From: Stern, Allyn
To: R10-ORC Mail Group
Subject: FW: The 2nd Quarterly Records Management Day
Date: Tuesday, March 11, 2014 8:45:52 AM
Importance: High

Now that we've cleared out a lot of the paper, it is a good idea to regularly maintain electronic records. I agree with Avi that we should build better habits. I know that I need to work on that, too.

Allyn L. Stern
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1200 Sixth Avenue, Seattle, WA 98101
206-553-1223

From: Garbow, Avi
Sent: Tuesday, March 11, 2014 8:32 AM
To: OGC ALL USERS; OGC RCs and DRCs
Subject: The 2nd Quarterly Records Management Day
Importance: High

Folks,

You got a message from the Deputy Administrator last week encouraging each of you to set aside time tomorrow—Wednesday, March 12: EPA's second quarterly Records Day—for records management. This is one of those important tasks that gets done more easily if we build it into our habits and routines.

Proper records management is everyone's responsibility, and ensures that the valuable work we do every day in OGC is recorded and captured for the benefit of our office and for the public. In the past year, everyone has taken mandatory training on identifying records on how to use the EZ Email Records tool. Wednesday, let's put this training into action: Please set aside one to two hours to reflect and focus on managing your records and to refresh your record responsibilities.

As part of your reflection, you may consider incorporating new habits into your daily practice. For example, you can consider whether each email you send qualifies as a Federal Record AT THE TIME YOU SEND IT, and if so, save the email through the new EZ Records tool. Employees throughout the Agency are now using this tool with essentially no interruption to their productivity. You can also make it a practice to clean up your email on a regular basis (of course maintaining emails that are federal records or subject to a litigation hold, current FOIA or a congressional request). Finally, you can use your Records Management Day time to establish folders to organize your email so later you can quickly and easily identify records you must keep and records which you can appropriately delete.

Should any questions arise during you records management efforts, the good folks in GLO's information law practice group (ILPG) are holding office hours tomorrow so that they will be ready to help. A special thanks to ILPG for making themselves available to answer questions and for all the work they do!

GLO "office hours" tomorrow:

10am-12pm	Cindy Anderson	7426EE (202) 564-2690
1pm-2pm	Lynn Kelly	7426C (202) 564-3266
2pm-3pm	Scott Albright	7426CC (202) 564-2884

Thanks.
Avi

Avi Garbow
General Counsel
U.S. Environmental Protection Agency
(202) 564-8040

From: Mass Mailer [mailto:Mass_Mailer@epa.gov]
Sent: Friday, March 07, 2014 1:03 PM
To: All Users of EPA Email
Subject: Message from the Deputy Administrator: The 2nd Quarterly Records Management Day
Importance: High

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EPA@work

This message is being sent to all EPA Employees. Please do not reply to this mass mailing.

MEMORANDUM

FROM: Bob Perciasepe

TO: All EPA Employees

SUBJECT: The 2nd Quarterly Records Management Day

Records Management is a responsibility we all share, and it is a vital part of the EPA's commitment to transparency and openness. During our second Records Management day on March 12, I ask that you set aside one to two hours to focus on managing your records and to refresh your records responsibilities at EPA.

It is simpler than ever to save email records using the new EZ Email Records tool (information at http://intranet.epa.gov/ecms/emailrecords/) for both Outlook and Lotus Notes.

This year, the option for EPA staff to take advantage of the Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) authority may increase the number of staff who will separate from the agency in April 2014. Separating staff must properly preserve their records, transfer their records to the appropriate person or persons in their program or regional offices, and carry out a proper disposition of their records according to the records schedules. In addition to preserving records, there must be a hold on the disposition of non-record material that is subject to Freedom of Information Act requests or litigation holds.

I encourage all staff to dedicate time to their records on March 12 and to continue to meet their requirements to regularly manage records. As you are aware, the first step to good records management is identifying a record, which is information, in any format, created in the course of business, received for action or needed to document EPA activities. Please continue to use the "What is a record" tool and the National Archives and Records Administration video on records to help you decide if you have a record. All staff must continue to maintain these records in a way that allows others to access them when needed, such as through the EZ Email Records tool that saves your email records in Lotus Notes, Outlook or the Outlook Web Application.

If you have a question about records, please contact your records liaison officer (RLO). A list of RLOs is available at http://intranet.epa.gov/records/contact_us.html. Your RLO coordinates with the National Records Management Program and is your first resource to assist you with records management policies and procedures.

For more information about the EPA's National Records Management Program and upcoming records management activities, please visit http://intranet.epa.gov/records.