

**Federal Information and**



**Records Managers Council**

## **FEDERAL INFORMATION AND RECORDS MANAGEMENT COUNCIL 2013 FALL FORUM**

### **Super Buckets and Auto-Classification: How to Manage 70 Million Journaled E-Mails a Month**

Tuesday, December 3, 2013

Department of the Interior (Main Building)

1849 C Street, NW

Washington, DC 20240

10 a.m. to 12 noon

#### **Presenters:**

Ed McCeney (Dept. of Interior Records Officer)

John Montel (Dept. of Interior Deputy E-Records Officer)

Carol Brock (VP-Information Governance for IQ Business Group)

**Abstract:** The Department of the Interior is addressing M-12-18 on an enterprise scale. Using enterprise-wide, functional retention schedules based on lines of business, the Department uses auto-classification to manage email into its Super Buckets. The overall solution supports records, e-discovery, FOIA, Ethics, Administrative / Congressional records, cybercrime investigations, and inspector general activities. This presentation provides strategies used to establish the program, garnering support, consolidating systems, and applying auto-classification to manage content at receipt or transmission. Based on real world experience, this may assist others in formulating strategies and realizing the possibilities of an enterprise-wide solution, which addresses M-12-18.

The Federal Information and Records Managers Council (FIRM) is entering its third decade as the primary advocate for professionals responsible for the records of federal agencies. As the original voice of the federal records management community, the council is involved in the challenges and opportunities affecting records created, maintained, made accessible and preserved for citizens by the federal government.

**ALL FEDERAL RECORDS MANAGERS, THEIR STAFFS AND PARTNERS ARE WELCOME –  
REGISTRATION IS FREE – TO ATTEND IN PERSON AND /OR RECEIVE INFORMATION ON REMOTE WEB AND / OR BUILDING ACCESS  
SEND YOUR NAME, AGENCY, E-MAIL and PHONE NUMBER TO: [johnpaul.deley@eia.gov](mailto:johnpaul.deley@eia.gov) by November 27<sup>th</sup>.  
AN INFORMAL FIRM NETWORKING LUNCH WILL FOLLOW**