

# **FIRM'S SPRING EVENT ANNOUNCEMENT**

## **MARCH 17, 2011**



## **OPERATIONAL REVIEWS**

The Federal Information and Records Management Council [FIRM] is pleased to announce its participation in the Digital Government Institute (DGI) Conference, to be held on March 17, 2011, at the Ronald Reagan Building and International Trade Center, Washington, D.C.

As federal agencies and their related industrial partnerships consider the impact of social media, cloud computing, and e-Discovery issues, one critical area that applies to these topics and plays a growing role in our information and records management programs is the ability to properly assess Records Management/Information Management [RM/IM] practices. This assessment role is even more significant as agencies continue to be evaluated to ensure compliance with federal records responsibilities.

FIRM has therefore arranged for a timely, informative Operational Review Session to be presented by Ms. Luz Ortiz of OSD, Department of Defense [DoD]. Ms. Ortiz's presentation will be an integral part of the conference, particularly as the OSD was the first department reviewed by the newly-established records inspection program implemented by the National Archives and Records Administration [NARA]. FIRM's session on Operational Reviews will explore internal/external program assessments as applied to records management policies and practices. Specifically, attendees will hear from records management staff at the DoD, in addition to experiential lessons offered by Ms. Ortiz.

This timely and informative Session introduces an increasing RM/IM topic of concern for all federal agencies. Acknowledging the growing importance this topic has within the federal community, FIRM plans to host a follow-up meeting in April/May 2011 to review the subject in greater detail. As a primary objective, FIRM hopes this session will enhance our knowledge and provide our RM/IM community with valuable insight on relative and possible operational applications.

Presently, NARA's upcoming 2011 Federal Agency Self-Assessment Survey is scheduled for distribution in May. Among its major emphases, the NARA survey will seek validation data to support agency responses. Generally, validation data are obtained as a product of an internal operational-review process. This is why FIRM places a high value for this topic. The timing for this much-needed session could not be better.

We encourage records management staff to invite their colleagues in General Counsel, Inspector/General, and Auditing Departments to the March 17 Conference, and to also attend the follow-up FIRM meeting regarding this important subject. General Counsel staff will have interest in areas of concern such as agency exposure and risk management. In addition, federal auditors will benefit by gaining valuable information to consider in formulating present and future auditing guidelines and the application of RM/IM criteria.

Please join DGI, FIRM and the RM/IM Community on March 17 for this vital Session on Operational Reviews. For more information, please review the following related links:

FIRM's Site:	<a href="http://www.firmcouncil.org">www.firmcouncil.org</a>
FIRM's Calendar	<a href="http://firmcouncil.org/calendar.htm">http://firmcouncil.org/calendar.htm</a>
DGI's Site:	<a href="http://www.digitalgovernment.com/index.shtml">http://www.digitalgovernment.com/index.shtml</a>
Registration link:	<a href="https://www.signup4.net/Public/ap.aspx?EID=EDRM11E">https://www.signup4.net/Public/ap.aspx?EID=EDRM11E</a>