



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



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In Reply Refer To:
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Memorandum

To: Service Directorate

From: ^{Acting} Director *David Gottinger*

Subject: National Archives and Records Administration Approved Departmental
Administrative Records Schedule
(**Comments Due: within 30 Days from the date of this memorandum**)

On June 19, 2014, the Archivist of the United States approved the Department of the Interior (Department) Departmental Administrative Records Schedule. Because of the hard work from the email Enterprise Records and Document Management System (eERDMS) Team members in coordination with the Assistant Director's, the Department is the first Cabinet-level agency to receive National Archives and Records Administration (NARA) approval for a Departmental Administrative Records Schedule, a section of the overall Departmental Records Schedule.

The Departmental Records Schedule provides the streamlined approach necessary to manage records into the 21st Century by simplifying records retention, associating related records schedules, and improving employee records management compliance. This landmark achievement could not have been possible without the cooperation and collaboration of the Bureaus and the eERDMS Working Group. It was not easy getting Bureaus and Offices with such diverse missions to agree and embrace such a Departmental concept.

This approved schedule is a day-forward schedule, which means the Bureaus and Offices need to begin implementing the new schedule items beginning with the date of approval on June 19, 2014. The Department will provide additional guidance to the Records Officers on recommendations for implementing this schedule. In the meantime, please add any questions related to the implementation of the schedule at the following link:
<https://drive.google.com/a/fws.gov/folderview?id=0B9SH128F9bOYQldqRDdIVHFfUIE&usp=sharing>.

eERDMS Working Group members have access and the Records Management Team will respond to questions in our monthly Records Officers' meeting, more frequently if necessary.

If you do not have access to add content to this link, please work through your bureau working group member, Teri Jackson-Hicks via email at teri_jackson-hicks@fws.gov, to add your question(s). The eERDMS Working Group continues to forge ahead with approvals for the other portions of the Departmental Records Schedules – Legal, Policy, and the 5 Mission Areas.