Automated ERM – the challenges

Records

Staff

CONTENT

IT/OGC/Users

NARA

Non record ?

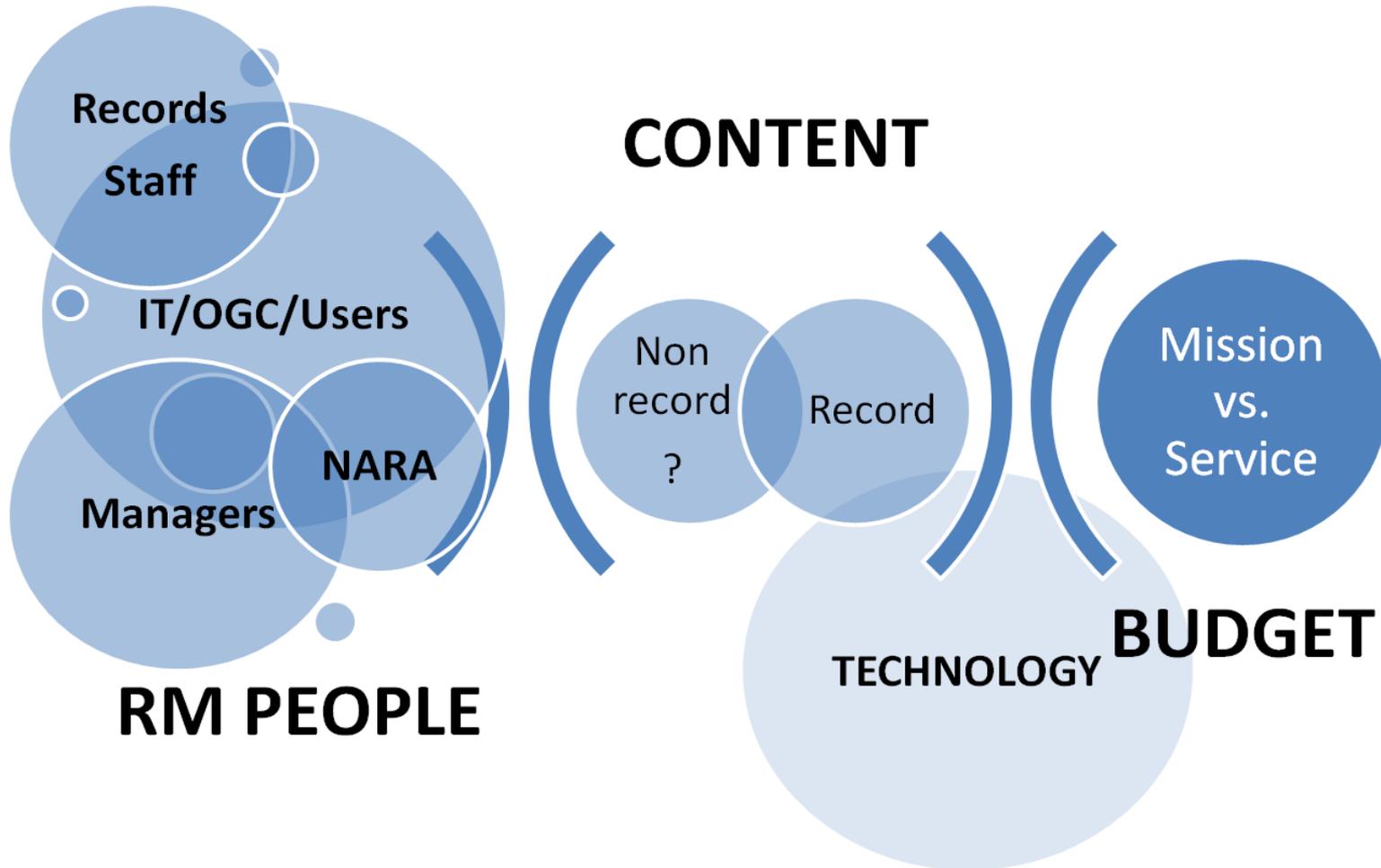Record

Mission vs. Service

Managers

RM PEOPLE

TECHNOLOGY

BUDGET

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DHS Records Management Accomplishments

- Establish Department-wide Leadership and Governance
  - Implemented Records Policy Working Group
  - Implemented Records Leadership Council and Sub-Committees

- Establish Department-wide Framework
  - Implementing Enterprise Records Policy and Instructions
  - Implemented Enterprise File Plan and Schedules (i.e. bio-metric)
  - Implemented Records Management Maturity Model integrated (RM3i)

- Establish Department-wide Training Standards
  - Implemented Mandatory Enterprise Online Training
  - Implemented Records Management Qualification Framework (RMQF)

- Establish Information Governance Approach and Strategy
  - Implemented Executive Steering Committee and Working Group
  - Identified requirements, synergies, and quick win opportunities

Homeland Security

Electronic Information Alignment Model (EIAM)
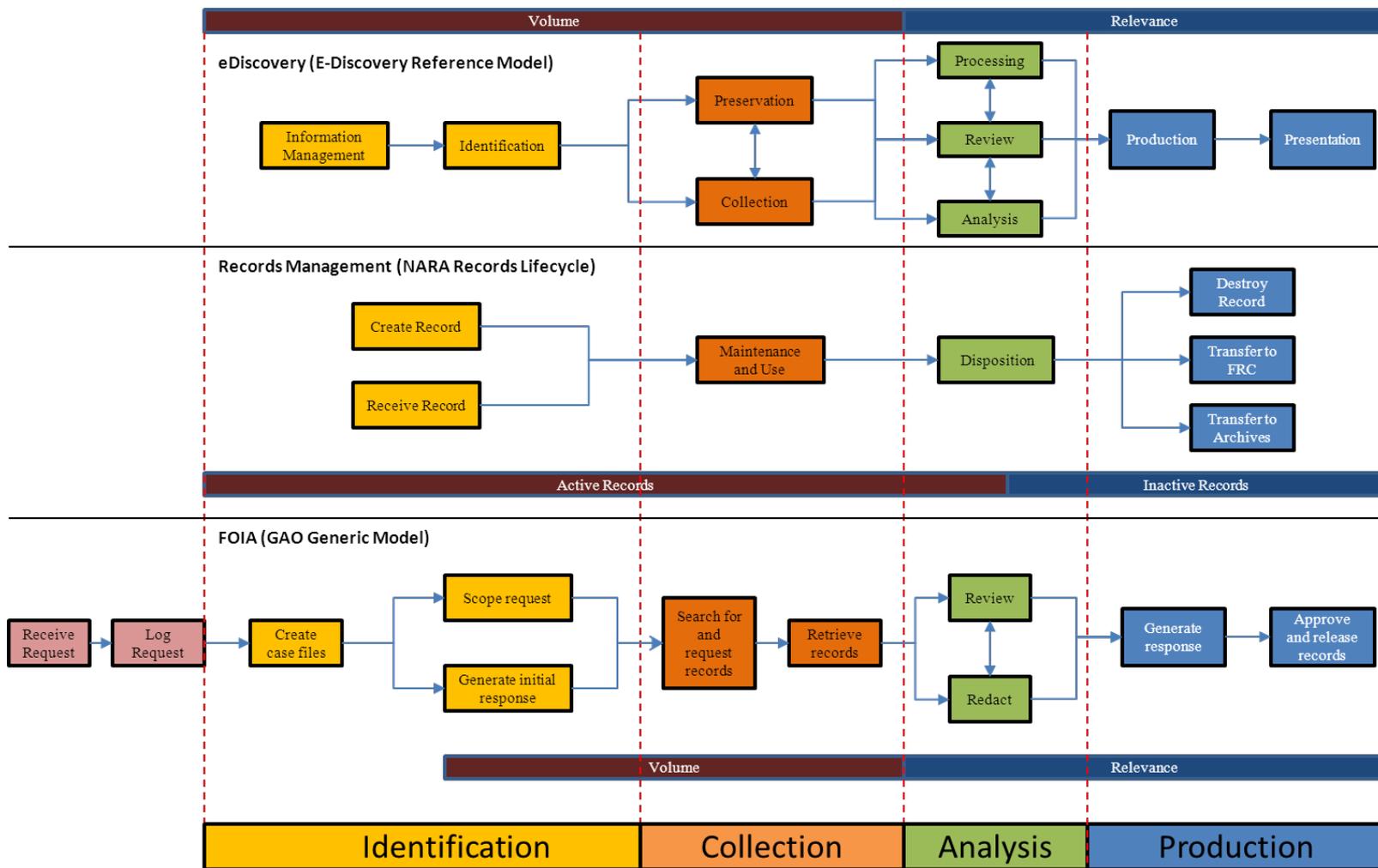
Strategic Improvement Opportunities (SIOs)

SIO1
- Standardize and Unify Systems for Records and Information Governance
  - Identify cross-cutting system needs, evaluate system pilot success, and ensure interoperability of enterprise solutions

SIO2
- Standardize and Unify Information Governance Policies and Procedures
  - Identify policy and procedure gaps and provide recommendations to increase compliance and standardization within Information Governance

SIO3
- Develop Enterprise Resource Strategy to Improve Operation Efficiencies
  - Review current resources within Information Governance and propose strategy to strengthen and promote the domain

SIO4
- Improve/Streamline Information Governance Organization Structure and Relationships
  - Evaluate current organizational structures and recommend adjustments to increase coordination and interoperability among RM, Legal, and FOIA/Privacy

SIO5
- Improve Methods to Manage All Electronic Information
  - Identify key issue areas in electronic information and propose solutions to ease burden of identification, maintenance, search, and disposal of electronic information

SIO6
- Develop and Implement Unified Training
  - Analyze cross functional training opportunities and propose integration options moving forward

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Information Governance Target State