Circular A-130 Appendix III – Management of Information Resources
 - Office of Management and Budget Circular A-123

- Department of the Interior Manual
 - 370 DM 752 – Personnel Management – Discipline and Adverse Actions – Attachment Item no. 2 – Item no. 12 – Item no. 20.
 - 380 DM 1 – Records Management Program and Responsibilities
 - 380 DM 2 – Adequacy of Documentation
 - 380 DM 3 – Files Management
 - 380 DM 6 – Vital Records Program
 - 382 DM 11 – Managing Records in Electronic Form
 - 384 DM 1 – Disposition
 - 384 DM 2 – Records Disposition Schedules
 - 384 DM 3 – Removal or Destruction of Official Records
 - 384 DM 4 – Transfer of Records
 - Reclamation Manual
 - RCD 04-01 – Records Management – Engineering Drawings Management
 - RCD 05-01 – Records Management – Information Management
 - RCD 05-02 - Records Management – Photographic Media Management
 - RCD 07-01 – Records Management – E-Mail as Official Records
 - IRM 02-02 – Information Management – Managing Information, Records, and Data Designated FOR OFFICIAL USE ONLY (FOUO)
 - SLE 02-01 – Security, Safety, and Law Enforcement – Identifying and Safeguarding For Official Use Only (FOUO) Information
 - CMP 03-01 – Reclamation Web Management – Web site Media
4. Policy. All information, records, and data received or created by officials, employees, contractors, or others for use by Reclamation is the property of the Federal Government. Official information, records, and data created by Reclamation may not be transferred to other entities. Only copies of Official records will be provided. (Solicitor’s Opinion January 20, 1996)
5. Responsibilities. - Proper maintenance and disposition of all information is the ultimate responsibility of each Reclamation employee. As representatives of the Federal Government, Reclamation employees are responsible for providing adequate and proper documentation of Reclamation’s activities in order to protect the legal and financial rights of the Government and the people Reclamation serve.

It is the responsibility of every official, employee, contractor, or other person who provides services for Reclamation to:

- Create, maintain, use, and dispose of records, information, and data in accordance with applicable laws, regulations, policy, and guidance
- Maintain all records, information, or data, regardless of format or medium, under reasonable environmental conditions conducive to continued human occupancy. These conditions must provide for long term preservation and negate the growth of mold or other bacteria; the infestation of insects and rodents; and discourage activities that hasten other types of damage. This requirement also includes the preservation of permanently stored data in electronic formats scheduled for transfer to the National Archives

- Provide for the continued security and safety of records, information, and data designated For Official Use Only (FOUO), Privacy Act (PA), Personally Identifiable Information (PII) or other mandated requirements which protect and maintain the safety of Reclamation facilities, its employees, and the general public
 - Make the records, information, and data available for continuing operations during local, regional, or national emergencies or other similar situations and as part of Continuity of Operations (COO) or Emergency Action Plans
 - Convert, migrate, save, or download into commonly accepted formats, all electronic records, photo media, or other digitized information scheduled for permanent retention in the National Archives or otherwise required for continued operation, maintenance, or program activities
 - Transfer all permanent records, information, and data to the National Archives in accordance with approved retention schedules.
6. Penalties. The negligent, willful, unlawful, or deceptive concealment, alienation, removal, mutilation, obliteration, or other activities which damage or render the records, information, or data unusable is punishable under 18 U.S.C. part 2071 and 36 CFR Subpart G – part 128.100 through 106, both of which provide for a fine of \$2,000, 3 years in prison, or both. Adverse personnel actions are also applicable in accordance with Departmental Manual 370 DM 752 - Appendix Item 2, 12, and 20.
7. Official Record Loss Form 7-2594. The Official Record Loss Form was created to provide documentation for recording and reporting an incident of loss, damage, misuse, or compromise of Reclamation's official records, regardless of medium. In accordance with Reclamation Manual Directives and Standards, SLE 02-01, if an incident involves FOUO official records, the completion of form 7-2594 is mandatory.

The Official Record Loss Form 7-2594 can be found here:

<https://dosp/inforesc/itservices/PrintandDup/forms/default.aspx>

Instructions for completing the Official Record Loss form can be found here:

<http://intra.usbr.gov/records/imhandbook.html>

Note: The 'For Official Use Only (FOUO)' marking will be replaced in the future with the marking 'Controlled Unclassified Information (CUI)'. The incident reporting requirements for records designated as CUI will not change. Official records, whether FOUO or CUI, require reporting for their loss, damage, misuse, or compromise.