

**Forest Service Manual
National Headquarters - Washington Office
Washington, DC**

**Forest Service Manual 6800 – Information Management
Chapter 6810 - Information Management Standards**

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Approved by: Kathleen Atkinson, Associate Deputy Chief , OPS

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Responsible Staff:

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Superseded Document(s):

Digest: Following is an explanation of the changes throughout the directive by section.

6810: Establishes a new chapter, FSM 6810, "Information Management Standards" and sets out direction previously in FSM 1390.

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6810.1 - Authority

1. Freedom of Information Act, 5 U.S.C. 552. Defines how information must be released to the public, and Privacy Act of 1974, 5 U.S.C. 552a, which protects personal information from disclosure.
2. Paperwork Reduction Act of 1980, as amended by the Paperwork Reduction Reauthorization Act of 1986, 44 U.S.C. 3501 et seq. Requires a reduction in the amount of paperwork required for conducting business.
3. OMB Circular No. A-130, Management of Federal Information Resources, December 12, 1985. Provides a framework for management of Federal information resources.
4. Department of Agriculture Regulations:
 - a. DR3090-001 (05/28/08) - Litigation Retention Policy for Documentary Materials including Electronically Stored Information. Pertaining to Litigation Hold policies.
 - b. DR3100-002 (12/13/83) - Agency IRM Review Board. Requires agencies to establish an Information Resources Management (IRM) Review Board.
 - c. DR3111-001 (02/02/89) - Departmental Long-Range IRM Planning. Directs agencies to develop a Long-Range IRM Plan.
5. Federal Information Resources Management Regulation of 1984, 41 CFR chapter 201. The primary regulation use by Federal agencies in their management of information resources, especially as it applies to automated data processing, telecommunications, office automation, and records management.
6. Clinger-Cohen Act of 1996 (Public Law 104-106). This legislation establishes processes for selecting, managing, and evaluating information technology investments in Federal agencies to ensure: a positive return on investment; observable improvements in mission performance; acceptable cost and risk within reasonable time frames; and improved productivity, efficiency, and effectiveness of Federal programs through the acquisition and use of information technology resources. The Clinger-Cohen Act also establishes the position of Chief Information Officer (CIO) in Federal agencies.
7. Federal Records Act of 1950, as amended, (44 U.S.C. 29, 31, and 33). This legislation requires heads of agencies to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency.
8. Federal Rules of Civil Procedure (FRCP) 1938, as amended. This legislation stipulates governance of civil procedure in United States district (Federal) courts. The FRCP are promulgated by the United States Supreme Court pursuant to the Rules Enabling Act, and then approved by the United States Congress.

9. Government Performance and Results Act (GPRA) of 1993 (5 USC 306). This Act holds Federal agencies accountable for achieving program results by measuring program performance against program goals and requires agencies to publicly report their progress. GPRA improves Federal program effectiveness and public accountability by focusing upon results, service quality, and customer satisfaction. In addition, GPRA requires agencies to develop strategic plans and report performance measures and outcomes.

10. Office of Management and Budget (OMB) Circular A-130. Circular A-130 provides uniform government-wide information resources management policies as required by the Paperwork Reduction Acts of 1980 and 1995. Among other provisions, Circular A-130 requires systematic attention to the management and preservation of documents that protect the Federal Government's historical record and guard the legal and financial rights of the Government and the public.

11. Rehabilitation Act of 1973, Section 508(b). This legislation imposes strict requirements for any electronic and information technology developed, maintained, procured, or used by Federal agencies.

6810.2 - Objectives

1. Increase effectiveness in on-the-ground resource management, forestry assistance, and research.
2. Increase quality in the provision of Federal land and resource management products and services to the public.
3. Collect and share information in a timely, cost conscious, accurate, secure, and efficient manner for decision-making and operations.

6810.3 - Policy

1. Information must be treated as an organizational resource. Information acquisition, storage, preservation, and dissemination as investments must be effectively linked to overall agency governance.
2. Information, systems, and processes must be comparable and usable for all employees, partners, and the public. Individuals must be able to obtain current, accurate, and scientifically defensible information quickly and easily.
3. Agency workforce must be trained in information stewardship principles and practices.
4. Public information requests must be responded to quickly and appropriately. When necessary, access to sensitive information must be restricted, for example, as defined in FSM 6607, and the Privacy Act and Freedom of Information Act.

5. Information management must be treated as an element of all Forest Service management activities.
6. Metadata for geospatial data sets, and similar information management products, must be collected and preserved.
7. Any electronic records management system used to manage Forest Service Records must be reviewed and approved by the CIO and Agency Records Officer prior to implementation."
8. As agency designated electronic records management systems are implemented, agency information (unstructured and structured) that meets the definition of an official record and is appropriate for electronic retention must be stored in an agency-approved repository and be under the control of an agency-approved electronic records management system."

6810.4 - Responsibility

6810.41 - Chief

The Chief has the responsibility and reserves the authority to:

1. Appoint a Chief Information Officer.
2. Appoint members of the Forest Service Information Resources Direction Board (IRDB).
3. Approve plans and periodic updates developed by the Chief Information Officer, which identify the structural elements needed for successful operation of the Forest Service Information System.

6810.42 - All Line Officers and Staff Directors

It is the responsibility of line officers and staff directors to:

1. Provide leadership, guidance, and direction for information management within their program areas and ensure their units' and staffs' compliance with and contribution to agency information management policies and objectives.
2. Coordinate efforts with other units and staffs to ensure needed skills and other resources are allocated to achieve agency information management policies and objectives.
3. Approve the establishment of, and changes in, their units' information requirements, standards, and processing technologies.
4. Ensure that subordinates who develop and maintain Forest Service Information System components are knowledgeable of the Forest Service Business Solutions Life-

Cycle Methodology (BSLM) and Systems Development Life-cycle Roadmap (SDLR) and receive the training needed to employ them effectively.

5. Contribute personnel and other resources to interdisciplinary teams commissioned by the CIO and agency Information Resources Governance bodies.
6. Ensure the long term viability of information acquired by Forest Service personnel by establishing and maintaining information stewardship programs on their units or staffs.

6810.43 - Deputy Chief for Business Operations

It is the responsibility of the Deputy Chief for Business Operations to:

1. Provide leadership, guidance, and direction to the Chief Information Officer in the performance of the duties of that position.
2. Review and approve proposals to the Chief regarding the Forest Service information management program budget.

6810.44 - Deputy Chiefs

It is the responsibility of deputy chiefs to:

1. Serve on the Information Resources Direction Board.
2. Approve recurrent national information collections that involve only their Deputy Area and do not significantly increase the information collection burden on the field.

6810.45 - Washington Office Staff Directors

It is the responsibility of all Washington Office staff directors to support the efforts of the Information Management Council and to serve as members, if selected.

6810.45a - Chief Information Officer

It is the responsibility of the Chief Information Officer to:

1. Inform and advise the Chief of the development and maintenance of the Agency strategic information resources program of work.
2. Provide direction and leadership for the Agency information management program.
3. Serve as the Agency Senior Information Resource Management official.
4. Foster the involvement of all functional areas and organizational levels in a participatory process to develop and maintain the Forest Service Information System.

5. Ensure the continued evolution of and compliance with a standard Forest Service Enterprise Architecture methodology, to include Business Solution Life-Cycle Management (BSLM) and Systems Development Life-Cycle Roadmap (SDLR) methodologies, by those creating components for the Forest Service Information System.
6. Ensure effective and efficient installation, operation, and security of information processing technologies and systems in agency work environments.
7. Ensure the continued evolution and application of a communications and training plan to ensure employees are aware of the goals and accomplishments of the Agency information management program and to equip them with skills to contribute to the program.

6810.45b - Director of Office of Regulatory and Management Services (ORMS)

It is the responsibility of the Director of ORMS to:

1. Designates the Agency's official records repository.
2. Designates the Agency's official electronic records management system (eRMS)

6810.45c - Geospatial Information Officer

It is the responsibility of the Geospatial Information Officer to:

1. Inform and advise the Chief Information Officer and the Chief of the development and maintenance of the Agency geospatial information management program.
2. Provide direction and leadership for the Agency's geospatial information management program.
3. Provide analysis to the Information Management Council of developments in geospatial information management and information processing technology; their requirements, costs, benefits, skill requirements, security needs, and priorities.
4. Charter and oversee the program of work of the Forest Service Geospatial Advisory Committee (GAC) see section 46b.
5. Foster the involvement of all functional areas and organizational levels in a participatory process to develop and maintain the Forest Service geospatial information system.
6. Ensure the continued evolution and application of a communications and training plan to ensure employees are aware of the goals and accomplishments of the Agency geospatial information management program and to equip them with skills to contribute to the program.

7. Ensure the ease of access to geospatial technologies and information by agency personnel.
8. Foster the involvement of all functional areas and organizational levels in developing and maintaining information stewardship programs across the Forest Service.
9. Ensure the Agency's vision for the utilization and maintenance of geospatial technologies and information is understood throughout the organization.

6810.46 - Information Resources Direction Board

It is the responsibility of the Information Resources Direction Board to:

1. Serve on the Agency's Information Resources Management Review Board as required by Department of Agriculture Regulation 3100-002.
2. Participate as advisors and decision makers in the development and adoption of the information management policy.
3. Assist the Chief Information Officer in identifying structural elements needed in the Forest Service Information System and the priorities for developing them.
4. Ensure the Agency's information resources vision and direction is understood throughout the organization.
5. Assist the Chief Information Officer to gain functional and field involvement, acceptance, and support for developing and maintaining the Forest Service Information System.
6. Monitor the implementation of the Forest Service Enterprise Architecture methodology to ensure it effectively coordinates system development and maintenance activities.
7. Review, approve, and maintain the process to be followed by the CIO and IRB for creating and maintaining the Forest Service Information Resources (IR) Strategic Plan, including annual review and approval by the Executive Leadership Team (ELT).
8. Review the annual Forest Service IR Strategic Plan prepared and submitted by the CIO. Recommend approval, as appropriate, to the Chief of this annual plan and any incremental updates.
9. Monitor and evaluate the IR investment performance for efficiency, effectiveness, and alignment with agency policy.
10. Charter the Information Management Council.

6810.46a - Information Management Council

It is the responsibility of the Information Management Council (IMC) to:

1. Guide the development of a national integrated information management program planning process and standards-based approach and framework.
2. Provide guidance to the Information Resources Direction Board (IRDB) and Chief Information Officer (CIO) in establishing and implementing the Agency's information management program and a governance strategy for information management.
3. Approve renewal national information collections that impact more than one Deputy Area.
4. Maintain information advisory committees, representing a broad spectrum of agency business, to assist the IMC in performance of its responsibilities.
5. Determine the rotation and other rules for the position of IMC Chair who shall serve as a non-voting member of the IRB.

6810.46b - Geospatial Advisory Committee

It is the responsibility of the Geospatial Advisory Committee (GAC) to:

1. Provide advice to the geospatial information officer on issues related to agency geospatial activities, data standards, geospatial enterprise architecture, and geospatial policy.
2. Establish and maintain a geospatial strategy for the Agency.
3. Identify, monitor, and address issues regarding the state of agency geospatial programs and activities, including time-sensitive and high priority emerging geospatial concerns.
4. Develop and articulate recommendations concerning geospatial program execution and resources needed to meet agency business requirements.
5. Communicate observations, findings, and recommendations throughout the Agency; and maintain GAC operating and decision-making procedures.

6810.5 - Definitions

Forest Service Business Solutions Life-Cycle Methodology (BSLM). A set of guiding principles, concepts, and practices for meeting mission requirements by developing comprehensive solutions that typically involve effective, efficient leverage of Information Technology.

Forest Service Electronic Records Management System (eRMS). A system compliant with Federal standards for electronically managing both electronic and physical records.

Forest Service Enterprise Architecture Methodology. A unified system of methods, standards, and techniques that provides structure and support for planning, implementing, and operating the Forest Service Information System, including the data, processes, and technology used in that system. The methodology helps ensure Forest Service information system components are designed to meet mission-related needs of the Agency.

Forest Service Information System. The policy, technology, and resources employed by the Forest Service to capture, process, and share information within and outside the Agency in support of Forest Service activities.

Forest Service Records Repository. An electronic repository, database, or content management system, or combination thereof, designated as the Agency's official repository for electronic records.

Forest Service Systems Development Life-Cycle Roadmap (SDLR). The series of interrelated and sometimes recursive steps describing what standards are to be followed building Forest Service software applications or more generally accomplish IT projects: that is, what things need to be done and what products completed and communicated to meet Forest Service standards, independent of the project management approach followed. The scope of this SDLC roadmap is IT projects executed by the Forest Service, internally-developed or developed by a vendor. The SDLC roadmap is intended to focus on the project level, and only on the IT-related aspects of projects. Business-level planning is addressed through the Business System Life-Cycle Methodology (BSLM) effort.

Information Management (IM). The application of management processes (planning, organizing, directing, maintaining, and controlling) to the Agency's information handling functions and information holdings. Also, the operational application of methods, procedures, systems, or technology for creating, acquiring, handling, using, maintaining, or disposing of information.

Information Management Program. The application of information management in the accomplishment of the organization's mission and goals.

Information Technologies (IT). Computers, electronic devices, networks, and their internal instructions or codes that are used to process and share data electronically.

Strategic Information Resources Program of Work. A program of work established by senior Forest Service Leadership, intended to achieve the objectives and outcomes of the Agency's Information Resources Strategic Framework (IRSF). This program of work is a high-level (one to three year) plan of activities deemed most capable of making currently needed progress toward IRSF objectives and outcomes given the prevailing budget constraints and mission priorities.

6810.6 - Principles and Guidelines for Developing and Reviewing Information Requirements

Authors, primary staff, and line officers shall develop, analyze, and/or review an information requirement proposal to ensure it complies with the following principles and guidelines:

1. There is a periodic need to collect the information.
2. Failure to collect the information poses unacceptable risks and/or consequences to the Agency.
3. The appropriate amount of information to be collected is needed to:
 - a. Comply with statutory or other legal requirements.
 - b. Achieve basic program objectives, while providing transparency.
 - c. Support informed and timely budgeting and program decisions.
4. The cost of collecting and maintaining the information should not exceed its value.
5. The information is not already collected in whole or in part by another system, should not create redundant reporting requirements.
6. Collection of information should use the most efficient method possible.
7. Ensure personally identifiable information is collected and stored legally as authorized under the Privacy Act of 1974 (FSM 6270). Ensure coding is consistent with approved national codes.

6811 - Recurrent National Information Requirements

6811.03 - Policy

1. Requirements for recurrent collection of information servicewide must be authorized in the directives system before collection begins.
2. Approval is required by the Information Management Council for any recurrent national information requirement which involves two or more deputy areas or significantly increases the information collection burden on the field.

6811.1 - Processing New/Modified Information Requirements

All proposed new or modified information requirements are subject to formal clearance and approval as shown in exhibit 01. Form FS-1100-2, Directive Processing Request, provides for the clearance of new/revised information requirements as part of the directive process.

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6811.1 – Exhibit 01

PROCESSING NEW/MODIFIED INFORMATION REQUIREMENTS

