



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

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Memorandum

To: Assistant Directors for Information Resources

From: Bernard J. Mazer
Chief Information Officer

Subject: Update to the Enterprise Records and Document Management System

This memorandum is an update to the May 12, 2011, memorandum regarding the "Criteria for Considering an Enterprise Records and Document Management System (ERDMS)", which has been renamed the eMail Enterprise Records and Document Management System (eERDMS). The eERDMS will be managed by the Departmental Records Officer and the eRecords Service Manager.

In support of the Information Technology Transformation (ITT) and Secretarial Order (SO) 3309, the Department of the Interior (Department) expects to award the eERDMS contract in late April 2012. The eERDMS consists of four systems which will be implemented in phases.

Phase 1 — Enterprise Forms System (EFS). The EFS will automate all internal and external Bureau and Office forms. The EFS will improve customer service, reduce cost of ownership, and provide the Department with a centralized forms program using modern technology. The EFS contract was awarded in late December 2011, and this solution will be deployed in the second quarter of FY 2012.

Phase 2 — Enterprise eArchive System (EES). The EES will provide the Department with an enterprise records and document management solution for all email and other electronic correspondence. The EES will be comprised of a Department of Defense (DOD) 5015.2 certified records management module. The EES will centralize the Department's records program and provide a single cohesive records management environment. The EES contract is scheduled for award in April 2012, and this solution is expected to be deployed in late June 2012.

Phase 3 — Enterprise Dashboard System (EDS). The EDS will provide senior leadership and management, business units, and external entities a data dashboard reporting environment. The EDS will deliver centralized data, metrics, reporting, and trend analytics for all lines of businesses within the Department. The EDS contract is scheduled for award in March 2012, and this solution is expected to be deployed in late May 2012.

Phase 4 — Enterprise Content System (ECS). The ECS will capture records related to electronic documents, contents in social media, mobile media, internal Department websites, and other common correspondence into the EES records management component. This ECS solution is scheduled for deployment in FY 2013.

The Departmental Records Officer and eRecords Service Manager will contact all Bureaus and Offices to continue planning in preparation of these new systems.

In support of this effort, each Bureau and Office must designate and submit a point of contact by **Wednesday, February 15, 2012**. The individual must be available to actively participate in the eERDMS Working Group, have the authority for making decisions and to make commitments for their Bureau or Office regarding the development of a records management program and associated records schedule, and are responsible for the communications and outreach.

We appreciate your cooperation and look forward to collaborating with you to implement policies and solutions that will cut costs and leverage enterprise opportunities in alignment with the ITT and SO 3309.

Please send the point of contact information or any questions to the Departmental eRecords Service Manager, John Montel at (202) 604-1149, John.Montel@ios.doi.gov, or the Departmental Records Officer, Edwin McCeney at (202) 208-3321, Edwin.McCeney@ios.doi.gov.

cc: Rachel Spector, Attorney, Office of the Solicitor
Faye Iudicello, Director, Office of the Executive Secretariat
Bureau and Office FOIA Officers
Bureau and Office Privacy Act Officers
Bureau and Office Records Officers