



Recovery Accountability and Transparency Board

Standing Up a New Records Management Program

Veda Sims, Chief Information Security Officer/
Chief Privacy Officer/ Records Officer

Recovery Accountability and Transparency Board

The Law – February 2009

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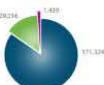


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Downtown areas of major cities across the country will be linked by high-speed trains available to millions of commuters.

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Total Recipient Awards
Reported By Award Type



Completed Projects

- Repair On-Base Apartments
- Install Solar Power for Base
- Repair Storm Damage
- Install Fire Protection Systems

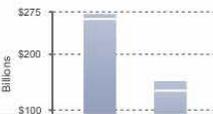
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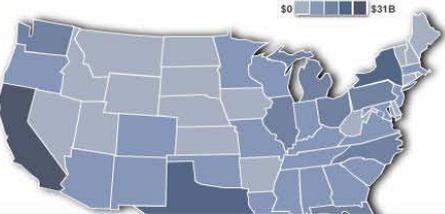
U.S. TOTAL

For federal contracts, grants and loans as reported by recipients under Section 1512 of the Recovery Act.

February 17, 2009 - March 31, 2011



Based on Funds Available
\$0 - \$31B



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RECOVERY FUNDED JOBS REPORTED BY RECIPIENTS

January 1 - March 31, 2011

571,383

Job calculations are based on the

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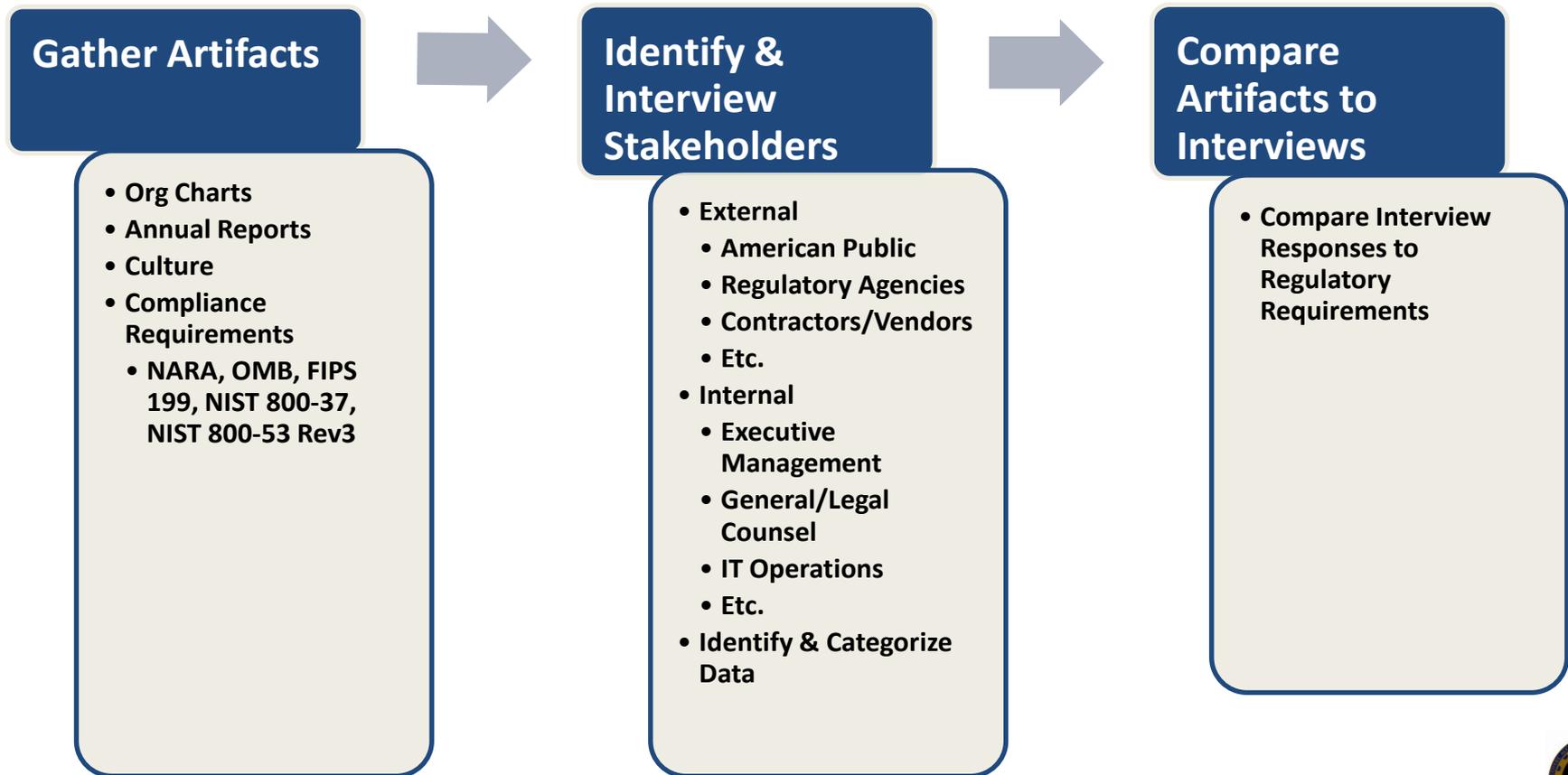


Challenges

- Lack of Resources (Less than 100 employees)
- Major Efforts/ Short Timelines/ Projects Often Run in Parallel
- Learning Curve in Terms of Records Management
- Responsible for Setting Up an Information Assurance Program as the CISO and Chief Privacy Officer
- Records Management Initiative was Considered as “All Other Duties as Assigned”



Where Do You Start When Nothing Exists?



Identified Data Type Examples

| Agency Dept/Division | Types of Data | Type of Schedule | Comments | System Type |
|----------------------|--|--|---|-------------|
| Finance | <ul style="list-style-type: none"> •Financial •PII | General Schedule | Adheres to SAS70 requirements | GSS |
| Communications | <ul style="list-style-type: none"> •Public Facing Data •Published on social networking sites – i.e. Twitter, Facebook* •Email Contacts •Reporter Files | General Schedule *Create Separate Schedule for Social Media Sites | Integrity and availability of the data is critical due to public communications | GSS |
| Mission Support | <ul style="list-style-type: none"> •Administrative Data •Personnel Data •PII | General Schedule | Availability of data is critical to maintain & support agency operations | GSS |



Develop Records Management Policy Identify Records Management System

Identify
Stakeholders

Identify and
Categorize
Data Types

Inventory
Records

Schedule
Records



Quick Wins

- Identified Agency Data Types
- Leveraged Records Management to Stand Up Information Assurance Program
- Developed Annual Security Awareness Training that Comprised of Information Security, Records Management, and Privacy
- Submitted First Schedule to NARA within 14 months from Start to Finish
- Created Repeatable Processes that Matrix Across the Organization
- Utilized NARA Archivist P.O.C.(s) Throughout Entire Process



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QUESTIONS?

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