

## **Electronics Records Management (ERM)**

### **PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY**

**System Name:** Electronics Records Management (ERM)

**Managing Office:** M/MS/IRD

**Date PIA Completed:** March 30, 2012

### **OVERVIEW**

This is a DoD 5015.2 fully-certified enterprise Electronics Records Management (ERM) tool for M/MS/IRD to update the policy to accept electronic records. The ERM tool and its integration with existing document management systems will automate the entire life cycle of records from creation to disposition. The integrated tools will automatically identify records, auto-index, and auto-categorize records, and will support the electronic transfer of permanent records to NARA as appropriate. Records that are not permanent will be fully deleted per authorized disposition Instructions.

### **AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)**

The authority to collect this information is 5 U.S.C. Sections 1302, 2951, 3301, 3372, 4118, and 8347, and Executive Orders 9397 (SSN), 9830, and 12107.

### **INFORMATION COLLECTION (WHAT)**

Name, address, email address, and phone number.

### **INFORMATION COLLECTION (WHY)**

PII and other information is collected by ERM to:

- Improve customer service, FOIA, and eDiscovery by enhancing USAID's ability to find, search, and retrieve records
- Enhance recovery of records in event of disaster
- Optimize space through reduction of paper files
- Improve operation efficiency through eliminating the need to process, store, and manage paper processes
- Support the Agency's eco-friendly and sustainability plan
- Address OIG findings and the President's memorandum on Managing Government Records

## **AGENCY INTENDED USE**

ERMs will be used by USAID to manage its electronic records.

## **INFORMATION SHARING**

Access to records permitted to following user groups per authorized permission requirements: Records Officers, Records Managers, Records Liaisons, and agency employees who access official records as part of their daily business processes.

## **NOTICE OF OPPORTUNITIES FOR CONSENT**

None.

## **INFORMATION SECURITY**

Information security is provided through application of access controls and the AIDNet network authentication protocols.

## **SYSTEM OF RECORDS NOTICE (SORN)**

OPM/GOVT-1, General Personnel Records (June 7, 2011, 76 FR 32997)