

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

TRANSMITTAL SHEET

Version No: 001

Date: 5/11/22

SUBJECT: Administrative
Part 380: Records Management
Chapter 4: Records Management Guidance for Onboarding Bureau Personnel

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes Bureau of Ocean Energy Management (BOEM) records management policy for onboarding personnel, specifically to ensure proper identification, maintenance, and use of records, throughout the records' life cycle. This policy applies to both physical and electronic record mediums. This chapter is new and does not replace any existing BOEMM Chapters.

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<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version</u>
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Department of the Interior
Bureau of Ocean Energy Management Manual

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Series: Administrative

Part 380: Records Management

Chapter 4: Records Management Guidance for Onboarding Bureau Personnel

Originating Office: Office of Budget and Administration

1. Purpose. This policy outlines the requirements for Bureau staff to properly manage Federal records upon their arrival to the Bureau. This policy applies to both physical and electronic record mediums and all formats.

2. Objectives. The Bureau's Records Management Program objectives are to provide policy, planning, and guidance that ensure:

A. Onboarding personnel understand how to manage the records and information they create and use, how long the records must be maintained, and whom they should contact for specific questions.

B. The proper identification, maintenance, and use of records, regardless of format and medium.

C. Compliance with National Archives and Records Administration (NARA) regulations and guidance, executive orders, and Office of Management and Budget (OMB) Circular A-130, Managing Information as a Strategic Resource, for the management of all electronic records.

D. Protection of legal and financial rights of the Federal Government and persons directly affected by the Bureau's activities.

E. Management of information and records throughout all phases of the records life cycle.

F. Segregation of records and non-records.

G. Commensurate training and guidance are provided for all Bureau staff on the Bureau Records Management Program, including roles and responsibilities.

3. Authorities.

A. 44 U.S.C. Chapter 31 - Records Management by Federal Agencies (Federal Records Act);

B. 44 U.S.C. Chapter 33 - Disposal of Records;

- C. 36 CFR Chapter XII, Subchapter B - Records Management NARA;
- D. OMB Circular A-130, "Managing Information as a Strategic Resource" dated July 28, 2016;
- E. OMB Memorandum M-19-21, Transition to Electronic Records dated June 28, 2019;
- F. NARA 2016 Web Publication "[Documenting Your Public Service](#);"
- G. [NARA Bulletin 2013-03](#) "Guidance for agency employees on the management of Federal records, including email accounts, and the protection of Federal records from unauthorized removal;" and
- H. Departmental Manual 380 Chapter 1 Records Management Program and Responsibilities.

4. Definitions. Refer to Appendix 1 in BOEMM 380 Chapter 2 for terms and definitions used within this Manual Chapter.

5. Policy. This policy establishes requirements for all onboarding personnel to ensure Bureau records will be effectively and efficiently managed throughout their life cycle. Onboarding personnel must:

- A. Manage their records, in any medium and format, in accordance with Federal records management laws, regulations, and policies.
- B. Create, receive, and maintain official records providing adequate and proper documentation as evidence of the Bureau's activities, functions, policies, decisions, procedures, and essential transactions.

6. Responsibilities.

A. Political Appointees:

1. Contact records management staff for a briefing on the specific recordkeeping requirements to follow.
2. Ensure personal business and personal documents are not placed on Bureau-administered systems and accounts.
3. If a Federal record is created or received in a personal or non-official account, carbon copy (cc) or forward a complete copy to the applicable official Bureau account within 20 days.
4. Manage all Federal records as permanent records since Bureau political appointees are treated as high-level officials.

B. Onboarding Staff:

1. Attend employee in-processing that provides guidance on the proper management and protection of Federal records.
2. Perform Bureau business on Bureau or Department systems and accounts.
3. Avoid the use of personal accounts when performing Bureau business.
4. If a Federal record is created or received in a personal or non-official account, cc or forward a complete copy to the applicable official Bureau account within 20 days.
5. Be aware of the types of records they will create or work with and the length of time those records must be kept.
6. Know how to properly maintain and store Federal records that they create, including in electronic and analog formats.
7. Ensure records created by a Bureau-provided mobile device are properly captured and preserved.
8. Comply with legal obligations including, but not limited to, preservation and litigation holds.
9. Do not mix personal materials with Bureau records.
10. Attend periodic records management refresher training.

C. Bureau Records Officer:

1. Provides training and guidance sufficient for personnel to understand their records management responsibilities.
2. Ensures records management staff are involved in the onboarding process.
3. Emphasizes that Federal records and information are the property of the Government and must stay under Bureau control.
4. Promulgates and communicates Bureau-wide policies and guidance that are established in accordance with NARA regulations and Departmental policy and reflect records management missions and goals.
5. Provides guidance and technical assistance to regional/office managers, supervisors, and staff on the life cycle of records management (creation, maintenance, use, and disposition).
6. Ensures that all Bureau staff understand that they are responsible for creating and preserving records that adequately and properly document the organization, functions, policies, decisions, procedures, and essential transactions of their duties.

D. Managers and Supervisors:

1. Ensure employees have completed initial mandatory records management training and understand their records management responsibilities.
2. Advise onboarding staff of established office procedures to manage records throughout the records life cycle and disposition in accordance with NARA approved records schedules.

E. Regional Directors and Office Chiefs:

As directed by the Bureau Records Officer, ensure implementation of Federal regulations, Departmental policies and procedures, and the directives of the Bureau Records Management Program within their area of responsibility.

7. Legal Penalties. Any Federal employee, contractor, consultant, intern, or volunteer who willfully and unlawfully conceals, removes, mutilates, obliterates, falsifies, or destroys Federal records shall be fined or imprisoned not more than three years, or both, and shall be removed from Federal service (18 U.S.C. § 2071 Concealment, removal, or mutilation generally).